



LIVERMORE
SCHOOL DISTRICT

Associated Student Body (ASB)

Handbook

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GENERAL INFORMATION

ASB DEFINITION

For the Students by the Students

ASB BUDGET

- Preliminary Budget for next school year due in Business Services by June 1.
- Approved final budget due October 1.
- ASB meeting minutes approving final budget must be included with final budget.
- The budget should be reviewed monthly and revised as needed. Expenses exceeding the budgeted amount will not be processed until the budget is revised.

CLUBS/CLASSES

- Students seeking to establish a club must submit a charter to Student Council for approval. All Charters must be on file at the District Office before an Account is established.
- The fund in club/class accounts carry over from year to year.
- The funds in the Senior Class account will be transferred to the ASB General Fund at the end of the calendar year unless directed otherwise by the class.
- Fundraising activities must follow the site's approval process. Fundraising proceeds are to benefit the entire club as whole and not individual students.
- Club account balances will revert to the ASB General Fund after 18 months of no activity.
- Clubs must prepare and maintain meeting minutes. Meeting minutes are required back-up for disbursement requests.

REVENUE

ACCEPTABLE SOURCES OF REVENUE

- Gate Sales.
- Pre-approved fundraisers.
- Ticket sales for dances or other ASB/ club events.
- Student Body Cards.
- Spirit items such as sweatshirts, tee-shirts, stickers, etc.
- Special event admissions.

PROHIBITED SOURCES OF REVENUE

- Food Sales During School Hours
- Boutiques or other sales by individuals unless pre-approved by Business Services.
- Used jewelry or used clothing sale.
- Cosmetic sales, manicure or make-up booth.
- Garage or yard sales on District property.
- Mechanical or animal rides.
- Use of darts or arrows.
- Objects thrown at a live target.
- Use of any water tanks.
- Destruction of old cars or similar objects by hammers.
- First aid booth
- 50/50s and Raffles.

CASH CONTROL

- Anytime money changes hands a receipt is to be issued
- Acceptable types of back up:
 - A completed receipt from a receipt book.
 - A student log showing the amount paid.
 - A team roster showing donations paid.
 - A student's order form.
 - Cash register receipt.
 - A report on ticket sales.
 - Tally sheet with description and cost of each item.
- All money is to be deposited intact; money cannot be pulled from cash collections.
- Personal checks cannot be cashed from student body funds.
- Checks are to be made payable to the school, not to coaches or advisors.

DEPOSITS

- Deposits must be accompanied by a Coin and Currency Count form completed by the seller.
 - All deposits should be counted by 2 people and have 2 signatures on the Forms.
 - Fundraiser deposits must also include approved fundraiser application.
 - Ticket sales deposits must also include Report on Ticket Sales.
- Money collected but not yet counted should be put in sealed bank bag and locked in the safe. The seller must return the next work day to count the money with the bookkeeper.
- Money should be turned in daily to the bookkeeper for safekeeping.
- The bookkeeper will take deposits to the bank a minimum of once a week, more often during high volume times.

TICKET SALES

- Ticket Sales Procedure Guidelines – to be provided by District.
- Whenever admission is charged, tickets must be used.
- Ticket Inventory Log – bookkeeper’s responsibility.
- Periodic audits will be conducted to review ticket inventory.
- Tickets must be kept in secure/ locked area.

REQUIRED DEPOSIT BACK-UP

- Report on ticket sales – 1 per cash box.
- Bookkeeper completes event information, change fund information, ticket price, ticket color and beginning ticket number prior to handing out cash boxes.
- Ticket seller fills in ending ticket number, actual cash count and signs form.
- Bookkeeper completes form
- Coin and Currency completed by bookkeeper and second counter.
- If over/short amount exceeds \$50, bookkeeper e-mails Athletic Director/Ticket Coordinator, CC’s ASB Administrator and attaches copy of e-mail to deposit.
 - Second time – bookkeeper e-mails Principal and CC’s Athletic director/ticket Coordinator and attaches copy of e-mail with deposit.
 - Third time – District Office Supervisor e-mails Principal’s supervisor (evaluator).

FUNDRAISERS FOR ASB, CLASSES AND CLUBS

- All fundraisers must first be approved by ASB and the class or club, and documented in meeting minutes.
- A request to conduct a fundraiser must be approved by the site administrator and must include:
 - Meeting minutes
 - Revenue Potential form if fundraiser is expected to generate over \$250
- Deposit of fundraising income must include the meeting minutes, Revenue Potential form and receipts (see Cash Control Pages 4-5).
- Fundraisers should benefit the whole group, no individual fundraisers allowed.

FUNDRAISERS FOR CHARITABLE PURPOSES

- A club may raise money for charity provided that the contributors are aware that the money is to be donated to a specific cause or charity.
- Money will be deposited into a clearing account and donated in its entirety.
- All clearing accounts must zero out at the time books are closed.

ATHLETIC DONATIONS

- Donations may be requested, but cannot be required as a condition to participate in athletics.
- Students cannot be asked to work in place of making a donation.

- Students may not be asked to provide an explanation if they do not donate.
- Donations must be turned into the site office or athletic director
Checks made payable to the school.

EXPENDITURES

ACCEPTABLE EXPENDITURES

- School-wide assemblies.
- School-wide rallies.
- School-wide social events.
- Beautification or enhancements to campus public areas.

PROHIBITED EXPENDITURES

- Anything for instructional use that is the standard responsibility of the District.
- Instructional incentives and awards.
- Salaries, stipends and other financial compensation to any person that is the standard responsibility of the District.
- Gifts and articles for the personal use of District employees, volunteers and others.
- Vitamins, medicines, nutritional supplements, feminine products.
- Individual memberships in professional organization.
- Alcoholic beverages.

PURCHASING PROCEDURES

- All Purchase Requisitions must be pre-approved by ASB, and include club, class and/or ASB meeting minutes
 - “Open Purchase Orders” are used for multiple vendors.
 - Single Vendor Purchase orders are to a specific vendor (if unsure of the vendor, please set up an open purchase order)
 - List names of authorized purchasers and vendors to be used.
 - Explain the purpose for the purchase order and the dollar amounts.
- Failure to obtain pre-approval before making a purchase will result in:
 - First Offense – letter to the vendor, letter to purchaser and a copy to advisor.
 - Second Offense – Purchase will be considered a donation.
- Personal credit cards may only be used in special circumstances with pre-approval.
- All orders must be placed by the bookkeeper.
- All items must be shipped to the school address.
- Invoices or original *itemized* receipts must be submitted to the bookkeeper who will request payment once receipt of items are verified by the bookkeeper. Invoices And receipts must be stamped “received” by the appropriate supervisor.

- Appropriate supervisors are:
 - For students/parents – Club Advisor/coach
 - For Coaches- Athletic Director
 - For staff/advisors- ASB site administrator
 - For ASB site administrator – Principal
- Pre- approval is not required for expenditures under \$50. Attach receipt to completed purchase requisition. Give to the bookkeeper for submission at the next ASB meeting.

CONTRACTS

- Contact Business Services before entering into contracts involving animals, inflatables, water activities or other potentially hazardous activities.
- Contracts for common student activities can be signed by Principal or VP, but needs board approval, i.e. Disc Jockey, Assembly speakers.
- Contracts related to field trips may not be entered into until Superintendent has approved field trip.
- After field trip is approved, contracts related to field trip may be signed by Principal.
- All other contracts must be sent to Business Services for approval.

FIELD TRIPS

- An off campus activity.
- Athletic events outside of the regularly scheduled league season or requiring overnight stay.

SET UP PROCESS

- Submit Field Trip Request for Superintendent’s approval through help desk (<https://helpdesk.lvjusd.k12.ca.us/helpdesk/WebObjects/helpdesk.woa>):
 - 10 school days prior for day trip.
 - 20 school days prior for overnight trips.
 - 3 months for out of state trips.
- Field trip must be approved before a purchase order will be issued.
- ASB Purchase Order Packet must include:
 - Purchase order request approved by ASB.
 - Copy of the approved Field Trip request.
 - Proof of Board approval, if applicable.

OVERNIGHT FIELD TRIPS

- List of participating students and any chaperones who are not District employees must be submitted to Business Services 5 days prior to the trip so insurance can be obtained.

- If hotel rooms are to be secured by the district credit card, turn in list of participants 10 days in advance.

OUT OF STATE TRIPS

- Must be approved by Board of Education.
- District funds may not be used to pay student expenses.
- District funds may be used to pay teacher expenses.

NON SCHOOL SPONSORED TRIPS

- Trips that occur when school is not in session.
- Fundraising events cannot be presented as representing the School, since the school is not sponsoring the trip.
- Fundraised dollars cannot be deposited into an ASB account.
- A trip being arranged by an outside agency, i.e. ACIS, fees are paid directly to the agency.

AWARDS

- Awards may be given for exceptional contributions to the school with pre-determined and pre-approved criteria.
- Award recipients are to be chosen by the general student body.
- Awards must not have significant monetary value.
- Examples of acceptable awards are: certificates, letters of commendation, pins, or gift cards not exceeding \$5.

STAFF APPRECIATION

- Must take place during the regular school day.
- \$500 maximum per year- high school.
- \$250 maximum per year – middle school.
- Staff members only (not families).
- Gift cards are not allowed and will not be reimbursed.
- Event must be organized and run by students.
- Parent-organized staff appreciation must be funded by Boosters/PTA/PTSA.

REIMBURSEMENTS

- Reimbursement requests for multiple person meals must include the names of the participants and reason for the meal.
 - Meals for district employees or district approved chaperones may be reimbursed.

- Alcohol beverages will not be reimbursed. Tips in excess of 20% are not reimbursable.
- Original itemized receipts are required for all reimbursements.
- Meal reimbursement shall not exceed the per diem rates established by the Department of the Treasury, IRS, Publication 463 (www.gsa.gov)
- Lodging receipts must be itemized.
 - Charges for health club usage, in-room movie rentals and personal phone calls are not reimbursable.
 - A list of occupants by room is required.
- Original gas receipts can be submitted for rental cars or School vans. Personal car use will be reimbursed at the state's mileage reimbursement rate.