

AMPHITHEATER PUBLIC SCHOOLS

STUDENT ACTIVITIES



POLICY AND PROCEDURE

MANUAL

Updated: July 1, 2008

POLICIES AND PROCEDURE ACKNOWLEDGMENT

I have read the information enclosed and agree to comply with the policies and procedures outlined in this Amphitheater Public Schools Student Activities manual.

School Year: _____

School: _____

Club Name: _____

Sponsor Name (Please Print): _____

Sponsor Signature: _____

Date: _____

Principal Signature: _____

Date: _____

SEND ORIGINAL TO:

Employee Records

SEND COPIES TO:

**Bookstore Manager
Student Activities Treasurer**

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PURPOSE AND OBJECTIVE

This manual is a formal internal communication document of AMPHITHEATER PUBLIC SCHOOLS (APS). It is designed to be a comprehensive document which will aid staff members in understanding the scope and purpose of the STUDENT ACTIVITIES FUND and provide uniform policies, procedures and standards to assist all members in performing their assigned duties.

Arizona Revised Statutes (ARS) § 15-1121 Student activities monies defined

“All monies raised with the approval of the Governing Board of a school district by the efforts of students in pursuance of or in connection with all activities of student organizations, clubs, school plays or other student entertainment (hereafter referred to as CLUBS) other than funds specified in §§ 15-1125 and 15-1126 are student activities monies”. These monies must be accounted for separately from district operating funds.

POLICIES

That Guide Student Activity Accounting

ORGANIZATION

1. Requirements for organizing a student club are found in District Policy JJA, exhibit A, and Regulation JJA-R, exhibit B.
 - a. Club must submit a constitution that identifies the purpose of the club, to the School Principal for approval. See **Sample Constitution Form** in the Appendix.
 - b. Club must have at least one adult sponsor who is an employee of the District and must be approved by the School Principal.
 - c. Club must elect officers and submit officer names and member names to the Student Council, and Student Activities Treasurer
2. School Administrators should ensure that policies, procedures and regulations for the supervision and administration of Student Activities funds are followed. School Administrators, with the assistance of the Chief Financial Officer, may conduct a training session(s) involving individuals who will be responsible for Student Activities functions.
3. The Student Council and each student club must prepare detailed minutes of all meetings. Approval to make any purchases must be documented in their respective minutes prior to the purchase. Minutes must be retained for 3 years in the Bookstore for auditing purposes. Minutes must include, but not be limited to the following: date, time, members present, discussion, individual motions made and motions approved. See **Sample Minutes Form** in the Appendix.
4. Conflict of interest policies, as stated in District Policy GBEEA-EB and ARS § 38-503, apply to all student activity transactions. ARS § 38-503 prohibits school employees from participating in any manner in a decision regarding the contract, sale or purchase where the employee or a relative has a substantial interest in the contract sale or purchase. All purchases with a potential conflict of interest must follow the district policy for sealed bids or requests for proposals. The employee with the potential conflict of interest must not be involved in any manner regarding the selection of the vendor for those goods or services.
5. **MISUSE OR MISHANDLING OF ANY STUDENT ACTIVITIES FUNDS IS GROUNDS FOR DISCIPLINARY ACTION.**

CASH – Cash includes currency, coin, checks, and credit card slips.

1. All cash must be physically safeguarded.
2. Monies raised by a club **MUST BE TURNED IN DAILY** to: Bookstore Manager at High School level or School Secretary at Middle High and Elementary level.
3. Monies raised by clubs should be deposited intact, in a sealed bank deposit bag.
 - If the cash amount is greater than \$100, it must be deposited intact daily.
 - If the cash amount is less than \$100, it must be deposited weekly.
4. Clubs are not allowed to have any cash on hand to be used for petty cash expenditures. If a cash/change drawer is needed for a fund raiser, the funds must be requisitioned by the club prior to the event.
5. Private bank accounts are not authorized for use by any student clubs.
6. Individual clubs must maintain proper records of balances: 1) for reconciliation with district records, and 2) for audit purposes.
7. Segregation of duties between cash handling and record keeping must be maintained. If duties cannot be segregated, the cash should be counted and recorded by both a student club representative and the adult sponsor.

REVENUE SOURCES

1. Student Activities funds are derived from a variety of sources: dues, concessions, interest, ticket sales, publications, fund raising events approved by Governing Board or their designee, class or student pictures. Funds raised by the students must be deposited into a student club account.
2. A Student Club may not hold a raffle. (Attorney General (AG) Opinion I84 – O18)
3. All fund raisers must have a specific purpose for raising funds and be approved by the Governing Board, or their designee. All fund raisers must be approved in the club minutes. No funds for charity drives may be solicited from students without express approval of the Governing Board (Policy JJF).
4. Fund raisers must account for all revenues collected. The ‘Student Activities Fund Raiser Form’ is included as a suggested format; vendor invoices or other documentation can be used to record details. The cash collected is recorded on the ‘Cash Collection Report for Student Clubs Form’.

5. A Student Club may participate in a joint fund-raising project with an outside group such as a parent-teacher organization if the Governing Board or their designee has approved the project on the Fund Raising Approval Form. The proceeds should be allocated proportionately between the two organizations based on the level of effort devoted by each group on the project. (AG Opinion I84-032)
6. **Fund-raising activities by student organizations that cause District students to go into the community to make sales on a door-to-door basis are strictly prohibited.** Additional policies regarding Student Fund-raising Activities can be found in District Policy JJE and JJE-R, exhibits D and E.
7. High School Student Clubs may not sell Foods of Minimal Nutritional Value during meal periods. Elementary School Clubs must also comply with the Arizona Nutritional Standards during the normal school day. Additional information on these requirements are available at:

<http://www.ade.az.gov/health-safety/cnp/HB2544/Default.asp>

EXPENDITURES

1. Student activity funds should be expended in a manner beneficial to those students currently in school. Students must actively participate in the management of funds. Additional information can be found in District Policy Regulation JJF and JJF-R, exhibits F and G.
2. Student activities funds must **NOT** be used to defray any District expense. The district normally purchases a minimum number of items from the budget; however, additional quantities may be purchased by student clubs for their use. Purchase requisitions of this type must include language that the items requested are additional to the district's initial allotment.
3. Cash **MUST** be available in the account of a student club before a purchase order and/or cash advance is issued. If expenditures must be made prior to the revenue being received, such as for a fund raiser, the school's Student Council must provide permission for that club to carry a deficit cash balance. The permission must be signed off on the requisition. (Refer to Expenditure Policy #9)
4. Purchases of all goods and services must have prior approval by the Club. Purchase Orders are required for all expenditures, with the exception of cash advances. Purchase orders should be issued for amounts as close to projected actual expenditures as possible, including fund raisers.
5. Cash advances are used only for costs associated with student travel and field trips.
6. To ensure best prices are obtained, clubs can use the district commodity bid list. For goods or services over \$5,000, the district requires clubs to acquire quotes to

ensure best prices are obtained. Clubs should recognize that there are very few sole source vendors. Resources such as the internet can be utilized to ensure best prices.

Note: If the student purchase includes other district funds, the district procurement guidelines apply and quotes or bids must be obtained. Please contact the Purchasing Department for assistance.

Any business transaction that the District might do with an employee or relative of an employee must have a conflict of interest statement on file. All purchases with a potential conflict of interest must be made using sealed bids or requests for proposals. The employee with the potential conflict of interest must not be involved in any manner regarding the selection of the vendor for those goods or services. Additional information can be found in a District Conflict of Interest Memo and District Policy GBAAA-EB.

7. Orders may be shipped directly to the district warehouse.
8. Disbursements from student activities funds may only be made by the District Student Activities Treasurer upon receipt of proper invoice and a receiving report authorizing the disbursement.
9. At the end of each fiscal year, all club accounts must have a positive or zero balance. It is the responsibility of the Club Sponsor and School Administrator to ensure accounts end the year with a positive cash balance. The school's Student Council, having granted permission for the deficit (Expenditure Policy #3) is liable for the amount of money for the deficit. Clubs that did not have activity during the school year must be justified to remain an active club; or their ending balances are automatically transferred to the school's Student Council account.
10. Capital items purchased by a student club that have a unit cost of \$500 or more must be donated to the district. Items less than \$500 may follow donation procedures in order to be covered by district insurance.
11. Reimbursements are not recommended, but if necessary, require the following:
 - a. Must have prior pre-approval as reflected in club minutes that reflects why a reimbursement is necessary.
 - b. Must have a purchase order prior to purchase.
 - c. Must include a brief description of items to be purchased.

Reimbursement documentation must be submitted within 30 days of purchase and include original, detailed receipts, including vendor name and date of purchase. If reimbursements are not submitted timely, we may gratefully consider it as a donation to the club. Without a pre-approved purchase order, a non-compliance memo may be issued to the sponsor and school principal.

12. When coding student requisitions, the coding of the item(s) must be consistent with the Uniform System of Financial Records (USFR) Chart of Accounts.

13. Sponsor travel (without students) must comply with district guidelines and USFR policy. Student activities funds that are approved for a sponsor to attend a conference must indicate on the purchase order requisition how this conference impacts the students of that club.
14. When after-school or weekend club activity is approved by site administration (and if necessary, site Manager and/or site Athletic Director), the club must submit a completed 'Facility Usage Request Form'. This form must be submitted to the district's facility rental department at least two (2) weeks in advance of the event to reserve the facility and obtain an invoice for these district costs. This invoice is to be used to generate a purchase order to Amphitheater Public Schools.

FINGERPRINTING and VOLUNTEERS

State law requires that school district employees be fingerprinted and clear a background investigation prior to working with students in the District. The same procedure applies to non-parent volunteers. This protects students and helps ensure the safety of school campuses and other District facilities. A.R.S. §§ 15-512 and 15-534. The Amphitheater District requires the same clearance procedures be adhered to for those staffing or volunteering all activities (including summer activities) associated with district programs or student clubs.

Putting coaches, assistant coaches and other athletic or program staff to work prior to a valid background clearance is a violation of law and can result in denial of employment, termination of the employment of staff involved, and charge of unapproved wages to staff involved. More importantly, placing someone at work prior to background clearance puts children at risk. For that reason, it cannot be tolerated.

Current district employees in good standing who already have a valid fingerprint clearance card or who have been approved for District employment need not be fingerprinted again for summer program employment or authorized volunteering. All other staff (paid or volunteer) of summer programs, club camps and activities are required to be fingerprinted and receive background clearance prior to working with students in any capacity.

The fingerprint clearance process can take up to ten weeks. Therefore, careful and advanced planning is required to ensure programs can be appropriately staffed. Please communicate early with Human Resources for successful hiring of qualified, cleared personnel and volunteers.

PROCEDURES

ORGANIZING A CLUB

1. Students must state their purpose in forming a club in a formal written document. Potential clubs must comply with Governing Board District Policy JJA and regulation JJA-R, exhibits A and B.
2. Students submit a constitution (see sample in Appendix) to School Administrator with a recommendation from their adult sponsor.
3. Upon School Administrator's approval, a meeting is held to elect student officers. Officer names are submitted to school administrator.
4. At High School level, newly appointed Student Club's Treasurer meets with High School Bookstore Manager to establish a new club account.
5. Adult sponsor reviews handbook with student officers and signs for compliance.

STUDENT MEETINGS

1. Meeting is called to order. A Club member must take minutes. Club Sponsor should be present.
2. Minutes must include, but not limited to: date, time, members present (signed list), discussion, motions made and approved. A sample form is included in the Appendix.
3. Original minutes are filed with Bookstore Manger and must be retained for three years for audit purposes.

RECONCILIATION

1. Student Clubs Treasurer should obtain monthly club balances from School Secretary, Bookstore, School Administrator or district Student Activities Treasurer.
2. Verify district club balance with the student club balance. Any discrepancies should be researched and reconciled.

CASH RECEIPTS

NOTES: The following checks are not accepted: two-party personal checks, altered checks, checks with rubber-stamped or typewritten company names, checks payable to two or more persons, insurance drafts, income tax refunds, or dividend checks.

Checks must contain the preprinted account holders name and address. Please add the phone number in upper left corner of check if not preprinted on the check.

If the event involves ticket sales, the Club Sponsor/Officer can either receive pre-numbered tickets from the school's Bookstore or the Club Sponsor/Officer can provide pre-numbered event tickets.

1. The Club Sponsor and the Club Treasurer should work together to prepare the Cash Collection Report. If the cash is the result of a fund raiser, the student sponsor and club treasurer must maintain documentation regarding invoice prices, sale prices, and profit. The 'Student Fund Raiser Report Form' is included as a suggested format; vendor invoices or other documentation can be used to record details.
 - a. If tickets were involved, the Cash Collection Report needs to include the beginning and ending ticket numbers, calculating the number of tickets issued.
 - b. Checks should be marked with the club number in the lower left corner of the check.
 - c. A calculator tape of check totals should be attached to the checks.
 - d. All checks should be endorsed on the back with the APS stamp borrowed from the school office or Bookstore.
 - e. The Cash Collection Report requires signatures of the Club Officer and the Club Sponsor.
 - f. The Cash Collection Report is forwarded intact, with any remaining unsold tickets, to the Bookstore Manager at the High School or School Secretary or designee of Principal at the Elementary or Middle School.
 - g. The Student Fund Raiser Report Form and other documentation must be retained by the club for three (3) years for audit purposes. A copy must be forwarded to the Bookstore with the Cash Collection Report.
2. The Bookstore Manager, Secretary or designee receives the Cash Collection Report with money, checks and any unsold tickets.
 - a. Re-counts and verifies the accuracy of the Cash Collection Report and notes any discrepancies.
 - b. Signs the Cash Collection Report and returns the copy to the Club.
 - c. At High School Bookstore the data of the Cash Collection Report is input into the bookstore computer.
3. The Bookstore, Secretary or designee completes the Student Activities Check Out Sheet by totaling all the Cash Collection Reports.

- a. Completes a deposit slip for the total of the Student Activities Check Out Sheet, ensuring the correct deposit slip is used.
 - b. Sends the Student Activities Check Out Sheet, with deposit slip and money, to the District Office Student Activities Treasurer. The top 2 copies of the deposit slip and money should be enclosed in a sealed bank deposit bag.
4. The Student Activities Treasurer initials and dates the Student Activities Check Out Sheet and returns a copy to the originator.
 5. The Bookstore, Secretary or designee receives a copy and attaches it to the Cash Collection Reports.

EXPENDITURES

Payments for Services

Before you can determine how to treat payments you make for services, you must first know the business relationship that exists between you and the person performing the services. The person performing the services may be an independent contractor or an employee. It is critical that the district correctly determine whether the individuals providing services are employees or independent contractors. Generally, you must withhold income taxes, withhold and pay Social Security and Medicare taxes, and pay unemployment tax on wages paid to an employee. You do not generally have to withhold or pay any taxes on payments to independent contractors.

If the district incorrectly classifies an employee as an independent contractor, the district can be held liable for employment taxes for that worker, plus a penalty.

Independent Contractors

Who is an Independent Contractor?

A general rule is that you, the payer, have the right to control or direct only the result of the work done by an independent contractor, and not the means and methods of accomplishing the result. In addition, the State of Arizona has an eight part test that must be met before considering someone an Independent Contractor. All eight items must be met pursuant to Arizona Revised Statutes §23-902:

1. Does not require the independent contractor to perform work exclusively for the District.

2. Does not provide the independent contractor with any business registrations or licenses required to perform the specific services set forth in the contract.
3. Does not pay the independent contractor a salary or hourly rate instead of an amount fixed by contract.
4. Will not terminate the independent contractor before the expiration of the contract period, unless the independent contractor breaches the contract or violates the laws of this state.
5. Does not provide tools to the independent contractor.
6. Does not dictate the time of performance other than expiration of the contract.
7. Pays the independent contractor in the name appearing on the written agreement.
8. Will not combine business operations with the person performing the services rather than maintaining these operations separately.

If all eight items cannot be met then an individual must be paid as an employee and must follow all district policies and procedures for the hiring of employees. All agreements with Independent Contractors must use the Amphitheater School District Independent Contractor Agreement form contained in the Appendix. In addition, a vendor completed IRS Form W9 must be enclosed. Employees of the district cannot be paid as Independent Contractors!

Honorariums and Gifts

Clubs may make one-time expenditures for honorariums and gifts for volunteers. Honorariums and gifts cannot be promised upfront in exchange for the volunteering. Honorariums and Gifts are limited to \$150 annually per individual.

Payroll

The hiring of employees must follow district procedures. Only the Human Resources department can determine the appropriate classification and compensation of employees. Clubs need to anticipate that the timeline for hiring employees can be significant. Please work directly with Human Resources for the creation of new positions.

Procedures

For Field Trips, a Field Trip Requisition Form complete with estimates and signature, must accompany the Student Activities Requisition. Once funds are confirmed, the Student Clubs Treasurer will forward the Field Trip Requisition to Transportation for the scheduling of the trip after obtain necessary approvals.

1. Club pre-approves the expenditure and records the pre-approval in the club minutes.
2. Club officer prepares the Student Activities/Auxiliary Operations requisition form. For payroll related costs such as substitute teachers, security, custodial, etc. a PAF form must be completed as well.
 - a) Requisition form must include club meeting date of pre-approval. A copy of the minutes approving the expenditure must be attached. The original minutes must be retained for 3 years at the Bookstore for auditing purposes.
 - b) Requisition form, and PAF if applicable, must include correct account code, using USFR chart of accounts.
 - c) Requisition must include a description stating the purpose of the disbursement in order to ensure that it is an appropriate expenditure from student funds. Requisitions that are being issued for the purpose of ordering fund-raising items, must indicate "Items For Fundraiser" on the requisition form.
 - d) Requisitions for cash advances must include detail of quantities and unit prices, dates of travel, purpose and destination.
 - e) If purchase includes district funds, the requisition must include list other funding sources.
 - f) Requisition form, and PAF if applicable, must include all signatures.
 - g) A completed donation form must be included if an item has a unit cost of more than \$500. Items less than \$500 may follow donation procedures in order to be covered by district insurance.
3. Club forwards requisition, PAF if applicable, and minutes to principal's office for signature.
 - a) Principal signs and returns last copy of forms to club.
 - b) Principal forwards remaining copies of forms to Student Activities Treasurer in Business Office.
4. Student Activities Treasurer verifies adequate club balance to cover expenditure.
 - a) Reviews requisition to ensure expenditure is appropriate according to Student Activities policies.
 - b) For non-payroll expenses, requisition is forwarded to Purchasing Department.
 - c) For payroll related expenses the PAF is forwarded to the Payroll Department.
5. For payroll related expenses, Payroll Department processes the timesheet for payment.
 - a) Copy of timesheet form is returned to Student Activities Treasurer.

6. For non-payroll expenses the Purchasing Department inputs requisition to generate Purchase Order.
 - a) Reviews purchase order for procurement code compliance.
 - b) Distributes copies of requisition and purchase order as indicated on forms. Original copy of purchase order is sent to campus for their use in ordering.
7. Club places order using a requisition.
8. If items are to be received through district warehouse.
 - a) District warehouse receives items, verifies set dollar amount and quantity, and completes receiving report.
 - b) Goods are delivered by warehouse to school with copy of receiving report.
 - c) Receiving report is forwarded by Warehouse to the Student Activities Treasurer for payment of invoice.
9. Club verifies receipt of goods.
 - a) If purchase is for services rendered, club is responsible for completing receiving report and forwarding it (with copy of invoice if available) to Student Activities Treasurer.
10. Student Activities Treasurer processes invoice for payment. Invoices/receipts must consist of the following information:
 - a) Store name
 - b) Purchase date
 - c) Itemized purchases with description and cost of each item
 - d) Subtotal, tax and total

JOINT FUND-RAISING

1. The two organizations determine how the proceeds should be allocated proportionately, based on level of effort between the two organizations. Such allocation must be in writing and approved by all.
2. The two groups present the joint fund raising project to the school administrator on the district Fund Raising Approval Form (see Appendix).
3. The school administrator obtains Principal approval.
4. As cash is collected, a representative from each of the organizations will work together to account for monies received.

5. Funds are deposited with the organization that is responsible for purchasing the items sold. Items 3 and 4 need to be identified in a written plan.
6. After all fund raising expenses are paid, the disbursement of allocated net proceeds should be made to the other organization.

CASH ADVANCE

NOTE: Cash advances are permitted only for student travel and field trips.

1. Club pre-approves the expenditure of the trip and records the pre-approval in the club minutes.
2. Club officer prepares the Student Activities/Auxiliary Operations requisition form.
 - a) Requisition form must include club meeting date of pre-approval. A copy of the minutes approving the expenditure must be attached.
 - b) Requisition form must include correct account code, using USFR chart of accounts.
 - c) Requisition form must include all signatures.
 - d) The requisition should include detail of expenditures, such as number of persons, estimated meal costs, room rates, entrance fees, etc.
 - State Government travel rate guidelines, (Department of Administration web site & Auditor General web site), indicating meals & lodging index rates, are to be followed for the club sponsor's travel. Discrepancies must be justified.
3. Club forwards requisition and minutes to principal's office for signature.
 - a) Principal signs and returns last copy of forms to club.
 - b) Principal forwards remaining copies of forms to Student Activities Treasurer in Business Office.
4. Student Activities Treasurer verifies adequate club balance to cover expenditure.
 - a) Reviews requisition to ensure expenditure is appropriate according to Student Activities policies.
 - b) Issues check to requisitioner. (usually the club sponsor)
5. Upon completion of trip, Club Sponsor returns unused funds and receipts to Bookstore, School Secretary or designee within two business days.
 - a) Remaining funds are re-deposited into club account, using Cash Collection Report.
 - b) Original receipts are sent to Student Accounts Treasurer.

STUDENT ACTIVITIES CLUB MINUTES
APPROVAL OF EXPENDITURES

Date: _____

Club: _____

Record of Minutes:

A vote was taken to spend money on _____
(project, item, etc.)

Purpose and use of items to be purchased _____

The vote passed by as count of _____ members approving.

Signature of Club Officer: _____

Signature of Club Sponsor: _____

AMPHITHEATER PUBLIC SCHOOLS CASH COLLECTION REPORT For Student Clubs

Date: _____

School: _____

Club Name: _____ Club Number: _____

Event: _____ Event Date: _____

Club Officer/Sponsor: _____

Denomination	Quantity	
\$100.00 _____ X \$100.00 = \$ _____		
50.00 _____ X 50.00 = \$ _____		
20.00 _____ X 20.00 = \$ _____		
10.00 _____ X 10.00 = \$ _____		
5.00 _____ X 5.00 = \$ _____		
1.00 _____ X 1.00 = \$ _____		
.50 _____ X .50 = \$ _____		
.25 _____ X .25 = \$ _____		
.10 _____ X .10 = \$ _____		
.05 _____ X .05 = \$ _____		
.01 _____ X .01 = \$ _____		
Checks _____ = \$ _____		
TOTAL: _____ = \$ _____		

Ticket Sales

Beginning Number: _____

Last Number Used: _____

Total Tickets Sold: _____

X cost/ticket: \$ _____

Total Sales: \$ _____

Reconciliation To Items Sold

Item	Qty.	Price	Total
_____	_____	x _____	= _____
_____	_____	x _____	= _____
_____	_____	x _____	= _____
_____	_____	x _____	= _____
Total Sales			_____
Cash Collected			_____
Difference			_____

Club Officer Signature: _____ Date: _____

Club Sponsor Signature: _____ Date: _____

Bookstore Manager or Designee: _____ Date: _____

Amphitheater Public Schools Student Activities Fund Raiser Form

NOTE: This form (or similar format) should be used for all fund raisers. (Candy sales, car washes, entertainment books, etc.)
Cost per item may not apply. Vendor invoices or other documentation can be used in lieu of this form.

Item Description	Quantity Purchased	Cost Per Item	Amount Paid (Cost) (Quantity x Unit Invoice Price)	Quantity Sold	Unit Sales Price	Total Collected (Quantity x Sales Price)
EXAMPLES:						
<i>T-Shirts</i>	15	\$6.00	\$90.00	10	\$10.00	\$100.00
<i>Car Washes</i>	0	0	0	20	\$6.00	\$120.00

Cost Sub-total _____

Total Collected _____

Sales tax/shipping/handling _____

Total Paid _____

STUDENT ACTIVITIES REQUISITION

NAME OF SCHOOL: _____

CLUB/ORGANIZATION NAME: _____

CLUB/ORGANIZATION: _____
(Signature)

DATE: _____

CLUB OFFICER: _____
(Signature)

DATE AUTHORIZED
IN CLUB MINUTES: _____

REQUEST FOR PURCHASE ORDER / CHECK

PURCHASE ORDER / CHECK TO: _____ AMOUNT: _____

MAILING ADDRESS: _____

DESCRIPTION OF SERVICE(S) OR ITEM(S) TO BE PURCHASED:

QUANTITY	ITEMS	APPROXIMATE COST

PURPOSE: _____

FOR STUDENT GOVERNMENT USE ONLY

REQUEST APPROVED / DISAPPROVED : (check one) YES NO

COMMENTS: _____

STUDENT GOVERNMENT OFFICER: _____
(Signature)

DATE: _____

ADMINISTRATOR SIGNATURE: _____
(Signature Required Only If Interruption To Class)

FOR BOOKSTORE USE ONLY

PURCHASE ORDER # ISSUED: _____

DATE: _____

BOOKSTORE SIGNATURE: _____

CHECK NO: _____

DATE: _____

AMPHITHEATER PUBLIC SCHOOLS' PERSONNEL ACTION FORM

REQUEST TO ADVERTISE (Fill in All Shaded Areas)

- Certified (Exempt)
 Classified (Non-Exempt)
 Professional Non-teaching (Exempt)
 Administrative (Exempt)
 Addendum

Reason For Position (New Position/Replacement for "Employee's Name"):

Job Title:

Job Post/Advertisement: 3 Business Days Minimum Posting Requirement

In District Only
 In & Out of District
 (all postings are open until filled unless otherwise stated below)

Other Advertising Instructions:

PERSONNEL ACTION FORM (Every Action Requires Completion of Blocks 1 & 6)

- HIRE
 REHIRE (Complete sections 1, 2, 6)
 SEPARATION (Complete sections 1, 3, 6)
 PROMOTION
 DEMOTION
 TRANSFER
 ADDENDUM
 REASSIGNMENT (Complete 1, 2, 6)
 REQUEST LEAVE OF ABSENCE (Complete sections 1, 4, 6)
 OTHER STATUS CHANGE:

1. NAME:	DEPT/SCHOOL:
JOB TITLE:	ACCOUNT #: - - - - - and - - - - -
Internal Candidates Considered? <input type="checkbox"/> Yes <input type="checkbox"/> No	Replacement for:

2. RECOMMENDATION FOR HIRE	Start Date:	Will Work Friday before Winter Break? <input type="checkbox"/> Yes <input type="checkbox"/> No
POSITION IS FOR ___ # OF DAYS		FTE: ___
<input type="checkbox"/> Career <input type="checkbox"/> Short Term/Career <input type="checkbox"/> Summer <input type="checkbox"/> Academic Year <input type="checkbox"/> Fiscal Year <input type="checkbox"/> Volunteer <input type="checkbox"/> Temporary <input type="checkbox"/> Short Term & Reason:	Days / Hours: ___ S M T W T F S	
PAY RECOMMENDATION Range: Step:		\$ ___ / hour \$ ___ /yr.
Other Info:		Set Up Email Account: <input type="checkbox"/> Yes <input type="checkbox"/> No

3. SEPARATION		Forwarding Address/Phone Number:	
<input type="checkbox"/> Voluntary <input type="checkbox"/> Lay-Off <input type="checkbox"/> Dismissal <input type="checkbox"/> Abandonment			
Last Day of Work:	Date of Separation:	Employee Eligible for Rehire? <input type="checkbox"/> YES <input type="checkbox"/> NO	
		If Yes...in Same Position? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Other Information:			

4. REQUEST FOR LEAVE OF ABSENCE			
Type of Leave:	Leave will BEGIN on:	Leave will END on:	
Employee Authorized Use of:	This is a Request for:		
<input type="checkbox"/> Sick Leave <input type="checkbox"/> Personal Leave <input type="checkbox"/> Vacation Leave (if applicable) <input type="checkbox"/> Supplemental Sick Leave	<input type="checkbox"/> Extension of Current Leave <input type="checkbox"/> Early Return from Leave <input type="checkbox"/> Leave of Absence Without Pay <input type="checkbox"/> Completed Classified Probationary Period? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Emergency Leave Date of Return:	<input type="checkbox"/>
Mailing address/phone during leave: (Employee must notify HR prior to taking leave)			

5. TO BE COMPLETED BY HUMAN RESOURCES --		Actual Start Date:	End Date:
Other Information:			
<input type="checkbox"/> HR/Employment <input type="checkbox"/> HR/Benefits <input type="checkbox"/> Payroll <input type="checkbox"/> Records <input type="checkbox"/> Site <input type="checkbox"/> Employee <input type="checkbox"/> IT/Email Sue Sledge			

6. AUTHORIZATIONS/DATE Initiating Administrator:	
Associate Superintendent: HR Signature:	Financial Authorization:

COMPLETE AND ATTACH TO EMAIL BACK TO YOUR HUMAN RESOURCES SPECIALIST/DATATECH

Amphitheater Public Schools
Gift/Donation Form

Date _____ School/Site: _____

The following gift(s)/donation(s) have been received:

1. Item: _____ Value: _____

By: Name _____
Address _____
City, State, Zip Code _____

2. Item: _____ Value: _____

By: Name _____
Address _____
City, State, Zip Code _____

3. Item: _____ Value: _____

By: Name _____
Address _____
City, State, Zip Code _____

4. Item: _____ Value: _____

By: Name _____
Address _____
City, State, Zip Code _____

5. Item: _____ Value: _____

By: Name _____
Address _____
City, State, Zip Code _____

I acknowledge that all items donated become District property, but that the District will not maintain or repair donated items.

(Signature of Site Administrator)

Distribution: Original to the Finance Department
Retain a Copy in the Site File

Amphitheater Public Schools
Staff Conflict of Interest

I, _____, do hereby indicate:

1. That I am presently an officer/employee of the _____
_____ School District;

2. That I (or my relative[s]: _____
_____) have a
substantial interest in the contract, sale, purchase, or service to or decision by the
_____ Governing Board as described below.

3. That I shall refrain from participating in any manner in my capacity as an employee
or officer of _____ School District in such
contract, sale, purchase, service to, or decision by the Governing Board.

Date

Signature

Adopted: date of manual adoption
District Policy GBAAA-EA

INDEPENDENT CONTRACTOR AGREEMENT
Amphitheater Public Schools

THIS AGREEMENT is made and entered into this _____ day of _____, 20____ , by and between Amphitheater Public Schools (“Amphi”), and _____, (“Amphi”).

Recitals

1. Contractor is engaged in the business of _____ .
2. Amphi desires to enter into this Agreement with the Contractor, providing, among other things, for Contractor's services to Amphi; and
3. Contractor desires to enter into this Agreement with respect to his/her/its services to Amphi, upon the terms and conditions hereinafter set forth.
4. It is the express intention of the parties that this agreement comply with all applicable federal, state and local laws.

Agreement Terms

1. Amphi shall retain the Contractor and the Contractor shall provide services to Amphi upon the terms and conditions hereinafter set forth below.
2. **Term.** The term of this Agreement shall commence on the _____ day of _____, 20____ , and terminate on the _____ day of _____ , 20____ , unless terminated prior to that date as set forth herein.
3. **Duties of Contractor.** During the period of this Agreement, the Contractor shall have the full and complete obligation and responsibility for the performance of the job and/or work described in the attached Exhibit A for Amphi, and the Contractor shall be obligated to Amphi for the performance and completion of all such work. Contractor may perform the work required at such times as Contractor determines, provided that the work is completed within time specified for conclusion of this Agreement.

Contractor represents that it has or will have and will maintain any and all licenses, certifications, registrations or other authority required or necessary to perform the job and/or work described in Exhibit A.

Contractor shall provide all necessary tools and equipment required to perform and complete the work required by Exhibit A.

Nothing in this Agreement is intended to, nor may be construed to, require Contractor to perform work or services on an exclusive basis for Amphi.

Termination. Will not terminate the independent contractor before the expiration of the contract period, unless the independent contractor breaches the contract or violates the laws of this state.

4. Payment to Contractor. Amphi shall pay the Contractor on a "per project" basis for services in connection with this Agreement, the exact amount for each project to be agreed upon in writing by Amphi and the Contractor, prior to any work being performed, or, in the alternative, per the attached Exhibit "B". Amphi will not pay Contractor on an hourly or piecemeal basis, but only upon completion of the job/work described in Exhibit A.

No work shall commence until Amphi issues Contractor a purchase order and, no payment shall be made to Contractor, following completion of the project work, until Contractor submits an invoice to Amphi. Payment will only be made to the Contractor as named in this Agreement.

5. Relation of the Parties. The Contractor is retained by Amphi only for the purposes and to the extent set forth in this Agreement and the Contractor's relationship to Amphi shall, during the term of this Agreement, be that of an Independent Contractor. Amphi shall not withhold, from sums becoming payable to the Contractor hereunder, any amounts for State or Federal Income Tax, or for FICA (Social Security) Taxes, during the term of this Agreement. The Contractor shall be free to dispose of such portions of his entire time, energy and skill as he is not obligated to devote hereunder to Amphi in such manner as he deems advisable. The Contractor shall not be considered as having an employee status or as being entitled to participate in any plans, benefits, arrangements or distributions by Amphi pertaining to or in connection with any benefit or compensation term extended to the Amphi's employees.

6. Worker's Compensation. The parties agree to the provision below to which they have affixed their initials:

(Amphi____ Contractor____) Contractor expressly waives any entitlement to workers compensation coverage and acknowledges that Contractor has the sole responsibility for acquiring and maintaining workers compensation coverage for himself/herself or Contractor's employees. Notwithstanding this provision, should the laws of the State of Arizona require Amphi to maintain a policy of workers compensation insurance covering the Contractor or his/her/its employees during the term of this Agreement, the parties agree that payments due to Contractor from Amphi shall be reduced in an amount equal to any workers compensation premium(s) attributable to the Contractor's work under this Agreement. Should any such premium be assessed against Amphi following final payment to Contractor, Contractor agrees to refund payment in an amount equal to any workers compensation premium(s) attributable to the Contractor's work under this Agreement.

(Amphi____ Contractor____) Amphi shall maintain a policy of workers compensation insurance covering the Contractor or his/her/its employees.

7. **Professional Responsibility.** Nothing in this Agreement shall be construed to interfere with or otherwise affect the rendering of services by the Contractor in accordance with his independent and professional judgment. The Contractor shall perform his services substantially in accordance with generally accepted practices and principles of his trade. This Agreement shall be subject to the rules and regulations of any and all organizations and associations to which the Contractor may from time to time belong and to the laws and regulations governing the practice of the Contractor's trade in this State. Contractor shall have sole responsibility for the supervision of any of his/her/its staff and employees, and Amphi shall have no responsibility, authority or duty to supervise Contractor's staff and employees.

8. **Termination.** This Agreement shall not terminate, except for cause, upon breach of the contract by either party.

9. **Income Tax Designation.** In the event that the Internal Revenue Service should determine that the Contractor is, according to I.R.S. guidelines, an Amphi employee subject to withholding and social security contributions, Contractor shall acknowledge that all payments to the Contractor are gross payments, and the Contractor is responsible for all income taxes and social security payments thereon, by way of offset against any payment due Contractor or by way of partial refund of payment already made in an amount equal to any withholding paid by Amphi on Contractor's behalf.

DATED this _____ day of _____, 20____, by:

Name: _____

Address : _____

City, State & Zip Code: _____

Tax Identification Number: _____

By _____

"CONTRACTOR"

Witness

AMPHITHEATER PUBLIC SCHOOLS

By: _____

EXHIBIT "A" - Duties and/or Work to be Performed by Contractor

EXHIBIT "B" - Fee Arrangement

Amphitheater Public Schools

SAMPLE STUDENT CLUB CONSTITUTION FORM

ARTICLE I – NAME, PURPOSE

Section 1: The name of the organization shall be <name: _____> Student Activities Club.

Section 2: The <name: _____> Student Activities Club is organized exclusively for supplemental educational purposes.

ARTICLE II – MEMBERSHIP

Section 1: Membership shall consist of students at <school name: _____>

ARTICLE III – ANNUAL MEETING

Section 1: Annual Meeting. The date of the regular annual meeting shall be set by the Student Club who shall also set the time and place.

Section 2: Special Meetings. Special meetings may be called by the Student Club President.

Section 3: Notice. Notice of each meeting shall be given to each Student Club Member.

ARTICLE IV - <name: _____> STUDENT ACTIVITIES CLUB

Section 1: Student Club Role, Size. The Student Club shall not have fewer than 5 members from the student body and one adult sponsor. An adult sponsor will assist and monitor the Student Club but will not act as a voting member. An adult sponsor must be an employee of the School District.

Section 2: Meetings. The Student Club shall meet at least annually, at an agreed upon time and place.

Section 3: Terms. All Student Club Officers shall serve one-year terms, but are eligible for re-election.

Section 4: Student Club Elections or Appointments. Election of new Student Club Officers will occur as the first item of business at the annual meeting of the Club. Officers will be elected by a majority vote.

Section 5: Quorum. A quorum must be attended by at least 3 members of the Student Club before business can be transacted or motions made or passed.

Section 6: Notice. An official Student Club meeting requires that each Student Club Member have written notice at least 24 hours in advance.

Section 7: Officers and Duties. There shall be 4 Officers of the Student Club consisting of a President, Vice President, Secretary and Treasurer. Their duties are as follows:

The President shall convene regularly scheduled Student Club meetings, shall preside or arrange for other Student Club Members to preside at each meeting in the following order: Vice President, Secretary and Treasurer.

The Vice President will chair committees on special subjects as designated by the Student Club Members.

The Secretary shall be responsible for keeping records of Student Club actions, including overseeing the taking of minutes at all Student Club meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Student Club Member.

The Treasurer shall make a report at each Student Club meeting. Treasurer shall chair the finance committee, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to the Student Club Members and the public.

Section 8: Vacancies. When a vacancy on the Student Club exists, nominations for new members may be received from present Club members by the Secretary two weeks in advance of a Student Club meeting. These nominations shall be sent out to Club Members with the regular Student Club meeting announcement, to be voted upon at the next Student Club meeting. These vacancies will be filled only to the end of the particular Student Club Members term.

Section 9: Resignation, Termination and Absences. Resignation from the Student Club must be in writing and received by the Secretary. A Student Club Member shall be dropped for excessive absences from the Club if she/he has three unexcused absences from Student Club meetings in a year. A Student Club Member may be removed for other reasons by a three-fourths vote of the remaining Members.

Section 10: Special Meetings. Special meetings of the Student Club shall be called upon the request of the President or one-third of the Student Club Members. Notices of special meetings shall be sent out by the Secretary to each Student Club Member dated at least 24 hours in advance.

**AMPHITHEATER PUBLIC SCHOOLS
FUND RAISING AUTHORIZATION AND APPROVAL FORM**

(Copies of this form, with any contracts, written agreements and club meeting minutes attached, should be filed with the School Office and the Organization.)

Name of Club/Organization: _____ School: _____

Contact Person: _____ Phone #: _____

Position in Organization: _____

Date of Request: _____ Organization's Meeting Date (of approval): _____

<p>PURPOSE OF FUND RAISER:</p> <p>FUND RAISER METHOD & DESCRIPTION (what will be sold, how will it be sold, at what function will it be sold, etc.): _____</p> <p>IF FUND RAISER IS CO-SPONSORED between parent organization and student clubs, description of how the fund raising activities and funds will be divided: _____</p> <p>LOCATION OF FUND RAISER (specific room, address, etc.): _____</p> <p>START DATE: _____ END DATE: _____</p>

All fund raisers must have the approval of the school administrator. Amphitheater District activities that are done for the purpose of fund raising must be initiated, sponsored, and recorded by one of the following groups. Fund raisers that are co-sponsored must be initiated by both groups. *Initial all appropriate:*

- A. **Authorized Student Club** (*Advisor's & Club Officer's initials required*).
We acknowledge that student clubs who sponsor a fund raiser must always deposit funds and record expenditures in the school's student account and follow the Student Activities Handbook guidelines.
- B. **Recognized Parent Organization** (*Officer's initials required*).
We acknowledge that parent organizations who sponsor a fund raiser must record receipts and expenditures in the parent organization's checking account. (*Joint fund raisers must have the appropriate initials in A and B.*)
- C. **School Site Council** (*Council Member's initials required*).
We acknowledge that site councils who sponsor a fund raiser must record receipts and expenditures in an Amphitheater donation account, and follow cash handling procedures.

All contracts have been thoroughly reviewed for clear understanding, including minimum charges and consequences of possible unsuccessful fund raiser, and have been reviewed with the school Principal.

Club Advisor/Parent Org. Officer/Council Member Signature Date

<p>AUTHORIZATION</p> <p><i>I have reviewed this request for compliance with District Policies and approve this activity.</i></p> <p>_____ School Principal Signature Date</p>

Amphitheater Public Schools

SAMPLE MINUTES FORM

The Student Activity Members of <club name _____> held a Meeting
on

Members Present:

Enclose original Roster with Signatures

Others Present:

The meeting was called to order at

Motion to approve prior meeting minutes:

Motion to approve agenda:

Minutes to include, but not limited to:

- Discussions
- Individual Motions made and results (indicating who made and seconded the motion)
- Motions approved (indicate results of voting)

The meeting was adjourned at

Club Officer

Sponsor

J-3750 JJA

STUDENT ORGANIZATIONS

Student organizations, associations, and clubs have an important place in the educational program. Student organizations will only be recognized by the Governing Board if they:

- Extend, reinforce and support the instructional program;
- Model and allow students to practice democratic self-government;
- Build student morale and a spirit of positive support for the school;
- Honor outstanding student achievement;
- Exemplify diversity; and/or
- Provide wholesome social and recreational activities.

To guide faculty members, staff members, and students in their relationships to school-related and/or nonschool clubs and organizations, the Governing Board sets forth the following policy:

- School clubs and organizations, including clubs with legal, nondiscriminatory membership restrictions, shall be recognized as authorized, approved activities of the school if they meet all of the criteria for school clubs and organizations as listed in Regulation JJA-R and if they have been approved by the principal of the school.
- Non-school clubs and organizations are clubs, organizations, and associations for students that, although not recognized as approved activities of the school do meet all of the criteria for non-school clubs and organizations as listed in Regulation JJA-R and are of a non-secret nature. Such student groups are not within the jurisdiction of the school and are not responsibilities of the school. However, nonschool clubs, organizations, and associations may become recognized, school-sponsored organizations by complying with the criteria for school clubs and organizations listed in Regulation JJA-R and receiving approval by the school principal.
- Secret organizations are prohibited in District schools, and membership of students in secret fraternities, sororities, clubs, or associations at any District school is prohibited. The Superintendent is authorized to develop and enforce such disciplinary action as may be appropriate for violation of this policy.

Prohibited Activities of Student Groups

The Governing Board prohibits any student group (including recognized school clubs and organizations, nonschool clubs and organizations, secret clubs and organizations, or any other student group) from conducting or participating in any activities on school property, or at school-sponsored functions on or off school property, or in off-campus activities that carry over into the school day:

- That are detrimental to school interests or to the reputation of the school;
or
- That disrupt the school's educational environment; or
- That could endanger the health and safety of other students; or
- That violate any law, city or county ordinances, or District policy/regulations.

If any such prohibited activity should occur, the school administrator or the Superintendent shall take such corrective and/or disciplinary action as may be appropriate, which may include suspension or expulsion.

Nondiscrimination

The Governing Board also prohibits any recognized, approved school club, organization, or association from taking any action that would discriminate against any group or individual or from establishing any membership requirements that would discriminate against any group or individual on the basis of gender, sexual orientation, race, color, creed, religion/religious beliefs, age, disability, political beliefs/affiliation, citizenship status, marital status, home language, national origin, family, social or cultural background.

Adopted: date of manual adoption

Revised: August 27, 2002

J-3761 JJA-R STUDENT ORGANIZATIONS

The principal of each school, in concurrence with the faculty and student body, shall establish a structure of student organizations and activities that meet the needs and interests of the age groups of students served and are consistent with Governing Board policy and the philosophy of education developed in the District schools.

Circumscription

The following criteria are presented to define and delimit student organizations that may be established within the schools of the District:

School clubs and organizations:

- Student organizations that meet all of the following criteria will be recognized and accepted as approved student activities and will be granted the privilege of functioning within the District schools:
- The organization is authorized and approved by the school principal.
- The organization has faculty sponsorship and supervision.
- The membership in the organization consists entirely of students currently enrolled in the school.
- The organization has a democratic system for selecting its members, which does not discriminate against any group or individual on the basis of gender, sexual orientation, race, color, creed, religion/religious beliefs, age, disability, political beliefs/affiliation, citizenship status, marital status, home language, national origin, family, social or cultural background, and which has admission qualifications that apply equally to any student enrolled in the school.
- The organization has established aims and purposes that are educational or school related or of interest and benefit to the community.
- The organization holds most of its meetings and/or activities at the school.
- The organization has a written constitution that has been approved by the school administration or by the student government organization designated for this function.

- The organization meets all other conditions prescribed by the school for school-sponsored organizations.

Nonschool clubs and organizations:

- All student associations, clubs, and organizations of a non-secret nature that, although not recognized as approved student activities in the school, do meet the following criteria are considered to be non-school organizations and as such are not within the jurisdiction of school authorities:
 - Student groups whose membership may or may not consist entirely of students from one school.
 - Student groups that are sponsored by other than school personnel.
 - Student groups that meet outside school hours.
 - Student groups that generally meet at places other than the school. (If permission is granted by the building principal, an exception to this rule may allow a nonschool student organization to meet at the school.)
 - Student groups whose purposes are other than school related or of school interest.
 - Nonschool clubs and organizations may become recognized, school-sponsored organizations by meeting and/or complying with all of the criteria listed above for school clubs and organizations. To effect such a change, the sponsor(s) of the nonschool club or organization should apply in writing to the school principal and should complete all arrangements for compliance with the criteria for school clubs and organizations with the principal or the principal's designee.

Faculty Participation

Student activities have an important function in the total program of a school, and faculty supervision or leadership is essential to the success of these programs. The faculty at each school shall participate in the development of such programs, and shall participate in effecting and providing equitable assignment of personnel to lead and supervise such programs.

Adopted: date of manual adoption

Revised: August 27, 2002

JJA-E
STUDENT ORGANIZATIONS

High School Parental Permission for Club Membership

I, _____, permit
Name of Parent/Guardian

Name of Student *Student Number*

to join _____
Name of Club

for the _____ school year.

Signature of Parent/Guardian *Date*

AMPHITHEATER PUBLIC SCHOOLS
EXHIBIT C

J-4050 JJE
STUDENT FUND - RAISING ACTIVITIES

The Governing Board opposes charity drives that call for solicitations of money from students.

Fund-raising activities by students on school premises or elsewhere as representatives of the school will be permitted only when connected with specific school activities approved by the Superintendent.

Participation in contests or fund-raising activities shall be governed by the following criteria:

- The aim of the activity shall benefit youth in educational, civic, social, and ethical development.
- The activity shall not be detrimental to the regularly planned instruction.

The proceeds of all fund-raising activities shall be deposited in the Student Activity Fund, and funds from such activities shall be used only as specified in the Uniform System of Financial Records.

Adopted: date of manual adoption

AMPHITHEATER PUBLIC SCHOOLS
EXHIBIT D
J-4061 JJE-R
STUDENT FUND - RAISING ACTIVITIES

Fund-raising drives are discouraged because they divert so much time, energy, and attention of the staff members from their educational tasks. The Superintendent is authorized to make exceptions to this policy.

Building principals shall forward requests for school participation in fund-raising drives to the Superintendent. No funds for such charity drives shall be solicited from students without express approval by the Governing Board. When funds are solicited from students, there shall be no undue pressure to give or any publicizing or comparison of gifts.

Nonschool Agencies

Tickets to affairs sponsored by or for nonschool agencies shall not be sold in any public school or on school premises by any student or school organization or by any nonschool organization, except at times and places specified by the administration.

Raffles or Lotteries

Money raising activities may not be in the form of raffles or lotteries.

Adopted: date of manual adoption

AMPHITHEATER PUBLIC SCHOOLS
EXHIBIT E
J-4100 © JJF
STUDENT ACTIVITIES FUNDS

Upon recommendation by the Superintendent, the Board will designate a student activities treasurer. The Superintendent shall assure the establishment and maintenance of a "Student Activity Fund" as defined in A.R.S. 15-1121 through A.R.S. 15-1124.

When appropriate, and upon recommendation by the Superintendent, the Board may designate an assistant activities treasurer for each school.

The Superintendent shall require the establishment of appropriate procedures whereby all persons having any duties relating to such funds are advised of the requirements and responsibilities therefore. All such persons shall be held strictly accountable for the manner in which these guidelines are followed.

The Superintendent shall ensure that an accurate, detailed record of all revenues and expenditures of the student activities fund is kept. The record shall be made in such form as the Board prescribes. Copies of the record shall be presented to the Board not less than once during each calendar month.

Adopted: date of manual adoption

LEGAL REF.: A.R.S. 15-1121 et seq.

CROSS REF.: DIB - Types of Funds/Revolving Funds

AMPHITHEATER PUBLIC SCHOOLS
J-4111.1 JJF-R
STUDENT ACTIVITIES FUNDS

All monies raised with Governing Board approval by the efforts of students in pursuance of or in connection with activities of student organizations, clubs, school plays, or other student entertainment other than auxiliary funds (consisting of funds raised in connection with activities of school book stores and athletic activities) are student activities monies or funds.

The accounting system for managing student activity funds shall be designed to encourage the largest possible educational return to students without sacrificing the safety of funds or exposing students to undue responsibility or unnecessary routine.

School activity funds may be expended only for purposes that, in general, will benefit the student body of the school. All rules, regulations, and procedures for the conduct, operation, and maintenance of extracurricular accounts, and for the safeguarding, accounting, and audit of all monies received and derived therefrom are to contribute to this purpose.

Management of School Activity Funds

All school activity funds shall be held in a bank account designated the student activities account by the student activities treasurer, who shall be a person appointed by the Governing Board. Additionally, the Governing Board may designate an assistant student activities treasurer for each school. Student activities bank accounts may be established separately for each school.

Records and Accountings

The student activities treasurer or assistant student activities treasurer(s) shall maintain accurate detailed records of all revenue and expenditures of the students' activities fund, and accounts showing the balances due the respective student organizations shall be maintained and shall be open to inspection by officers of the student bodies concerned.

Authorization to Expend Funds

All activity funds shall be expended only upon authorization by the student members and their faculty advisor, under the supervision of the principal and/or the associate to the superintendent for finance and accounting. Funds may not be removed or transferred from student activity accounts without permission by the activity members and their faculty advisor.

Disbursement by Check

Disbursements from the student activities accounts shall be by check, signed by two persons, one of whom shall be either the student activities treasurer or the assistant student activities treasurer, and one of whom shall be any other person authorized to sign by the Governing Board. Any disbursement shall be authorized by or on behalf of the student members of the particular club or organization, as provided by state statutes.

Residual Funds

Residual funds from inactive student organizations shall revert to the general student body fund unless otherwise designated.

Adopted: date of manual adoption

MEMORANDUM

To: All Amphitheater Public Schools

From: Scott Little

Date: March 10, 2005

Re: **EMPLOYEE CONFLICT OF INTEREST INFORMATION**

The purpose of this memo is to provide you with important information about the State laws (ARS § 38-503) and Governing Board Policy (Policy GBEAA-EB) pertaining to employee conflicts of interest. Please read this information carefully and keep it in your files for future reference.

As an employee of Amphitheater Public Schools, there are requirements to be met before you or a relative can provide goods or outside services to the District.

As a reminder, you, an employee, cannot provide services as a vendor. Any additional services outside of your normal employment agreement must be requested and approved at the supervisory level, processed through a Payment for Additional Work form, and paid through payroll.

Any business transaction, including student clubs, that the District might do with an employee or relative, must meet the following criteria:

- As the employee, you must file a conflict of interest statement.
- As the employee, you must refrain from making any decisions involving that purchase.
- The transaction must have prior approval through Business Office
- Those involved with the transaction must have three (3) written quotes or follow District policy for sealed bids or request for proposal.

This includes any business transaction where you or a relative has interest in a company and the student club chooses to purchase from that company.

What Are The Purposes Of Arizona's Conflict Of Interest Laws?

- Employees who work for Arizona public schools are considered government employees, working for the taxpayer. As such, laws are written to define what is acceptable conduct for employees who may become involved with a decision that might affect them or a close relative, either financially or otherwise.
- To prevent dishonesty and/or fraud in public education.

What Does Arizona’s Conflict Of Interest Law Require?

An employee or their relative who has a *substantial interest* in any contract, sale, purchase, or service to the District must tell the District about the interest. District Policy GBEAA includes a form for declaring this interest. (Example form attached)

An employee or their relative who has a *substantial interest* in any contract, sale, purchase, or service to the District cannot be involved in the decision and must refrain from participating in any manner.

Any business transaction that the District might do with an employee or relative of an employee, after the conflict of interest has been stated, must be done with at least three (3) written competitive quotes. If the intended purchase exceeds \$30,000, a competitive public bidding process must be completed by the District.

What Does “Relative” Mean For Purposes Of Conflicts Of Interest?

“Relative” means your spouse, child, grandchild, parent, grandparent, brother or sister of the whole or half blood and their spouses and the parent, brother, sister or child of a spouse. ARS § 38-502(11).

What Is A “Substantial Interest”?

A “**substantial interest**” means any financial or for-profit interest, either direct or indirect, other than a “remote interest.” ARS § 38-502(11). To help determine whether you have a substantial interest, ask yourself: Will the decision affect me or my close relative? Is my interest financial or for profit? Will I benefit directly or indirectly? (through a relative?) Is the interest one that is *not* designated as a remote interest? If you answer “yes” to any or all of these questions, you have a substantial interest that will require disclosure of the interest and your disqualification from participating in the decision regarding the matter.

What Is A Remote Interest?

Arizona law lists 10 “remote interests” (ARS § 38-502) that do not trigger the conflict of interest prohibitions. If the interest is a remote interest, you do not need to disclose the interest and you may participate in the decision. We recommend that you disclose any appearance of a conflict of interest by completing the conflict of interest form, copy attached. The District Business Office will inform you if the interest qualifies as a remote interest.

What Must You Do If You Have A Substantial Interest?

Disclose your interest on the form provided by the District (Exhibit to Governing Board Policy GBEAA attached) and submit to the office of the Director of Finance.

Refrain from voting or otherwise participating in any manner in the decision. You should not communicate about the matter with anyone involved in the decision making process in order to avoid the *appearance of impropriety*.

Can You Or Your Relative Provide Equipment, Materials, Supplies Or Services To The District?

No, unless the purchase is made through the District's Purchasing Department with either three (3) written competitive quotes (if under \$30,000) or competitive public bids, if over \$30,000. Also, your substantial interest must be disclosed and you must refrain from participating in any manner in the decision. ARS § 38-503(C).

What Are The Consequences For Violating The Conflict Of Interest Statutes?

Arizona law sets forth the following possible consequences for violating the conflict of interest statutes: (1) Criminal prosecution (including fines and possible incarceration); (2) Forfeiture of your job; and (3) Voiding of any contract entered into between you and the District. (ARS § 38-510) You may also face disciplinary consequences under the District's Policies and Administrative Regulations, including suspensions without pay, or termination.

Be on the safe side. If you are not sure if you or your relative's involvement is a conflict of interest, contact your supervisor. Complete the form. Do not get involved in the decision.

Examples:

1. Your brother has a printing business, and your school needs brochures printed. Your brother has offered a great price for the job. The order will total less than \$30,000. You need to declare a conflict of interest by completing and submitting the appropriate form and refrain from participating in the decision regarding the transaction. Someone else at your school needs to seek and compile three (3) written competitive quotes and work with the District Purchasing Department to generate a school purchase order.
2. You have a successful hobby in purchasing computers, upgrading and/or repairing them, and reselling them. A teacher approaches you about purchasing one of these computers for their department. Because you will directly make profit from this sale, this is a conflict of interest. The teacher can only purchase from you if they obtain three (3) written competitive quotes as well as a District purchase order, and you declare your conflict of interest by completing and submitting the appropriate form.
3. Your husband has a business in cabinetry, and all the 4th grade classrooms are in need of shelves. He volunteers to make them for the price of materials. The easiest way to handle this purchase is for the school to issue a purchase order to a hardware store and an employee can purchase the building materials for the husband to build with. The school should not make payment to the husband without following the conflict of interest requirements: the teacher declaring the conflict, the teacher refraining from the decision, and three (3) written competitive quotes obtained.

4. A sales representative from a local vendor calls and offers you two (2) tickets to tonight's Phoenix Suns game. As an employee of the District, you may not accept gifts from any person, group, or entity that is involved, or wants to be involved, with the District. This acceptance would be considered a conflict of interest, as well as present an appearance of impropriety. The only business-related gratuity that is acceptable is widely distributed, advertising items of \$50.00 or less.

G-0732.1 GBEAA-EB STAFF CONFLICT OF INTEREST

No person may be represented before a public agency for compensation by a Governing Board member or a District employee who is or was employed by that public agency within the preceding 12 months or who serves or has served within the preceding 12 months concerning any matter with which such member or employee was directly concerned and personally participated during such employment or service by a substantial and material exercise of administrative discretion.

During the period of employment or service and for two years thereafter, no Governing Board member or employee may disclose or use for personal profit, without appropriate authorization, any information acquired in the course of such official duties that has been clearly designated as confidential when such confidential designation is warranted because of the status of the proceedings or the circumstances under which the information was received, and preserving its confidentiality is necessary to the proper conduct of the business of the School District. No Governing Board member or employee shall disclose or use, without appropriate authorization, any information acquired in the course of official duties that is declared confidential by law.

Any Governing Board member or employee of the School District who has, or whose relative has, a substantial interest in any decision or contract, sale, purchase, or service to the school district:

- Shall make known that interest in the official records of the Governing Board.
- Shall refrain from participating in any manner as an officer or employee in such decision, contract, sale, or purchase.

The term *employee* means any person who is not a public officer who is employed on a full-time, part-time, or contract basis by the School District.

Substantial interest means any pecuniary or proprietary interest, either direct or indirect, other than a remote interest.

Disclosure

Any public officer or employee of the School District who would derive substantial interest in a contract, sale, purchase, or service must disclose the interest in the official records of the District in accordance with A.R.S. 38-503(A).

The School District will maintain for public inspection a special file containing all documents setting forth disclosures of substantial interest made pursuant to A.R.S. 38-509.

Failure to Comply

Failure to comply with the conflict-of-interest statutes could subject the person violating them to the criminal and other penalties set forth in A.R.S. 38-510. A.R.S. 38-506(B) provides that any person affected by a decision of a public agency may bring a civil action to enforce the conflict-of-interest statutes, and the court may order such equitable relief as it deems appropriate in connection therewith.

Employment of Relatives

Employment of relatives of School District personnel is permitted within certain constraints as follows:

- State law prohibits "conflict of interest." No School District employee's position with the District shall be used to further personal interests.
- State law also places restrictions upon the employment of relatives of the members of the Governing Board, except by consent of the Governing Board.
- Should a relative or close friend of an employee be recommended, charges of nepotism must be avoided. It should be made clear that all efforts have been made to place the best qualified person.

Adopted: date of manual adoption