

**TEMPE UNION HIGH SCHOOL DISTRICT NO. 213
STUDENT ACTIVITIES CLUB SPONSOR HANDBOOK**

STUDENT ACTIVITIES

CLUB SPONSOR

HANDBOOK

TEMPE UNION HIGH SCHOOL DISTRICT no. 213

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STUDENT ACTIVITIES CLUB SPONSOR HANDBOOK**

Policies and Procedures Agreement

I have read the information enclosed and agree to comply with the policies and procedures outlined in this Tempe Union High School District Student Activities Club Sponsor Handbook. **MISUSE OR MISHANDLING OF ANY STUDENT ACTIVITIES FUNDS IS GROUNDS FOR DISCIPLINARY ACTION.**

Club Sponsor Signature: _____

Club Sponsor Printed Name: _____

Date: _____

Student Club Name #1: _____

Student Club Name #2 (if applicable): _____

Student Club Name #3 (if applicable): _____

Student Club Name #4 (if applicable): _____

Student Club Name #5 (if applicable): _____

Principal Signature: _____

Date: _____

Return to: Activities Assistant Principal
Scan and email copy to jbarnard@tempeunion.org for Business Services file copy

**TEMPE UNION HIGH SCHOOL DISTRICT NO. 213
STUDENT ACTIVITIES CLUB SPONSOR HANDBOOK**

Dear Club Sponsor:

The purpose of this handbook is to provide you, the Club Sponsor, with guidance regarding District fundraisers, receipts and expenditure policies and procedures to ensure a mutual understanding of your responsibilities as a Club Sponsor.

Copies of policies pertaining to student activities are available upon request from the District office. These policies have been developed according to Arizona Revised Statutes and the Uniform System of Financial Records and will be strictly enforced.

Thank you for your support of student activities.

Dr. Kevin J. Mendivil
Superintendent

Diane M. Meulemans
District Student Activities Treasurer

Note: current Student Club account balance information can be found on your campus Financial Reports folder. If you do not have access to your campus Financial Reports folder, please submit an IT support ticket.

**TEMPE UNION HIGH SCHOOL DISTRICT NO. 213
STUDENT ACTIVITIES CLUB SPONSOR HANDBOOK**

TABLE OF CONTENTS

Organization6

Fundraisers7

Receipts10

Expenditures11

Reconciliation13

Appendix14

TEMPE UNION HIGH SCHOOL DISTRICT NO. 213 STUDENT ACTIVITIES CLUB SPONSOR HANDBOOK

ORGANIZATION

1. Requirements for organizing a Student Club.
 - a. Student Club must submit a constitution that identifies the purpose of the Student Club, to the School Activities Principal and Student Council for approval. See **Sample Constitution Form** in the Appendix. In addition, Student Club must follow step by step instructions of your campus.
 - b. Student Club must have at least one adult sponsor who is an employee of the District and must be approved by the School Activities Principal and Student Council.
 - c. Student Club must elect officers and submit officer names and member names to the Student Council, and Student Activities office.
2. The Student Council and each Student Club should follow these procedures for meetings:
 - a. The meeting is called to order and a Student Club member must take minutes. The Club Sponsor must be present.
 - b. Minutes must include, but not be limited to the following: date, time, members present, discussion, motions made and motions approved. See **Request for Purchase Order /Meeting Minutes Form** in the Appendix. A sign in sheet with all the Student Club members must be used to document members present e.g., members present will sign in and absent members will be left blank.
 - c. Minutes are filed by the Club Sponsor and must be retained for three years for audit purposes.
 - d. A quorum is necessary when voting. A quorum is defined as a majority of an entire body.
3. Conflict of interest policies, as stated in District policy GBCA and ARS Title §38-503 apply to all student activity transactions. ARS Title §38-503 prohibits school employees from participating in any manner in a contract, sale or purchase where the employee or a relative has a substantial interest in the contract sale or purchase.
4. **MISUSE OR MISHANDLING OF ANY STUDENT ACTIVITIES FUNDS IS GROUNDS FOR DISCIPLINARY ACTION.**

TEMPE UNION HIGH SCHOOL DISTRICT NO. 213 STUDENT ACTIVITIES CLUB SPONSOR HANDBOOK

FUNDRAISERS

- All fundraisers must have prior approval from the Student Council and the Student Activities Principal. The completed **Fundraiser Approval Form** must be kept on file in Activities Principal's office and must be available for Bookstore Manager and Student Activities Treasurer prior to the start of any fundraising activity. See **Fundraiser Approval Form** in the Appendix.
- Approval List: if not on the list below it must be taken to the school board for approval.

<u>Food:</u> (must conform to serving guidelines)	<u>School Spirit:</u>	<u>Services:</u>
Apples	Balloons	Car washes
Bagels	Bumper stickers	Clinics
Baked Goods	Buttons	
Beef Jerky	Calendars	Concession stands: (must conform to serving guidelines)
Breakfast Items	Caps	Candy
Frozen Fruit Drinks	Folders	Hot dogs
Frozen Yogurt	Hats	Popcorn / chips / nachos
Nachos	Key chains, charms	Soft drinks
Peanuts	Mugs, cups	Lollipops
Pickles	Pillows	Chocolate
Pizza	Ribbons	
Popcorn	Pom poms	Miscellaneous:
Pretzels	Stadium cushions	Grocery store receipts
Sausage/Cheese	t-shirts	Internet shopping incentive program
Spices	Towels	Marathons
Sub sandwiches	yearbooks	Mini Olympics
		Mother's day greetings
Personal Items:	Personal Items:	Musicals
Auto window shades	Rummage Sale	Pennants
Book sales / book covers	Stuffed animals	Phoenix suns tickets
Calendars	Sunglasses	Renaissance fair
Candles	Suntan lotion	Skate parties
Cookbooks	Sweatshirts	Sporting events
Crystal	Tapes/cds	Student stores
Flowers		Student vs. staff
Greeting cards / stationary	Miscellaneous:	Talent show
Holiday gifts / boutique	Book fairs	Talk-a-thon
Jackets	Carnival	Teacher auction
Jewelry	Coupon books	Tupperware
Magazines	Dances	Walk-a-thon
Memo boards	Drama productions	Wrapping paper
Message grams	Fair tickets	Yearbooks
Notebooks	Fashion show	
Pencils	Field trips	
Posters	Fun run	

**TEMPE UNION HIGH SCHOOL DISTRICT NO. 213
STUDENT ACTIVITIES CLUB SPONSOR HANDBOOK**

3. Vendors must register as a vendor with the Purchasing department before goods or services are purchased. Please refer all vendors to the Purchasing website page at <https://tuhsd.bonfirehub.com/portal/?tab=login>
4. Student activities monies are derived from a variety of sources: dues, concessions, ticket sales, publications, yearbooks, class or student pictures, and fund raising events approved by Activities Principal/or designee. ALL monies raised by the students must be deposited into a Student Club account and documented on a **Deposit Slip Form** (available at the bookstore).
5. A Student Club may **NOT** hold a raffle, drawing, lottery or similar event.
6. A Student Club may **NOT** sell for parent groups.
7. A Student Club may participate in a joint fundraising project with an outside group such as a parent-teacher organization if the Governing Board has approved the project. The proceeds should be allocated proportionately between the two organizations based on the level of effort devoted by each group on the project.
8. Students are discouraged from selling items house to house.
9. Proceeds from sale of inventory (candy, T-shirts, etc.) must be compared to items sold to estimate actual proceeds. Use the following method:

Step 1	Amount purchased from vendor
Less:	Amount left on hand
Equals:	Amount sold

Step 2 Amount sold x selling price = Estimated proceeds

10. Any unsold inventory after fundraising sales (candy, T-shirts, etc.) must be accounted for and properly safeguarded. A year-end checkout procedure must be performed on excess inventory and what will be done with it.
11. It is the practice of the District to limit the sale of competitive food items, including candy, on its campuses, and to encourage students to utilize the school cafeteria(s).

The following guidelines shall apply for the sale of food items:

- The decision concerning the sale of candy and other food items; i.e. cookies, brownies, etc., shall be left to the discretion of the administration at each individual campus.
- However, if food sales are allowed, no competitive food items shall be sold during the breakfast and lunch hours.
- Food sold should be commercially regulated or its preparation properly supervised and not made at home.

**TEMPE UNION HIGH SCHOOL DISTRICT NO. 213
STUDENT ACTIVITIES CLUB SPONSOR HANDBOOK**

- All student food sales shall receive prior approval from the Student Council. See **Fundraiser Approval Form** in the Appendix.
12. An unsolicited donation to a Student Club will be treated as a “gift and donation” to the district. The district’s **Donation Approval Form** in the Appendix must be filled out by the donor and/or Club Sponsor to go to school board for approval. The District’s Budget Specialist will enter the donation into the district’s accounting system and notify the Club Sponsor of the available funds and how to access them.

TEMPE UNION HIGH SCHOOL DISTRICT NO. 213 STUDENT ACTIVITIES CLUB SPONSOR HANDBOOK

RECEIPTS

1. All student activities monies must be physically safeguarded. **In no case shall money be left overnight except in safes provided for the safekeeping of valuables.**
2. All cash must be safeguarded by being deposited in the bookstore on a daily basis. Monies shall not be kept in classrooms or taken home. All monies shall be deposited in the bookstore by filling out a **Deposit Slip** form available at the bookstore. Please ensure checks have all information (name, address, phone number) and write student ID numbers on all checks. Under no circumstances should an individual deposit student activities funds to their personal checking account.
3. Event receipts (e.g., athletic gate receipts, dance receipts) deposits should be picked up by the administrator on duty and taken to the Bookstore for deposit. Alternatively, the event receipts could be placed in a secure campus safe and taken to the Bookstore for deposit the following business day.
4. Private bank accounts are not authorized for use by any Student Clubs.
5. For current cash balances, see Bookstore Manager. Individual Student Clubs must maintain positive cash balances and perform monthly reconciliations with District records for audit purposes.

Procedures:

1. The Club Sponsor and the student should work together to prepare the **Deposit Slip**.
 - If tickets were involved, be sure to include the beginning and ending ticket numbers, calculating the number of tickets sold on the **Deposit Slip**.
 - A calculator tape of check totals should be attached to the checks.
 - The **Deposit Slip** requires signature of the student and the Bookstore staff member receiving the money.
2. When the Bookstore staff receives the **Deposit Slip**, a receipt will be issued to the student and stapled to their copy of the Deposit Slip. A duplicate copy of the receipt is maintained by the bookstore and stapled to the duplicate copy of the **Deposit Slip**.

TEMPE UNION HIGH SCHOOL DISTRICT NO. 213 STUDENT ACTIVITIES CLUB SPONSOR HANDBOOK

EXPENDITURES

1. Monies should be expended in a manner beneficial to those students currently in school. Students must actively participate in the management of funds.
2. At the end of each fiscal year, all Student Club accounts must have a positive or zero balance. It is the responsibility of the Club Sponsor and District Student Activities Treasurer to ensure accounts complete the year in a positive standing. Student Clubs that had no monetary activity during the year must be justified to remain an active Student Club. After the second year of monetary inactivity, any ending balances are automatically transferred to the school's Student Council account.
3. Student activities monies must not be used to defray any District expense.
4. Cash must be available in the account of a Student Club before a purchase is made. Student Clubs may request a loan from student council in the event no cash is available.
5. List of student names and list of food served is required for meals provided for students.
6. If a Club Sponsor is not familiar with the **Purchasing Policies and Procedures**, please do the following before planning for the purchase of goods or services:
 - a.) Go to the District website <https://www.tempeunion.org/>
 - b.) Login as Staff
 - c.) Go to the Staff tab
 - d.) Go Purchasing/Warehouse to review the **Purchasing Policies and Procedures**.
7. All purchases of goods and services must have a District purchase order and prior approval by the Student Club before the goods and services are provided. Student Club approval is documented on the **Request For Purchase Order/Meeting Minutes** form which is then attached to the Purchase Requisition (request) submitted in the iVisions portal. If the purchase requisition is approved, a Purchase Order is issued and a copy is forwarded to the Club Sponsor.
8. After the Purchase Order is issued, the Club Sponsor is now authorized to proceed with the purchase. After the purchase is made and an invoice is received in Accounts Payable, the Accounts Payable staff will forward the vendor invoices to Club Sponsor for review and approval. All approved invoices should be returned to Accounts Payable for payment processing.

TEMPE UNION HIGH SCHOOL DISTRICT NO. 213 STUDENT ACTIVITIES CLUB SPONSOR HANDBOOK

9. Capital items purchased by a Student Club must be donated to the District. Capital items will be added to the district's fixed asset listing to safeguard these student purchases. A **Donation Approval Form** in the Appendix must be filled out and presented to the school board for approval.

10. Reimbursements to Club Sponsors will not be made for purchases made from vendors that accepts a District purchase order. If necessary, contact the Purchasing department to verify if a certain vendor accepts a District purchase order. If it is determined that the desired vendor does not accept a District purchase order and the Purchasing department is not able to find a suitable alternative vendor that accepts District purchase order, the Club Sponsor may request a reimbursement. First, the Club Sponsor must obtain the prior approval for the reimbursement from the District Student Activities Treasurer. Reimbursements to Club Sponsors cannot exceed \$500 per requester per school year. Reimbursements are limited to Club Sponsor only (not parents or students). A purchase order must be generated to the Club Sponsor (District Employee) before purchases are made. Reimbursements receipts **MUST** be submitted immediately after the purchase and may not be dated before the Purchase order.
 - 1) Determination is made that vendor does not accept District purchase order.
 - 2) Obtain Club Sponsor reimbursement approval from District Student Activities Treasure.
 - 3) Obtain Student Club approval to reimburse Club Sponsor with approval reflected in Student Club meeting minutes.
 - 4) Initiate a purchase requisition to obtain a District purchase order, (PO must be in place prior to purchase).
 - 5) Club Sponsor submits original detailed receipts to Accounts Payable for reimbursement processing.

11. Purchases made without a purchase order and proper authorization are considered unauthorized. **The District will not reimburse the Student Club or Club Sponsor for any unauthorized purchases.** It will be considered a donation.

TEMPE UNION HIGH SCHOOL DISTRICT NO. 213 STUDENT ACTIVITIES CLUB SPONSOR HANDBOOK

RECONCILIATION

1. The Club Sponsor and Club Treasurer should periodically obtain and review the current District Student Club balance from the campus Financial Reports folder. This review should be done at least monthly. The recommended best practice is to monitor District Student Club balances on a weekly basis.
2. The District Student Club balance should be verified with the Student Club records. Any discrepancies should be researched and reconciled.

**TEMPE UNION HIGH SCHOOL DISTRICT NO. 213
STUDENT ACTIVITIES CLUB SPONSOR HANDBOOK**

APPENDIX

Sample Constitution.....15

Request for PO/Meeting Minutes.....16

Sample Fundraiser Approval Form.....17

Donation Approval Form.....18

TEMPE UNION HIGH SCHOOL DISTRICT NO. 213 STUDENT ACTIVITIES CLUB SPONSOR HANDBOOK

Club Constitution

PREAMBLE

The purpose of the _____ Club of Mountain Pointe High School shall be to establish and promote interest in the study of _____ through the sponsorship of academic and social events.

ARTICLE I - Name and Membership

SECTION 1: The name of this organization shall be the _____ Club of Mountain Pointe High School.

SECTION 2: Membership shall be open to any daily registered student of Mountain Pointe who demonstrates an interest in the study of _____.

ARTICLE II - Officers

SECTION 1: The officers of the _____ Club shall consist of _____.

These officers shall be elected at a regular business meeting by a majority of the members present.

SECTION 2: Office Title: _____ shall be responsible for _____.

SECTION 3: Office Title: _____ shall be responsible for _____.

SECTION 4: Office Title: _____ shall be responsible for _____.

SECTION 5: Office Title: _____ shall be responsible for _____.

SECTION 6: Office Title: _____ shall be responsible for _____.

SECTION 7: Office Title: _____ shall be responsible for _____.

SECTION 8: Officers may be removed from office when the sponsor(s) and a two-thirds majority of the membership feel it is in the best interest of the club. All vacancies, whether by resignation or removal, shall be filled at the next regular meeting by a new election, approved by a majority of the members present.

ARTICLE III - Meetings

SECTION 1: Regular business meetings of the _____ Club shall be conducted on dates to be designated by a majority of the membership. Special meetings may be called by the _____ and sponsor(s).

SECTION 2: A quorum shall exist if a simple majority of the members are present. No official transaction can be taken unless a quorum exists.

ARTICLE IV - Amendment

SECTION 1: This constitution may be amended by a two-thirds vote of the membership in a regular meeting, following the meeting in which it was first proposed.

ARTICLE V - By-Laws

SECTION 1: The _____ Club shall have the power to pass all necessary by-laws for enforcing this constitution and for carrying out the purposes of the organization.

SECTION 2: By-laws shall become effective upon the approval at a regular business meeting by two-thirds vote of the members present.

SECTION 3: By-laws may be revoked by a two-thirds vote by the regular members present at a regular business meeting.

SPONSOR SIGNATURE: _____ DATE: _____

TEMPE UNION HIGH SCHOOL DISTRICT NO. 213 STUDENT ACTIVITIES CLUB SPONSOR HANDBOOK

TUHSD Request for Purchase Order / Meeting Minutes

You MUST complete all fields for the P.O. to be processed. Please return signed form to BOOKSTORE MANAGER.

Student Funds (850) Tax Credit Funds (526) Auxiliary Funds (525) Gifts & Donations (530)

Name of Club: _____ Club Number: _____

Sponsor Name: _____ Date: _____

REQUESTED P.O.s:

Vendor Name and Address	Fund	Brief description of items/services	Amount	Motioned by / Seconded and Approved by (Student Names)	Date for PO to be closed
	<input type="checkbox"/> 850 <input type="checkbox"/> 526 <input type="checkbox"/> 525 <input type="checkbox"/> 530				
	<input type="checkbox"/> 850 <input type="checkbox"/> 526 <input type="checkbox"/> 525 <input type="checkbox"/> 530				
	<input type="checkbox"/> 850 <input type="checkbox"/> 526 <input type="checkbox"/> 525 <input type="checkbox"/> 530				

MEETING MINUTES:

Meeting called to order at: _____ Meeting adjourned at: _____

Members Present: _____

Summary of Meeting Topics:

- _____
- _____
- _____
- _____
- _____

Club Sponsor Signature: _____

Club Sponsor Printed Name: _____

Club Officer Signature: _____

Club Officer Printed Name: _____

TEMPE UNION HIGH SCHOOL DISTRICT NO. 213
STUDENT ACTIVITIES CLUB SPONSOR HANDBOOK

Fundraising Request

Organization/Club Name: _____

Sponsor Name: _____

Date(s) of Event: _____

Purpose of Event (circle):

Fund Raiser

Support Spirit

Community Service

Item(s) Sold: _____

Price of Items: _____

Address or Location: _____

Event Time: From _____ am/pm to _____ am/pm

Sponsor Signature: _____ Date: _____

President Signature: _____ Date: _____

Return to Activities for Student Council approval:

Student Council Approval: _____ Date: _____

Activities Principal Signature: _____

cc: Bookstore

TEMPE UNION HIGH SCHOOL DISTRICT NO. 213 STUDENT ACTIVITIES CLUB SPONSOR HANDBOOK

TEMPE UNION HIGH SCHOOL DISTRICT

DATE: _____

ITEM: Gifts and Donations

Donor/Individual:	
Donor/Company:	
Address:	
Description:	
Serial Number:	<i>(only needed if item value is greater than \$300)</i>
Model Number:	
Approximate Value:	
Supportive Cost Requirements: (installation, maintenance, operating costs, etc.) <i>Please describe</i>	
Describe how this donation will benefit the school:	

The gift/donation will be used at: THS MHS MDN CDS MTP DVH CHS District
Wide

Signature of School Employee Accepting: _____ / _____
Printed Name

Signature of Site Administrator: _____ / _____
Printed Name

Attach additional sheets if needed, as well as all original correspondence and documentation