



Student Activities Advisor Handbook Mason High School 2009 - 2010

Dear Advisor:

This book is designed to help you through the day to day procedures you face as a Student Activities Advisor. It will also show you the level of support you have from the community, school board, and administration to provide the best for students in the activities program. I hope you find the materials helpful and do not hesitate to contact the Student Activities Office if you need further assistance.

As you begin or continue your journey as an advisor to students I want to congratulate you for getting involved and share with you these quotes:

“We won’t always know whose lives we touched and made better for our having cared, because actions can sometimes have unforeseen ramifications. What’s important is that you do care and your act.”

- Charlotte Lunsford

“Character cannot be developed in ease and quiet. Only through experience of trial and suffering can the soul be strengthened, ambition inspired, and success achieved.”

- Helen Keller

“When we do the best that we can, we never know what miracle is wrought in our life, or the life of another.”

- Helen Keller

“If your actions inspire others to dream more, learn more, do more and become more, you are a leader.”

- John Quincy Adams

I hope you have an outstanding year!

Sincerely,
Lorri F. Allen, Student Activities Director

Outcomes Associated with Extracurricular Activities

◆Safe and Secure Environment

Crime Reduction

- *decreased juvenile crime*
- *decreased violent victimization*
- *decreased vandalism at school*

Prevention of negative behaviors and increase of positive behavior

- *preventing negative influences that lead to risky behaviors such as drug, alcohol and tobacco use*
- *decreased television watching*
- *fewer behavioral problems generally*
- *increased ability to handle conflicts*
- *improved social skills*
- *improved self confidence*

◆School Performance

- *increased grades and higher academic achievement*
- *increased interest in and ability to read*
- *improved school attendance and reduced dropout rate*
- *turning in more and better quality homework*
- *increased time on task*
- *reduced retention in grade and placement in special education*
- *improved school behavior*
- *monetary savings to school district*
- *development of new skills and interests*
- *higher aspirations for the future, including intention to complete high school and college*

◆School Reform

- *strengthening schools, families and communities*
- *greater family and community involvement in children's learning and schools*
- *increased parental involvement in schools*

Source: Parks and Recreation, September 2001, "Insuring After-School Programs Meet Their Intended Goals", by Peter Witt

An individual's total education extends beyond the classroom. The purpose of an effective extracurricular program must be to provide each student with opportunities for emotional, cultural, mental, physical, and social growth. This growth can be accomplished through activities that support and advance the curriculum, promote common interests, develop a sense of ownership in the school, and reflect and enhance the goals of the District.

In order to accomplish this purpose, the extracurricular program should exhibit the following characteristics:

1. High level of participation
2. Equal access for all students
3. Responsiveness to students; interests/talents
4. Faculty participation/support
5. Interaction with parents and community
6. Diverse opportunities
7. School/community service
8. Development of leadership qualities
9. Enjoyable experiences and positive attitudes
10. Promotion of a curiosity about and an interest in many different activities
11. Development and demonstration of students' talents and skills
12. Management by skilled and effective sponsors

Things Advisors most frequently forget to do:

1. Advise the student activities director of activities prior to the activity.
2. Send the student activities director copies of informational material going to their group members and/or being posted to the student population.
3. Failure to submit rosters, budget purpose, sales potential, requisitions etc.
4. Failure to deposit money within 24 hours.
5. Failure to submit names, id, and phone numbers of participants traveling prior to the trip.
6. Failure to get approval for both overnight and out of state travel within the proper time frame.
7. Failure to leave a phone number or way to be reached when traveling with students.
8. Forget to get a PO before making a purchase.
9. Forget to request a bus at least 3 weeks out.
10. Forget to submit photos for the end of the year slide show.
11. Forget to submit a description of the club to the student activities office before May 1 of each year.

Advisor's General Responsibilities

1. The Advisor shall be in attendance and supervise all meetings and activities or assure that board approved adult supervision is present at all events/meetings.
2. The Advisor shall keep accurate attendance and submit membership lists to the Director of Student Activities as requested.
3. The Advisor shall be responsible for a list of meeting dates for the year that shall be submitted to the Activities Director as soon as possible.
4. The Advisor shall collect the appropriate forms (Emergency Medical, Permission, Incident). The Advisor shall provide a list of activities to the student activities director.
5. Make sure all students meet the requirement that school fees are paid prior to participation.
6. The Advisor shall organize a Booth for the Extracurricular Fair and attend each evening (or have a qualified representative in their place). The fair will take place prior to open house, Sept. 1 from 6-7pm.
7. Clubs/organizations with a student activities account will submit an annual Budget/Purpose statement prior to May 1 for the following school year.
8. Club/Class/Activity Sponsors will provide in writing an annual club description for the student activities handbook prior to May 1, for the following year.
9. Club/Intramural/organization sponsors will notify the student activities director with 24 hours of any accidents for incidents and document the incident form and submit a copy to the student activities director.
10. Maintain group's information on the groups edline page. If you do not have an edline page, please let the Student Activities Director know immediately.

11. SUBMIT PHOTOS FOR THE END OF THE YEAR SLIDE SHOW!

12. Club/Class/Activity Sponsors

- a) **ALL events must be schedule through the Student Activities Director's office. If your event takes place outside your classroom, you will need to schedule it through the Facility Coordinator.**
- b) **Students are not to be left unsupervised.**
- c) All fund-raising activities must be arranged through the Facility Use Coordinator and Student Activities Director's offices. The sponsor of the group in charge of the activity must submit a complete report of all transactions for those activities. Failure to do so will result in curtailment of future activities. Forms are available in the office of student activities.
- d) All purchase orders/sales potential forms etc., should be completed and submitted for approval prior to any purchases or sales.
- e) It is the responsibility of the faculty sponsor to review all productions, assemblies, speeches, statements and publications before they are produced, performed, released or issued to the general public. In some cases an Administrators approval is necessary. **The student activities director should always get a copy prior to publication and distribution.**

Specific Responsibilities of an Advisor

Each student activity advisor may have a written job description outlining the duties of each advisor. This job description should be on file in the Human Resource office and each advisor shall be held accountable for its contents.

Developing an Activity

Activity Request

Any activity developed by a group must be approved by the Student Activities Director and building administration. Plan ahead and submit your proposal well in advance of the desired event.

The advisor needs to work very closely with students as they develop an activity. Most of the time students are not aware of the process to develop a successful activity and need to be guided through it. Advisors need to help leaders find the direction – successful activities do not happen by chance.

Activity Check List

- _____ Have you had your activity approved by the Student Activities Director ?
- _____ Have you put in a facility request, sales potential, requisition?
- _____ Have you anticipated adequate chaperones/security?
- _____ Have you created a budget/costs?
- _____ Have you planned for adequate publicity and copied the student activities director?
- _____ Have you created a timeline – week by week/day by day?
- _____ Have you developed committees
- _____ Have you selected committee heads?
- _____ Have you made a list of all the responsibilities?
- _____ Have you assigned responsibilities?
- _____ Have you set meeting times?
- _____ Have you indicated your maintenance needs? (chairs, tables etc.)
- _____ Have you determined if you will have refreshments, snacks, drinks etc.?
- _____ How will you serve these refreshments?
- _____ Do you need any AV requirements?
- _____ Do you need anything printed?
- _____ Do you need to purchase any materials?
- _____ Music?????

Fundraising

All fundraising projects must pay for themselves. If you don't think you can break-even, probably should not do it!!

Before you begin:

1. See the facilities coordinator to determine a sale date.
2. Complete the sales projection top half.
3. **Submit for approval PRIOR TO THE SALE/EVENT ETC., to the student activities director.**
4. Don't forget a requisition for the purchase of your supplies i.e. candy.

Once you receive all approvals:

1. Once you receive approval, purchase order etc.
2. Purchase supplies.
3. Begin and conduct sale on approved dates.
4. Deposit all money on a daily basis.
5. Once the sale is complete, do the bottom half of the sales projection form and submit to the student activities director.

Fundraiser is complete!

FundRaisers

NOTE: *To prevent an overflow of fundraisers being conducted at the same time, please notify the Facilities Use Coordinator and Student Activities Director so that this fundraiser can be scheduled.*

Purpose

Fundraising is done in an effort to financially support the student activity organizations.

Definition

Fundraising is any activity that will generate revenue for the operating functions of student activity organizations. These activities may include, but are not limited to, car washes, candy sales, dances and festival booths.

Procedure

Obtain a **Sales Project Potential/Summary** form from the Treasurer's Office. This must be filled out Prior to holding the sale.

Complete the form, according to directions and submit to building principal for approval.

The form should then be sent to the Superintendents Office for his approval and then on to the Treasurer's Office, for final approval to proceed.

After receiving final approval, a signed copy will be sent back to you, the advisor. This means you have approval to proceed.

Complete a requisition if you need to order items in advance. **Estimate** the amount of goods being purchased (always over estimate; we can stay under the amount of a purchase order but can not go over the amount). Send the requisition to the building principal for signature. The Treasurer's office will generate a Purchase Order. (*see Purchasing Procedures Section*)

Obtain a receipt book. You will write a receipt to every student turning in money.

All money must be turned into the Treasurer's office within 24 hours of receipt.

After receipting the students each day during the fundraiser, you will count all money, fill out a pay-in and bring the money to the Treasurer's Office.

After all items have been received and delivered and all money turned in by the students, you will do a summary of the sale to see what actual net profit was. You will complete the bottom portion of the Sales/Project Potential Summary form.

Should you happen to receive an invoice from the company, which often happens, you will send it along with the blue copy of the purchase order, with your approval to pay (your signature), to the Treasurer's office. **The invoice will not be paid until we have your approval to do so.**

Your fundraiser is now over and you have money in your account. You may call the Student Activities Office or the Treasurer's Office any time for an account balance. We will be glad to provide you with that information.

If a fundraiser is held the sponsor is responsible from start to finish for the merchandise, the disbursement of it, and the collection of monies, the reconciliation report, and any other reports such as a police report if articles are stolen and any and all obligations that must be written. The State Auditors scrutinize fundraisers carefully because a sponsor is expected to keep and retain records, which substantiate their anticipated profit on each fundraiser held. Fundraiser records should be turned into the Treasurer's Office at the end of each fundraiser. The Treasurer's Office will retain these records for four years after the audit has been completed.

Facility Request

A facility request form must be completed anytime a room (other than an advisors classroom immediately after-school), or other facility is going to be used by an organization. Additionally, a facility request form must be completed and approved for any candy sales. The request must be approved before the activity can take place. Forms can be picked up and returned to the Student Activities Office. Please allow at least 5 days for processing.

Posters

You are allowed to put posters up around the building but you must follow the poster policy below:

1. Purpose: To establish guidelines and procedures for the posting and removal of signs and posters throughout the building.
2. Quality:
 - a. posters must be neatly designed and must positively reflect the organization.
 - b. posters must be written clearly, with correct spelling and grammar.
 - c. Posters must not include any obscenities or offensive language.
3. Approval:
 - a. Posters must be approved by the appropriate assistant principal, Mr. Keeton or the Director of Student Activities, Ms. Allen.
 - b. Posters must be signed on the front bottom right corner.
 - c. Posters must be “date” stamped in the same corner with removal date. Date should be one school day after the event.
 - d. Mass reproduction of posters and announcements is not allowed.
 - e. All outside agencies and individuals students must present posters to Mr. Keeton.
4. Location/Safety:
 - a. There shall be no posting of posters or signs on glass doors or windows.
 - b. Posting of posters or signs is only allowed on designated bulletin boards.
 - c. Space on designated bulletin boards will be assigned for outside agencies. Approved announcements can be placed there.
 - d. Designated bulletin boards may be available for organizations/clubs. Please take advantage of this opportunity.
5. Removal:
 - a. All posters and signs must be removed by removal date on the poster. If this is ignored, the organization/club will be notified

Student Dress Code @ Extracurricular Events

DRESS CODE-

- One of the ways that we send messages to one another is through clothing and the way that we dress. Our goal at Mason High School is to model appropriate dress for all activities and promote an atmosphere that is free from as many distractions as possible. In an effort to provide clarity for all students and staff members the following guidelines apply:

Informal Event wear-

2. Students should wear clothing that is clean.
3. Shirts or tops will be long enough to tuck into pants and will have a high enough neckline to cover the entire chest. No tank tops or baggy pants are permitted. Shirts or tops that reveal portions of the waistline, torso, chest area or underarm hair are not appropriate.
4. Shorts and skirts will be at least mid-thigh length.
5. Clothing should fit comfortably and be sized correctly for the student. Shirts and pants that are too small (tight) are not appropriate.
6. Clothing should only convey messages that are positive and tasteful in the school environment. Clothing with sexual innuendo/overtones, messages about drugs/alcohol/tobacco, messages against a group of people or a person, messages of weapons/violence, or rude and discourteous messages will not be permitted. This includes the Confederate or rebel flag as a symbol that cannot be worn on clothing at school. The above named examples are not all inclusive, but rather general categories of messages clothing contain in our society today. Other types of messages may also be deemed inappropriate for the school environment.

Formal Event wear-

1. Student will wear clothing that is clean.
2. Spaghetti strap and strapless dresses will be allowed as long as the dress top stays in place.
3. Dresses with plunging neck lines will be deemed inappropriate dress for a High School dance.
4. Dress with plunging backs will be deemed inappropriate dress for a High School dance.
5. It is preferred that gentlemen wear their dress shirt throughout the entire evening. No sleeveless tank type t-shirts. White or black short sleeve t-shirts will be permitted.
6. Dresses should be at least mid-thigh length.
7. Two piece formal wear will meet in the middle and cover the torso when in a relaxed position.
8. No slits above mid thigh.
9. No flesh showing mid-thigh to torso.

Code of Conduct

Expected Student Behavior-

1. Students will be expected to follow the same code of conduct as presented in the student handbook.
2. Students will be expected to dress in the appropriate attire.
3. Students wishing to invite a student from another school system will have to seek administrative approval 15 days prior to the dance.
4. Once a student leaves he/she will not be permitted to re-enter the event.
5. Students will not be permitted to loiter out in the parking lot. Students in the parking lot will be asked to leave.
6. If a student is suspected of drinking or other substance abuse the event coordinator supervisor and Mason Police member will contact the parent or guardian. In the event that a parent/guardian cannot be reached the student may be taken into the custody of the Mason Police Department. School discipline will be issued the next school day. The event supervisor should get the students name, grade and document all behavior and action taken by student and authorities.
7. Disruptive or nuisance behavior will result in expulsion from the event and an immediate phone call to the parents and possible school discipline.
8. Any behavior deemed inappropriate will result in immediate expulsion from the event, school discipline as deemed appropriate.
- 9. Students must BRING their Mason High School ID with them for admittance to the EVENT.**
10. Students are expected to leave the premises immediately after the event. No hanging out.

Expected Student Behavior - DANCES

11. No food or drink will be allowed on the dance floor.
12. NO-
 - a. Inappropriate dancing including front –to-back grinding, front-to-front grind, dancing on the floor, bending over or other simulated sex acts
 - b. Sandwich dancing
 - c. Snake dancing
 - d. Slam dancing
 - e. Freak dancing
 - f. Large group dancing unless the dance is a “line” dance by nature, example “Electric Slide”
 - g. Sexual misconduct of any kind
 - h. Getting on the shoulders of another person
 - i. Sitting on tables or backs of chairs
 - j. Running or horseplay
 - k. Removal of clothing (except as mention with male jackets and shirts)

Student Activities Handbook

PHILOSOPHY OF MHS Student Activities

The Mason High School student activities program strives to provide programs and club opportunities to meet the recreational activity interests and needs of the Mason City Schools students. We are committed to improving the quality of life for the students, staff, and family. These diverse programs strive to complement the academic goals of the school district and encourage physical emotional and social growth of individuals by developing skills and positive attitudes through the development of lifetime activities.

ELIGIBILITY

(Student Activities Intramural Program and Clubs/Organizations)

To participate in MHS Student Activities, you must:

1. Be a current student with a MHS ID card (student ID card for any Mason City Schools for groups that extend in multiple grades.
2. Be a current faculty, staff member, or parent.
3. Some events may be only offered to students, depending on the event.

PARTICIPANT PARAMETERS

1. All participants must complete a Student Activities Permission form prior to participating in a student activity. One permission form per event, club, or program that a student chooses to participate in is necessary, and should be turned in to the advisor or intramural supervisor. All advisors should keep this form on file and be able to produce the form upon request from school administration. This must be turned in to an Intramural Supervisor or club advisor.

ATTENDANCE AT SCHOOL

To be eligible to participate in an extracurricular activity event or practice, a student must be at school the entire day of the event, meeting or practice. Exceptions to the rule are only for unavoidable appointments such as doctor, dentist, optometrist, and other such commitments. These appointments require one day advance notice, unless for an emergency situation, to the attendance office. Exceptions to attendance will be dealt with at the discretion of the Principal or his/her designee. Documentation of any absence must be submitted to the attendance office the day after the absence. *An entire day of school consists of attending all scheduled classes.*

CODE OF CONDUCT EXPECTATIONS FOR STUDENT ACTIVITIES

The conduct of a participant in student activities are closely observed in many areas of life. It is important that a participant's behavior be above reproach in all of the following areas:

A. At School

In the academic area, an involved student becomes a good student. A person cannot be a classroom slacker and think he/she can be an outstanding student. If you are lazy in class, you will be lazy at participating in your area of participation and will never reach your full potential. As a school participant, you must plan your schedule so that you give sufficient time and energy to your studies to insure acceptable grades.

In addition to maintaining good scholarship, a participant should give respectful attention to classroom activities and show respect for other students and faculty at all times. Horseplay and unnecessary boisterousness are not appropriate habits of behavior.

Any student referred to the office for school rules violations may be denied the privilege of participation in all activities for a period of time determined by either the advisor/coach and/or school administrator. Any infraction resulting in suspension from school will include denial of participation from all activities for the same duration of time as the suspension from school. Additional consequences are at the discretion of the coach/advisor.

B. At Events/Competitions

In the area of trips/events, a true participant does not use profanity or illegal tactics, and learns fast that losing is part of the game. You should be gracious in defeat and modest in victory. It is always courteous to congratulate the opponent/host on a well played contest, whether in defeat or victory.

C. Code of Conduct

A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the student activities department. The community, school administrators and the coach/advisor feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program of student activities. The welfare of the student is our major consideration and transcends any other consideration.

All participants shall abide by a code-of-conduct that will earn them the honor and respect that participation in student activities programs affords. Any conduct that results in dishonor to the student group/team or the school will not be tolerated. Unacceptable conduct is, but not limited to theft, vandalism, disrespect, immorality or violations of law. Tarnishing the reputation of those associated with the school and student activities programs will not be tolerated.

Students participating in activities must conduct themselves as mature young men and women. Participation in activities is a privilege and not a right. A student involved in conduct construed to reflect discredit upon a team/group and/or the school, will be subject to disciplinary action as determined by the advisor/coach and/or administration. Issues of misconduct not addressed within this document will be dealt with on an individual basis. This is an extension of the Mason City Schools Student Code of Conduct.

D. Individual Advisor/Coach's Rules and Expectations

Statement

Each advisor/coach is encouraged to set team rules in addition to the rules in the Code of Conduct. Rules and penalties for tardiness, curfew violations, inappropriate dress, late for meetings, and misconduct are examples of acceptable advisor/coach guidelines. These rules should be given in writing to all participants, parents and the Director of Student Activities at the beginning of each year.

E. No Use of Tobacco, No Alcoholic Beverages, No Use of Drugs

Principle Belief

It is the belief of the Mason City School District and its Student Activities Department that there is no such thing as responsible use of controlled substances/mood-altering chemicals, alcohol, or tobacco by any high school student. Adolescent use is not only against the law – it jeopardizes the student’s health and safety, and it inhibits attainment of individual potential. Therefore, any use of controlled substances/mood-altering drugs, alcohol, or tobacco by student’s participating in activities will not be tolerated.

It is further believed that participation in programs offered by the student activities department is a privilege, not a right. Students are in a highly visible setting of leadership and/or performance; therefore, participants will be held to a higher accountability of conduct and behavior than the student who chooses neither to participate nor to represent Mason City Schools.

File: IGDJA

Extra-Curricular/Co-Curricular Drug, Alcohol, and Tobacco Policy

This policy is in effect from enrollment into the Mason City Schools Extra-Curricular/Co-Curricular Activities Programs (grades 9-12) through graduation and includes all MHS sponsored clubs, activities and sports.

A student shall not sell, possess, use, conceal, transfer, deliver, or be under the influence of drugs or alcohol either on or off school property, during a school activity or outside of school activities, on personal time.

Sale, Transfer or Delivery of Drugs/Alcohol

The student will be removed from all activities for one full calendar year with no opportunity for reinstatement.

Possession, Use, Concealment of, or Under the Influence of Drugs/Alcohol

1. First Offense

The student will be removed from all Extra-Curricular/Co-Curricular activities for up to 80 calendar days. First time offenders may be reinstated no earlier than two (2) weeks after the initial removal from participation. The student must complete all requirements of a school approved drug/alcohol abstinence program and any other conditions issued by the Principal during the period in which participation has been denied from activities. If the student does not complete the requirements, he or she will be removed from participation from all activities for up to 80 calendar days.

It will be possible for a student to use the school approved drug/alcohol abstinence program one time only as a means to avoid the 80 day removal from activities.

2. Second Offense

If there is a second violation, the student will be removed from all activities for up to 80 calendar days with no opportunity for reinstatement.

A student seeking reinstatement after the mandated removal must have completed all requirements of a school

approved drug/alcohol abstinence program and any other conditions issued by the Principal during the period in which participation has been denied from activities. If the student does not complete the requirements, he or she will be permanently removed from activities.

3. Third Offense

A third offense may result in a permanent removal from all activities.

Sale, Possession, Use, Concealment, Transfer or Delivery of Tobacco

Any student in an Extra-Curricular/Co-Curricular activity caught using tobacco will be denied participation in up to 10% of the regular season contests for the activity's season. This policy also applies to pre and postseason play. This penalty may carry over to the next season in which the person participates.

4. Self Referral

Any student who willingly seeks help for Alcohol, Drug, or Tobacco Use/Abuse/Distribution may use a "self referral" one time in his or her high school career. The self referral may not be concurrent with police reports, court charges, coach, staff, other participants, or adult (other than parent/guardian) referrals. A self referral can be used only prior to being caught violating this policy.

Participants who meet this definition will be referred to the school approved drug/alcohol abstinence program and he or she must meet any other conditions as issued by the Principal. All self referral information will be kept in the strictest confidence. The student and parents are expected to honor this confidence and maintain a serious approach to this intervention process. Any frivolous abuse will result in the loss of the self referral option and immediate application of the applicable restrictions.

Additional Points of Emphasis

- A. The Extra-Curricular/Co-Curricular activity hearing will be held by the Principal. The student must complete all of the requirements of the school approved drug/alcohol abstinence program and any other conditions issued by the Principal in order to remain in activities for the rest of the year.
- B. If a tryout period falls during the student's removal from activities the Principal may allow the individual to tryout. The remaining days of the removal will be served at the completion of the tryout period.
- C. The Principal's decision regarding participation in Extra-Curricular/Co-Curricular activities shall be final and not subject to appeal to the Superintendent and/or Board of Education.

PARENTS AND STUDENTS PLEASE NOTE THAT YOU HAVE ALREADY SIGNED OFF ON THIS POLICY THROUGH YOUR STUDENT PLANNER.

**Administrative Guidelines Implementing the Board Policy – Extra-Curricular/
Co-Curricular Drug, Alcohol, and Tobacco Policy**

Section 3313.664 of the Revised Code allows the Board of Education to adopt a policy to prohibit a student from participating in any particular or all Extra-Curricular activities for a period of time as provided in the policy. The Board has adopted such a policy titled "Extra-Curricular/Co-Curricular Drug, Alcohol, and Tobacco Policy" which provides for the removal of any student from all Extra-Curricular activities for various drug, alcohol, and tobacco offenses. These Administrative Guidelines are designed to implement the Board's Extra-Curricular/Co-Curricular Drug, Alcohol, and Tobacco Policy.

Any student that may be punished in accordance with the Board's Extra-Curricular/Co-Curricular Drug, Alcohol, and Tobacco Policy shall receive an informal administrative hearing before the Principal prior to actual removal from all Extra-Curricular activities. All students that may be subject to punishment under the Board's Extra-Curricular/Co-Curricular Drug, Alcohol, and Tobacco Policy shall be entitled to prior notice of the date, time, and location of the informal administrative hearing. All students may bring a representative of their choice to the informal administrative hearing.

At the informal administrative hearing, the administrator(s) who discovered and/or investigated allegations of a violation of the Board's Extra-Curricular/Co-Curricular Drug, Alcohol, and Tobacco Policy shall present all evidence which has demonstrated the reasonable belief that a student has violated the Board's Extra-Curricular/Co-Curricular Drug, Alcohol, and Tobacco Policy. The Athletic Director/Activities Director may also attend the informal administrative hearing to present additional evidence. At the informal administrative hearing, all students shall be permitted to present evidence on their behalf in response to the administrator(s) and/or Athletic Director's/Activities Director's claims.

At the conclusion of the informal administrative hearing, the Principal shall issue a written decision determining whether a violation of the Board's Extra-Curricular/Co-Curricular Drug, Alcohol, and Tobacco Policy has occurred. In the event the Principal determines a violation has occurred the Principal shall issue discipline in accordance with the Board's Extra-Curricular/Co-Curricular Drug, Alcohol, and Tobacco Policy. The Principal's decision may include various conditions which must be satisfied by the student for early reinstatement in Extra-Curricular activities. The Principal's decision shall be final and there shall be no appeal to the Superintendent and/or Board of Education.

In the event the Principal's decision contains conditions which must be satisfied for early reinstatement in Extra-Curricular activities, the Community Resource Coordinator shall have jurisdiction to monitor the student's continued compliance with the stated conditions. If the Community Resource Coordinator determines that a student has failed to continuously meet the conditions for early reinstatement, the applicable disciplinary punishment mandated by the Board's Extra-Curricular/Co-Curricular Drug, Alcohol, and Tobacco Policy shall be imposed and the student shall not be eligible for early reinstatement in any Extra-Curricular activities.

Student Activities Extracurricular Travel Guidelines

The Student Activities Office believes that structured learning should not be limited to the classroom. Valuable experiences for Mason students exist within and outside the boundaries of the district.

Field trips and overnight travels are a great bonding experience for students and sponsors. The engaging experience of new surroundings, new faces, and new decisions is both rewarding and memorable. Traveling with a club or activity provides students with opportunities for growth and leadership beyond the classroom learning experience.

Additional responsibilities arise whenever students are taken from the school premises. Staff, parents and students should be aware of these responsibilities and the necessity for reasonable administrative procedures. The physical welfare of our students and staff must always be paramount in our considerations.

This guideline addresses only travel for Extracurricular (Student Activity) sponsored groups.

These activities form part of the approved activity program of the school. They are sponsored and funded jointly by the organizational membership and participant the same approval steps by which any other extracurricular activity is approved. Student activity trips are connected with regularly sponsored post-school programs and may include but not be limited to the following:

1. An activity trip as part of an extracurricular activity.
2. A contest between students representing MHS and another secondary school, or between participants in intramural sports (contestants, dance team, marching band etc.).
3. A performance or exhibition displaying special talent by an individual or group of students (Speech & Debate, Science Olympiad, Mock Trial etc.).
4. A convention or workshop in which an individual or group of students representing MHS participate (e.g., student government convention or workshop).

All student trips must be approved by, and will be subject to the procedures set forth by the school principal, superintendent, Board of Education and the designated representative(s).

All Board and school regulations regarding student conduct apply for student behavior on student activity trips.

Transportation

Transportation on all student trips should be by district transportation or other commercial vehicles whenever possible or practical. Occasionally, because of a limited number of participating students, private transportation is permissible when approved by the principal or the designated representative and in some cases the superintendent. In this instance, travel may be by private automobile, if the driver is a MHS staff member or parent. All the appropriate paper work; emergency medical and release forms, must be completed and with the driver.

No student of any age should travel anywhere alone with a staff member or parent, other than their own parent.

No students, regardless of age, may drive cars on overnight and/extended trips.

No one may drive students if he/she has had a conviction in the past 10 years for an alcohol/drug related driving violation or more than 2 moving violations in the last 12 months.

Students participating in student trips must travel to and from the trip's destination in the school sponsored mode of transportation unless an exception is made by the trip's sponsor for the student to be transported by his/her guardian.

**EXTRA-CURRICULAR/CO-CURRICULAR/
OVERNIGHT TRIP POLICY**

The board of education recognizes the importance of overnight trips for extra-curricular and co-curricular activities. These events should result in increased exposure for students, an opportunity to compete against high level competition, or the result of club/activity student interest.

1. All overnight, In-State trips must be approved by the Athletic Director or Student Activities Director, building Principal and Superintendent. Final approval for In-State trips remains with the administration.

All Out-of-State trips must also be approved by Athletic Council or Fine Arts Council or the Student Achievement Committee.

2. All In-State and Out-of-State trips should be submitted on the Extra-Curricular/Co-Curricular/Overnight Trip Application for review prior to any fundraising or expenditures.
3. When possible, Extra-Curricular/Co-Curricular Out-of-State overnight trips, should be taken while school is not in session. Exceptions to this may be made by a Council when opportunities for students allow for increased exposure, higher levels of competition and/or lifelong learning lessons.

PARENTAL PERMISSION

Written permission from parent(s) or guardian must be obtained prior to any student's participation in an overnight school-sponsored trip.

EXPENSES

All extra-curricular and co-curricular overnight and/or out-of-state trips, and/or trips which involve overnight stays, usually involve some expense to the participating student. The administration is careful that such trips do not proliferate to the point at which the expense becomes a burden for the parents.

Fund drives are allowed under the Board's policies governing student fundraising activities. In no case may a student be prevented from participating in a trip solely because of inability to pay.

[Adoption date: January 22, 2008]

CROSS REFS.: IGD, Extra-Curricular and Co-Curricular Activities

**EXTRA-CURRICULAR/CO-CURRICULAR
OVERNIGHT TRIP APPLICATION**

(This form is to be submitted to the Athletic Director/Student Activities Director prior to any fundraising or expenditures taking place.)

To: _____ Date Submitted: _____
Athletic Director/Student Activities Director

From: _____ School Group/Activity: _____
Coach/Advisor

Indicate type of travel: Destination: _____

____ In-State _____

____ Out-of-State* _____

Event Dates: _____

*Out-of-State trips should be submitted for review six months prior to the trip taking place.

Purpose of Trip:

Please articulate the significant educational benefits to students that clearly increase positive exposure, and/or offer an opportunity to compete against the highest-level of competition.

Summary

- | | |
|----------------------------------------|-----------------------------------|
| 1. Number of school days missed* _____ | 6. Number of adults _____ |
| 2. Number of nights' lodging _____ | 7. Number of students ___ M ___ F |
| 3. Mode of transportation _____ | 8. Cost per student \$ _____ |
| 4. Cost of transportation _____ | 9. Total cost \$ _____ |
| 5. Number of chaperones ___ M ___ F | |

*Scheduling trips while school is in session should be avoided if at all possible.

Approved: _____ Date: _____
Athletic Director/Student Activities Director

Approved: _____ Date: _____
Principal

Approved: _____ Date: _____
Superintendent

Athletic Council/Fine Arts Council /Student Achievement Committee Approval:
YES ___ NO ___ Date: _____

Recommendations: _____

Approval is ___ is not ___ granted for the trip as described.

Cost/Fundraising Source(s):

Please include a complete budget for the trip, including financing for chaperones, etc.

Describe any fund raising activities which will be planned to underwrite trip expenses and attach to this form.

Student Participation:

Please attach a roster of students attending the event.

What provisions have been made to assure that no eligible student will be excluded from the trip because of inability to pay an assigned portion of the costs?

Educational Value:

Overnight trips should offer significant educational benefits to students that clearly justify the expense of the trip. Outline the anticipated educational value of the trip. Emphasize the contribution to the education of the students that could not be achieved by other means.

Tentative Itinerary:

Attach published itinerary. Include information on all meals and free time plans.

Extra-curricular overnight trips should be taken while school is not in session. If this trip takes place while school is in session, please explain why this “above and beyond” opportunity for students should be considered.

Chaperones:

All chaperones must pass a background check.

Number of School Personnel _____ Number of Parents _____ Number of Other _____ Total: _____

Class Coverage: _____ Not Needed

What provision has been made for instruction of remaining students in the classes of the sponsoring teacher and teacher chaperones?

Please attach the following:

_____ Out-of-State Explanation.

If this is an out-of-state trip, please explain why a closer event is unavailable or unsuitable.

_____ Medical requirements summary including trainers, on-site, location of nearest facilities.

_____ Accommodation Plans.

_____ Copies of all forms and information going to parents/students.

Should include language releasing district from legal liability.

Trip Cancellation/Refund Policy and Schedule:

If a tour company is organizing the trip, please attach the tour company’s policy regarding cancellation and refunds as well as a copy of a student application form.

Additional Information or Comments:

CROSS REF.: IICB, Extra-Curricular/Co-Curricular/Overnight Trip Policy

If overnight travel requires traveling in a private vehicle, there must be 2 eligible adult drivers per vehicle.

No driving is allowed between the hours of 11:00pm and 5:00am.

Supervision

All trips must be adequately supervised by a B.O.E. approved volunteer or staff member. Where chaperones are needed, chaperoning shall be limited to responsible adults over the age of 21. All chaperones attending overnight trips must have gone through the district background check. The ratio of adult supervisors/chaperones to student shall be no more than 1:10. On overnight trips that include male and female students there should be at least one male and female chaperone.

A school employee who organizes an outside special program or trip not covered by this activity trip guideline shall observe the following:

- a. A school employee must not use his or her position, school time, district resources or special access to information about students, including names and addresses, to promote, advertise, or solicit outside student travel.
- b. The school district shall not participate or cooperate with an outside activity trip or program in any way. A school employee who organizes such an outside activity trip must ensure a complete and absolute separation of the school district, schools and other district entities from the activity trip.
- c. The school employee who organizes an outside activity trip shall have participants in the program or activity sign a letter of acknowledgement that the school district has not and will not sponsor or sanction in any way this proposed activity or program.

Sponsors Responsibilities as it relates to Student Activity Trips

Faculty sponsors or a B.O.E. approved volunteer will develop a complete plan and determine costs for the trip or overnight activity. They will send a detailed itinerary and breakdown of costs to the homes of the students who are invited to participate in the trip or overnight activity and obtain signed Parental Permission Slips. Please see the student activities director for the appropriate permission slips.

- a. Any changes to the itinerary either before the trip or activity begins or while it is progress will be communicated to the parents via written communication, telephone calls, telephone trees, or other means of communication.
- b. Faculty sponsors will develop a back-up plan for possible delays, transportation difficulties or other emergencies including a way to communicate with parents about changes.

Faculty sponsors will obtain a Field Trip Request Form, if using school transportation, from the Student Activities Director at least 4 weeks prior to the trip.

Faculty sponsors will complete an alphabetical list of participants including student I.D. numbers along with an itinerary and submit it to the Student Activities Director before the trip.

Collect completed, signed and dated Parental Permission Slips and submit a copy to the Student Activities Office. Originals should remain with the sponsor on the trip.

If the trip occurs during the school day, the faculty sponsor will obtain approval from his or her instructional supervisor and complete all paperwork per the field trip policies in the Teachers Handbook.

The faculty sponsor will make the necessary arrangements with the personnel at the trip site. If the trip is an overnight trip, the sponsor will coordinate lodging and meal arrangements.

Faculty sponsors will obtain approval for student activity trips or overnight student activity trips/activities from the Student Activities Director and principal.

If students are to be assessed a fee for the trip, the sponsor will make appropriate arrangements to collect the fees and ensure that all fees are deposited appropriately and within 24 hours to the treasurer's office.

Faculty sponsors (when necessary) will coordinate the use of substitutes with his or her instructional supervisor to include the preparation of appropriate lesson plans.

Faculty sponsors will arrange for additional adult chaperons. Overnight chaperons must be complete the fingerprint process at Central Office.

If the trip occurs during the school day, the sponsor will make sure to post an accurate attendance report and remind students that they are responsible for all missed work.

Sponsors shall carry with them copies of each student Emergency Release Form at all times.

Sponsors will handle all other necessary arrangements that the individual trip may require.

Parent Information

Mason High School is excited that your son or daughter is part of an activity that travels. Our sponsors understand and enjoy the responsibility of traveling with your children. Therefore, we would like to share with you some answers to the most frequently asked questions about student travel. Your child's safety and the safety of others are the most important obligation while traveling.

What forms do I need to complete?

The club advisor should see to it that parents receive all the necessary forms.

Permission

Travel Form

Emergency Medical Form.

My child takes medications, what are your policies?

All medications are to be given to the sponsor to carry during the trip. This includes non-prescription as well as prescription medication. The child is responsible for contacting the sponsor for their medication at the appropriate times. Special considerations are given to those with asthma or those who need medication unexpectedly throughout a day. If a sponsor is not directly available for a student at the time medication is needed, the student should ask for his or her medications before leaving the hotel in the morning. Non-prescription drugs should also be given to the sponsor. **The medical release form does include your approval for the administration of over-the-counter drugs.** Please make sure your child's name is labeled on all bottles.

Can my child travel with their cell phone?

Yes. We would be happy if your son or daughter brought a phone. This phone number should be shared with the sponsors. At times during the day, students working with other students are in areas different than the sponsors; therefore a cell phone makes it convenient for the sponsor to get in touch with the students and visa versus. Please remember to charge the phone before leaving or bring the charger along. Please note: Some programs will prohibit cell phone use during scheduled activities. Sponsors will provide information about this.

Will my child have free time?

Yes. Students may be allowed to explore in groups (3 or more) during unscheduled times, mostly evenings. Traveling students will be expected to follow all school policies. Students will be asked to inform adult chaperones of their whereabouts when leaving the hotel and check-in upon return. Reasonable curfews and room checks will be scheduled. Specific information regarding free time and use of it should be included in your child's trip information and itinerary.

What if my teen chooses not to follow school policies?

The consequences assigned will be dependent upon the infraction. School consequences will apply upon return. A student's travel may be restricted to constant chaperone supervision or he or she may be sent home. Drug/alcohol violations or behavior that disregards the safety of others will result in the student's trip ending. The first available transportation to send the student home will be scheduled. Parents will be notified and be responsible for all incurred expenses.

What about my teen's personal safety?

Sponsors take every precaution to insure your child's safety. The cooperation of your teen to make responsible decisions is extremely important. Students will be asked to leave valuables at home, not to inform others of hotel locations, and not to let visitors in their room. Family visitation should be prearranged and school/sponsored approved. Every student should carry a picture ID with him or her at all times.

Finances

PURPOSE STATEMENT

The purpose of student activity funds should be to promote the general welfare, education and morale of all students and to finance the normal, legitimate co-curricular activities of the student body organizations.

The Board of Education has authorized those student activity programs it wishes to be operational.

Projects for the raising of student activity money shall, in general, contribute to the educational experience of pupils and shall add to, not conflict with, the instructional program. Results of fundraisers should be reported on prescribed forms.

Student participation is an important factor in the democratic management of money raised by the student body and expended for its benefit. Expenditures should be approved by the appropriate student activity group.

Student activity money shall, insofar as possible, be expended in such a way as to benefit the student body as a whole, and not for the benefits of a special group.

The amount of the various program fund balances, appropriated and unappropriated, shall not exceed limits prescribed by the Board of Education.

INTRODUCTION AND PRINCIPLES

A good student activities program is a necessary facet of the total educational program of each school. The Board of Education has an obligation to provide its students with an activities program that is attractive, meaningful and worthwhile. A well-planned program will ultimately enrich the curriculum, provide new learning experiences, promote interest in classroom work and improve morale and discipline.

The successful operation of any program is dependent upon the formulation of sound policy and effective guidelines. These elements give the program a strong base that will enable it to expand and flourish while keeping it within the boundaries of a good educational system. All student activities programs must follow organizational policies of the Board of Education.

In view of the large amount of monies received from and expended for student activities, the demand has developed for efficient, thorough and safe management of these funds. As a result, the Treasurer has implemented the following rules, regulations and procedures for the accounting of student activity funds as prescribed by the Auditor of State.

AUDITING

The State Department of Education recommends an annual audit of student activity funds. The Auditor of State recommends that at the end of each school year, an internal audit be conducted in order to verify compliance with board policies, receipts, expenditures, cash on hand, and petty cash and to balance all ledgers and journals with the depository. A copy of this audit should be on file in both the Treasurer and Superintendent's offices. All organizational records and internal audit working papers should be retained in the Treasurer's Office so that they may be audited by the Auditor of State.

Each activity fund established under Section 3315.062, Revised Code, will be audited at the same time the audit of the records and accounts of the school district is made, or at such other time as needed or as requested by the Board of Education. The audit will include an assessment of whether legal requirements, including those requirements imposed by the local board of education, are being followed.

In the Mason City School District, student activity records will be audited once a year in June.

DORMANT FUNDS

Each school district should adopt a policy governing the disposition of funds remaining after a specific student activity group ceases to be operational. The board may provide several alternatives to the group. Appropriate methods of disposition include authorized expenditures, donation of remaining funds to another student activity program, or transfer of funds in accordance with legal requirements.

Typically, in the Mason City School District, dormant funds are rare, however, when one does appear, it is donated to the school building fund, to be used for the benefits of all student body.

Should the dormant fund be a class fund, it can be donated to the succeeding class, to be used for prom and graduating expenses.

APPROVAL OF ANNUAL BUDGET

Each sponsor/advisor shall submit an estimated budget to the Treasurer's Office by mid-May of each year. The principal shall be responsible for assuring the preparation of these estimated budgets and for approving them prior to their submission to the Treasurer, and a list of all submitted STUDENT ACTIVITY BUDGETS will be presented to the Board of Education for approval in October of every year. Any new STUDENT ACTIVITIES added during the year will be approved with the monthly financial reports.

This ACTIVITY BUDGET should include a list of all anticipated and estimated revenues and disbursements and shall be prepared and submitted on the form provided by the Treasurer's Office. Each sponsor/advisor and student officers should make sure that any activity the group would like to do is included in this ACTIVITY BUDGET. If changes should need to be made throughout the year, an amended budget can be submitted through the Treasurer's Office for approval by the Board of Education.

All expenditures by the student activity program shall be in accordance with the budget or amended changes thereto approved by the Board of Education.

ACTIVITY BUDGETS

In May of each school year, the student activity group must prepare a budget for the coming school year's activities. This must be done even though the students preparing the budget may or may not participate in the activity the following year.

A budget is a document, which sets parameters within which a group is to financially operate. It is a flexible document, in that it can be amended as the budget year progresses by assigning more or less monies to particular expenditures budget line items, if necessary. A budget must be amended if receipts are either more or less than anticipated, or if expenditure items or purposes are to be changed. Budgets must be kept on file by each group.

GENERAL GUIDELINES

1. Projects for the raising of student activity money shall in general contribute to the educational experience of pupils and shall not conflict, but add to the instructional program.
2. Student participation is an important factor in the democratic management of money raised by the student body and expended for its benefit. Expenditures must be approved by the appropriate student activity group.
3. Student activity money shall, insofar as possible, be expended in such a way as to benefit those pupils currently in school who have contributed to the accumulation of such money.
4. Money derived from the student body as a whole shall be so expended as to benefit the student body as a whole, and not for the benefit of a special group.
5. Student activity funds shall not be used for any purpose, which represents an accommodation, loan or credit to Board of Education employees or other persons. Post-dated checks may not be accepted and checks may not be cashed for anyone. Board of Education employees or other may not make purchases through a student body in order to take personal advantage of student body purchasing privilege.
6. No student body organization shall be obligated for purchases made by students; faculty and others unless supported by a written purchase order signed by the Principal, Superintendent and Treasurer.
7. Each year a budget must also be submitted and approved by the Principal, Student Activities Director, Superintendent, and Treasurer for the following school year.
8. All expenditures by the student activity program shall be in accordance with the budget as approved by the Superintendent, Treasurer and Principal. The authorization for the expenditure must be accompanied by an approved purchase order, original invoice and MAY NOT be for an installment or lease purchase.
9. Investments shall be approved by the Board of Education and recorded in their minute book. Interest earned on these monies should be handled in accordance with Section 135.21, O.R.C.
10. Financial reports will be furnished to each advisor on a monthly basis.

ADMINISTRATIVE PROCEDURES FOR STUDENT ACTIVITY PROGRAMS

Board of Education – The Board of Education shall adopt policies to govern the establishment and operation of the activity funds.

Superintendent – The superintendent is responsible for administering all Board policies.

Treasurer – In every school district, the fiscal officer of the Board of Education shall be responsible for the school funds. The enforcement of internal control procedures and accounting procedures shall be the sole responsibility of the Treasurer.

Principal – The principal or other authorized administrator shall be responsible for the approval of requisitions for the expenditures of funds, and any other duties as assigned by the superintendent of the school district. The building principal shall be responsible for all aspects of the student activity program in his/her building. These responsibilities include, and are not limited to, approval and supervision of all expenditures, fundraising sales, ticket sales, proofs of cash and program and cash control mechanisms to assure efficient and safe management of these programs.

Student Activities Director – The Student Activities Director will work with the advisors to supply the principal with needed information.

Advisors/Sponsors – The duties and responsibilities of the advisor/sponsor should consist of the following:

- (a) Preparing annual budgets and purpose clauses of the activity group
- (b) Supervising the activities of the activity group, including preparation of fund-raising potentials, proofs of cash, and requisitions
- (c) Any other duties as assigned by the proper administrative authority

Authority to Operate

Section 3315.062, Ohio Revised Code, permits a Board of Education to expend funds for student activity programs. This section states;

- (A) The Board of Education of any school district may expend monies from its general revenue fund for the operation of such student activity programs as may be approved by the State Board of Education and included in the program of each school district as authorized by its Board of Education. Such expenditure shall not exceed five-tenths of one percent of the Board's annual operation budget.
- (B) If more than fifty dollars a year is received through a student activity program, the moneys from such program shall be paid into an activity fund established by the Board of Education of the school district. The Board shall adopt regulations governing the establishment and maintenance of such fund, including a system of accounting to separate and verify each transaction and to show the sources from which the fund revenue is received, the amount collected from each source, and the amount expended for each purpose. Expenditures from the fund shall be subject to approval of the Board.
- (C) The Board of Education of any school district may purchase accident insurance for pupils participating in school athletic programs for which the school district is authorized to expend public money. The Board also may, to the extent it considers necessary, establish a self-insurance plan for the protection of such pupils against loss or expense resulting from bodily injury or death by accident, or for the payment of any deductible under a policy of accident insurance procured pursuant to this division.

Creating a New Student Activity Group Funds

To form a new student activity group budget you must:

Submit to the Student Activities Director a proposed budget and purpose statement to be approved by the Student Activities Director, Principal, Superintendent and the Treasurer.

A purpose statement should encompass the reasons for the existence of the activity, its future goals, and how these goals will be achieved. This information should be included in the Registration Form.

The proposed activity budget should be completed with any and all plans included with estimated revenues and expenditures listed.

No deposits shall be accepted or expenditures paid from any activity fund which purpose statements and activity budgets have not been authorized and adopted by the Board of Education.

Sample 1

Sponsor Responsibility

Once an individual assumes the sponsorship of a club, an account, or an organization there are certain responsibilities, which are automatic.

- 1). Complete an annual Budget/Purpose Statement.
- 2). Revision of the budget when a new source of revenue is found or an unexpected expenditure will occur.
- 3). Counting all money prior to turning it into the Treasurer's Office.
- 4). Complete a pay-in for each account for which money was collected that day.
- 5). Initiate the Student Activity purchase order processes – substantiate the arrival of the merchandise, service.
- 6). Keep accurate records of money collected and deposited.
- 7). Maintain a file with copies of all Student Activity pay-ins, purchase order, transfers, and budgets for the account for which they are the sponsor.
- 8). Balance the fund's financial records monthly with financial reports from the Treasurer's office.
- 10). The sponsor/individual will be held accountable if their account does not remain in the **BLACK**. No red balances (negative) are acceptable at the close of a year. Red balances could occur while revenue is being generated during a fundraiser but an account must be in the **BLACK** at the close of each school year.
- 11). Complete facility request for all meetings.
- 12). Complete field trip requests form and submit to Student Activities Director a minimum of 3 weeks prior to a club trip.

STARTING A CLUB/ORGANIZATION - Mason City Schools – Student Activities Department

Any teacher or student having an interest in starting a new club can fill out the attached New Club Proposal Form or pick up a paper copy of the form in the Student Activities office. After the completed form has been returned to the Student Activities office, the application goes through the following process:

1. Review of the application by the Student Activities Director in light of the criteria for school-sponsored clubs and conditions for school-recognized clubs (see attached descriptions).
2. Meeting with the potential sponsor and/or students and the Student Activities Director.
3. Recommendation by the Student Activities Director to the Principal for acceptance or rejection of the club as school-sponsored or school-recognized.
4. Approval/rejection by the principal.
5. If approved, it goes to Superintendent for approval/rejection @ the district level.
6. The Student Activities Director will notify the advisor once the process is completed.

New Club/Organization Criteria

School Sponsored

1. Evidence of sufficient student interest.
2. Availability of appropriate adult BOE approved sponsor.
3. Inclusiveness (i.e. the degree to which the club is designed to appeal to and include students regardless of race, sex, religion, national origin, disability, etc.).
4. Participants will consist only of students, parents and staff currently enrolled in Mason City Schools.
5. No significant duplication of purpose, goals, or activities of an existing school sponsored club.
6. Supports positive behavior within school rules and policies.
7. If the group will be collecting fees, raising money etc., submission of a budget is necessary.
8. Depositing all fees collected by students into the student activities account (fundraising).
9. Fees collected from participants must be deposited into a school account with 24 hours. See advisor handbook.
10. If approved, all meetings that occur outside of a classroom, immediately after school, must be scheduled through the Facility Use Coordinator.

School Recognized Clubs

See the specific Criteria for a School Recognized Group in the Criteria for Extracurricular Activity/Club/Organization – document. Some highlights:

1. There is no sponsorship of meeting or activities by Mason City Schools, or its agents or employees.
2. Meeting or activities do not materially and substantially interfere with the orderly conduct of educational activities within the school, nor are they unlawful or otherwise contrary to the mission of the school.
3. Meetings and activities must occur during non-instructional time.
4. Mason City Schools expends no funds beyond the incidental cost associated with providing the space for meetings.

NEW CLUB/ACTIVITY PROPOSAL

Person Presenting the Proposal

(Please print clearly)

Name _____

Address _____

Phone _____

E-mail _____

Name of Proposed Club/Activity

General Description of Purpose of the Proposed Club/Activity

Goal(s) of Proposed Club/Activity

1. _____

2. _____

3. _____

What type of area does this group need to meet in (classroom, gym, etc.)?

When and how often do you intend to meet?

Membership Eligibility

Cost/dues (if any) and what cost would be for:

Have you contacted a sponsor? _____ Yes

_____ No

Faculty/Staff Advisor:

Print Name

Signature

Advisor phone

Email

RETURN TO THE STUDENT ACTIVITIES DIRECTOR

A62

PROCESS

Step #1 _____ application is filled out and submitted to Student Activities Director for review.

Step #2 _____ meeting with the Student Activities Director; potential sponsor, and/or students proposing club.

Step #3 _____ recommendation/denial by the Student Activities Director to Principal.

Step #4 _____ decision by the Principal.

Step #5 _____ if approved by the Principal the application is forwarded to central office administration for approval.

_____ **Approved** Student Activities Director _____ Date _____

Principal _____ Date _____

Superintendent _____ Date _____

Treasurer _____ Date _____

_____ **Not Approved**

Student Activities Director _____ Date _____

Principal _____ Date _____

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Budget/Purpose Statement

Beginning an Activity Club/ Fund

Purpose

This document states the reason for the activity's existence, future goals and the means through which these will be achieved. This document will also establish how the revenue of the group is going to be raised and how the group is going to expend these funds to accomplish their goals while the group is in existence.

Definition

Budget Statement or Policy and Purposes, as it is sometimes called, is the document that governs the establishment, function and goals of an activity organization. It defines how revenue will be generated and how expenditures will be made.

Procedure

Obtain a Budget/Purpose Statement Form from the Treasurer's Office or Student Activities Director. (*See Sample 2*)

Complete the form with all necessary information. The figures you enter will be estimates (remember this is an estimate of projected income and expenses)

Give the completed form to your building principal or supervisor for his/her approval. He/she will, by signature, give approval for this activity. He/she will then forward to the Student Activities Director for approval.

The budget statement should then be sent to the Superintendent's office for approval by the district Treasurer and the Board of Education. The Board will vote on approval at their next regularly scheduled meeting.

After final approval, a copy of the budget statement will be returned to the advisor, which means you have approval to proceed with the activity. One copy will remain on file with the Treasurer's Office.

Donations

Purpose

Donations are made from many sources within the community. They help supplement the operating funds of many organizations. Sometimes the donations are not monetary; often it's a new scoreboard or a computer, but it is usually something that will benefit the organization.

Definition

Donations are gifts to the district, made without compensation. They are often monetary, but can be tangible items (such as a computer).

Procedure

A club or organization may accept any donation, with board approval.

Upon receipt of the donation, the activity advisor must request approval in writing for the Board of Education to accept the donation.

The board will vote on the donation at the next regularly scheduled meeting and the acceptance will be noted in the board minutes.

Upon acceptance of the donation, the money may be obligated in accordance with board policy.

Money from Sales

Collection and Deposit of Cash

Purpose

Sales are conducted for the sole purpose of raising operating funds for the organization. These funds will be used to support the group's activities.

Definition

Sales are defined as an exchange of goods or services for money, used for the purpose of supporting a group's activities. They must follow specific guidelines, as defined by board policy and the State Auditor's Office.

Procedure

Money earned from a sale of any kind should be turned in daily as collected (within 24 hours of receiving it).

Collect money and receipt each individual turning it in.

Count all money; break the money down into total cash, coins and checks. Enter these totals on a pay-in form (forms available in the Student Activities Office)

Turn in completed pay-in form to the Student Activities Director

Place money and pay-in form in an envelope or moneybag and the Student Activities Director will forward to the Treasurer's Office. Keep the yellow copy of the pay-in to match to the receipt sent back to you from the Treasurer's Office. Always check to make sure the amounts are the same. If not, call the Treasurer's Office.

The money will be received and counted by Treasurer's Office staff, then deposited into the bank.

Periodically you should check the FISCWEB Internet site to follow your receipts and expenditures. Always verify the accuracy of these reports.

Money from Admissions

Collection and Deposit of Cash

Note: **TICKETS MUST BE PRE-NUMBERED.** Before you begin selling tickets to any event, be sure and tear off the first ticket, *do not sell this ticket*. It should be attached to the ticket sales report form you will fill out upon completion of the event. The first ticket you sell will actually be the second ticket of the roll or series.

Purpose
Money made from admissions is money used to further supplement the expenses of student activity organizations.

Definition
Money earned from admissions is money taken from the sale of tickets to an event, such as a dance or a football game. This kind of fund-raiser is usually very profitable; the costs associated with it are usually minimal.

Procedure
Collections from admissions may be “at the door” collections or from pre-sale of tickets. In either case, money should be counted (broken down into total currency, coins and checks) after it has been collected.

Obtain a pay-in form from the school secretary and enter the total amounts collected on the form.

Place the money and pay-in form in a bag or envelope and send it to the Treasurer’s Office. Keep the yellow copy of the pay-in form for your records. Always check to make sure the amounts are the same. If not, call the Treasurer’s Office.

All money must be turned in to the Treasurer’s Office within 24 hours of receipt.

Should the event take place on a Friday night (since there are no office hours on Saturday) you will be given a lock bag and key so that you can lock the money up in the night depository at the bank. On the next working day, staff from the Treasurer’s Office will make the deposit and return a receipt to you. You will return the keys to the Treasurer’s Office on the same day.

Money is never to be taken home with you or put in a drawer at school

Upon completion of the event and making the necessary deposit, you will now fill out a ticket sales report. The amount of this report should match your deposit; any discrepancies must be noted on either the bottom or back of the form.

Receipting Students

Collection and Deposit of Cash

Purpose
Writing receipts is an integral part of internal control in any organization. This procedure provides an audit trail as well as providing protection for the District, the advisor and the students. Should there ever be a discrepancy (someone says they have paid, and the organization says they haven’t) we can always go back to the receipt book to see if a receipt was written.

Definition
Receipts are written documents that provide proof for both the advisor and student, that money has been paid.

Procedure
Obtain a receipt book to be used only for the student activity organization you are involved with.
Any time a student turns money into you, take the time to write him/her a receipt from this book. The receipt should show the amount received, the purpose of the money (what it is for), the student’s name and the signature of the advisor or officer who writes the receipt.
Keep your receipt book on file for a minimum of two previous fiscal years, in addition to the current fiscal year. It will be used for audit and reference purposes.

Purchasing

1. Complete the standard school requisition form and submit to the student activities director.

Be sure to complete the form accurately and completely. Forms done incorrectly will be returned to you to correct and may delay your purchase.

Purchasing Procedures

NOTE: Do plan ahead to allow time for preparation of a **PURCHASE ORDER** before making a purchase. You must allow 5 days to 1 week to get a **PURCHASE ORDER** approved. Very few times will a **PURCHASE ORDER** be considered an emergency.

Purpose

A purchase order is used in school districts for many reasons, most importantly as a means of internal control and providing an audit trail. It would be illegal to make expenditures without one, resulting in citations at audit time. It gives the individual written approval to make the expenditure and provides necessary information to the financial office so proper posting of the ledger account can take place.

Definition

A purchase order is a document used to place an order for goods or supplies on the school's behalf, guaranteeing payment to the vendor in a reasonable amount of time. This document contains the district tax exempt number as well as billing instructions and addresses. It gives the user proper authority to make an expenditure on behalf of the district.

Procedure

All purchases must be initiated through the use of a REQUISITION. This document indicates the vendor, the dollar amount of the purchase and the proper account to be charged. Completed REQUISITIONS are to be sent to the Treasurer's office to be checked against the account indicated for the availability of funds; and if approved, a pre-numbered purchase order is written.

Purchase order will end up in the district Treasurer's office, where it will be posted as an expenditure to the ledger accounts, torn apart (this is a four part carbonless form), and forwarded on to the vendor.

The original white copy of the purchase order is mailed, faxed or taken to the vendor. The *pink* copy remains on file in the Treasurer's Office, awaiting invoices and approval to pay. The *yellow* copy also remains on file, used to post the expenditure to the appropriate account. The blue copy of the purchase order will be sent back to the advisor. The advisor should keep the blue copy until all merchandise is received. He/she will then, after making sure everything has been received, sign and date the blue copy and forward it on to the Treasurer's Office. This tells them everything has been received and they can pay the bill. **Bills will not be paid without this approval.** Should there be any problem with any items ordered, call the Treasurer's office so we can have accurate information if the vendor calls us for payment

After approval to pay and an invoice has been received in the Treasurer's office, the purchase order will be made ready for payment

Credit Cards

Sam's Club Card

- ✓ Can go to Tri-County, Dayton, and Fields Ertel - BUT you must let the Treasurer's Office know when you are going and what store (we have to call the store ahead of time)

Staples

WalMart

Mason City Schools have the following *Credit Cards* available to you for check out from the Treasurer's Office:

Best Buy

Borders

Costco - has agreed to accept Purchase Orders

- ✓ Need to take with you: Costco Card and PO
- ✓ Two things you need to do before you go:
 1. Sign out the card
 2. Sign a signature sheet in the Treasurer's Office and we then fax it over to Costco; saying this person is and only this person is able to use the card
- ✓ Whoever signs out the card and signs the signature sheet must sign the receipt at Costco or you will not be allowed to purchase items
- ✓ Purchase Order process is only accepted at the Costco Store on Fields Ertel

Home Depot

Jungle Jim's

- ✓ Need to take with you: Jungle Jim's Card and PO
- ✓ Sign out the Jungle Jim's Card - Card must be with you when you come to the store to make purchases. This includes phone orders that will be picked up - must have card when calling and picking up.
- ✓ Purchases made at the front registers in the store require the following: proof of identification (drivers license/state ID and a school badge) of the person making the purchase along with the Jungle Jim's account card, must be shown at the time of the sale. **ALSO, IT IS THE RESPONSIBILITY OF THE PURCHASER TO RETAIN DETAILED CASH REGISTER RECEIPTS - COPIES ARE NOT KEPT BY JUNGLE JIM'S.**

Kroger

Lowe's

Meijer's

- ✓ Meijer's Card, PO and Pin #

Office Depot

OfficeMax

- ✓ Office Max Card and PO