

Greater Albany SD 8J
Administrative Regulation

Code: **IGCF-AR(1)**
Adopted: 5/4/94
Revised: 3/12/01; 11/22/10
Orig. Code(s): AR 6108, AR 6108A, AR 6108B

School-Based Businesses

The district will support plans which create and develop school-based student-operated businesses that provide learning opportunities for students. This support may include financial resources as well as help in development of the program. The following guidelines and procedures apply to the creation of such programs.

1. When staff and students wish to start a school-based business, they must first apply for approval using a “Preliminary Impact Statement” form and receive site administration approval. This application will be considered by the assistant superintendent, the business director and others who may be impacted by the program. Additional information beyond that on the form will be provided to that group if requested by them.
2. If the preliminary application is approved, the initiators will prepare the full application using the “Business Application” form. This application must be approved by the school administration before going to the district office for final consideration. Approval shall be for one year but may be renewed by a letter of request unless there will be substantive changes in business. If substantive changes are planned, reapplication using the “Business Application” form is required.
3. If approval occurs, the district business department and the building administrator will determine the need for capital resources and assign the resources approved. Appropriate account numbers and accounting procedures will also be assigned. The student body account at the school may be used to begin or maintain resources for a project.
4. Financial resources will, upon availability and approval, be allocated to the school to be used for development of the school business. It is expected that funds which are generated through a school-based business may be used to “seed” other such programs.
5. Reports will be presented each year in the spring to the instruction department by businesses which have received funds from the instruction department. The report will review how resources have been used and what learning outcomes have been achieved.
6. All school-based businesses shall comply with applicable local, state and federal laws as well as Board policies and administrative rules.
7. The guiding principle in decisions about such business ventures will be that the purpose of the program is to promote additional learning opportunities for students.

PRELIMINARY IMPACT STATEMENT
School-Based Business Ventures

Submitted By: _____

School: _____

Directions: This form will be filled out when you are initiating a new business and need preliminary approval.

The steps are:

1. Meet with the appropriate stakeholders in your school and fill out the form.
2. Call the assistant superintendent to arrange a meeting with those involved at your building, the district business director and other appropriate stakeholders.
3. At the meeting, the group will decide if it is appropriate to pursue the business. If approved, the form will be signed.
4. Next, fill out the business application form. If no changes were made in the responses to questions 1-3 as a result of the meeting for approval, attach that form to the business application form. If changes were made, include those responses as part of the business application form.

1. What is the nature of the business and who are the intended customers?
(Provide specifics on the products or services this proposed business will produce and state what students or community customers are targeted as customers.)
2. Who are the groups that may be impacted by this project/business, both inside and outside of the school system?
3. What are the student learning opportunities that will occur through this school-based business?

Assistant Superintendent _____

Site Administrator _____

Business Director _____

Other (optional) _____

BUSINESS APPLICATION
School-Based Business Ventures

Submitted By: _____

School: _____

Directions: Fill out this form after getting signatures on the preliminary impact statement. If the responses to numbers 1-3 have not changed, you can attach that document and start this form with number 4.

1. What is the nature of the business and who are the intended customers?
(Provide specifics on the products or services this proposed business will produce and state what students or community customers are targeted as customers.)

2. Who are the groups that may be impacted by this project/business, both inside and outside of the school system?

3. What are the student learning opportunities that will occur through this school-based business?

4. What is the proposed organizational structure? *(Discuss management structure, school staff role, labor, compensation, hours, applicable laws and possible outside partnerships.)*

5. What will be needed for start-up of the business, both existing and requested? *(Discuss needed facilities, capital resources and training as well as possible future requirements.)*

6. What kind of accounting system will the business use and who will do it? *(Discuss bank account, payables, reporting cycle, etc.)*

7. How will you market your product and services and what plans have been made to manage risk factors? *(Discuss legal and insurance requirements and contingency plans relating to identified risks.)*

Approved by:

Site Council Chair _____

Site Administrator _____

Instruction Department _____

Business Manager _____