

## **Associated Student Body (ASB) Funds and Accounts**

Large student body reserves are discouraged. Student body funds must be expended for the benefit of those students enrolled in school who have generated the funds. Prior to any fundraising activity, the impact on the community must be considered.

### **Definitions:**

An ASB club shall be defined as a Board approved and student council sponsored club made up of students enrolled in the school. It has a constitution and bylaws and meets on a regular schedule with an advisor. The club may open an ASB account for their fundraiser deposits and disbursements that support their clubs activities.

An ASB group shall be defined as a group of students enrolled in the school that is identified as working together in extra-curricular activities or athletics that meets regularly, has a teacher or coach designated to oversee their fundraising activities to enhance the cultural, athletic, recreational, or social aspects of the group. The group may open an ASB account for deposit and disburse of funds that support their ASB club or group.

ASB funds shall be defined as those funds which include all monies raised or collected by approved student groups attending public school within the North Santiam School District, excluding those monies budgeted in the general fund.

### **ASB Procedures:**

ASB funds shall be collected and expended for the purpose of supporting extra curricular activity programs.

1. Extra Curricular activities are sponsored under the guidance or supervision of qualified adults, designed to provide opportunities for students to participate in such experiences on an individual basis, in small groups, or in large groups-at school events, public events or a combination of these-for purposes such as motivation, enjoyment, and/or improvement of skills.
2. Participation in extra curricular activities is not required and school credit will not be given.
3. ASB funds generated through extra curricular activities shall be administered within each local school.
4. The building principal shall be responsible for administration of the building ASB funds.

5. At the high school level, the ASB treasurer will serve as a representative of the Executive Council in partial administration of the building ASB funds and account management.

All ASB funds shall be receipted and deposited according to district policy and procedures as stated in the North Santiam School District ASB Manual.

All ASB fund expenditures must be approved by the building principal and the person in charge of ASB funds. All ASB checks must have the signature of the building principal and a designee of the ASB Executive Council or ASB bookkeeper (as applicable).

ASB fundraising and expenditures must also be approved by the ASB Executive Council. Specific expenditures related to recognized student club or activity groups must be approved by the members of that organization and their staff advisor before being approved by the ASB Executive Council.

ASB accounts will be closed and the money distributed among active ASB clubs and groups when:

1. There is no account activity for **two (2)** years; or
2. A club or group has been officially disbanded.

The business department will devise a school reporting procedure which will monitor compliance and conform to the audit requirements of the District. The business manager shall be responsible for the periodic examination of these funds during the school year and for the scheduling of an annual audit of ASB accounts by District auditors.