

STANDARD OPERATIONAL PROCEDURES

TABLE OF CONTENTS

Clubs And Funds	2
Specific Duties of Faculty Sponsors	3
Special Duties of Organization Treasurers (Students)	3
Guidelines for Sponsors and Supplement to Expenditures	4-5
Deposit of Receipts	5
Role of Sponsor	6
Fund Raising	7
Forms Relative to Fund Raising	8-11
P1324	12

STANDARD OPERATIONAL PROCEDURES

CLUBS AND FUNDS

The *Principal* is authorized to select or appoint faculty sponsors for the various clubs and funds existing in his school. If a teacher assumes the role of sponsor, he/she should be fully aware of the following general guidelines:

1. The sponsor will act as the residing officer during all club sessions.
2. The sponsor is authorized to appoint, or permit the club members to elect, a responsible student as the Organization Treasurer.
3. The sponsor will supervise and oversee all operations, which are fashioned to raise money reference for his/her club or fund.
 - ❖ All fund raising projects that involve school clubs must have the written sanction of the *Principal*.

IMPORTANT—*In planning a fund raising activity or a field trip that will deplete a club's existing monetary balance, please research such a venture carefully. It is imperative that all aspects of such a venture be explored and found to be viable and affordable. We must not exceed our funds.*

SPECIFIC DUTIES OF FACULTY SPONSORS

1. Approve organization purchases.
2. Approve disbursing orders and examine invoices.
 - ❖ Disbursing Orders (Form CF-4) are due in the bookroom three workdays preceding payment. A pertinent invoice should accompany the disbursing order.
3. Supervise organization treasurer in keeping accounts.
4. Approve the treasurer's report of the organization.
5. Certify to the School Book Clerk Treasurer, no later than the last day of the second semester, that all debts incurred by the organization have been approved for payment.

STANDARD OPERATIONAL PROCEDURES

SPECIAL DUTIES OF ORGANIZATIONAL TREASURERS (Students)

1. Receive all money collected by or for his/her organization.
2. Issue receipts (Form CF-1) for all money received.
3. Deposit promptly with the Book Clerk Treasurer all monies received.
 - ❖ Under no circumstance is the Faculty Sponsor or the Organization Treasurer permitted to carry school monies home.
4. Prepare and sign a disbursing order (Form CF-4) for each authorized payment to be made for his/her organization.
5. Examine and check all bills incurred by the organization.
6. Keep accurate records of receipts and disbursements.
7. Report regularly to the organization, filing copy of report with Sponsor.

-EXTREMELY IMPORTANT-

Please emphasize the following to your individual club members:

- 1) **DUE TO THE NUMEROUS INSUFFICIENT FUND CHECKS WE HAVE RECEIVED IN THE PAST. WE NO LONGER CAN ACCEPT PERSONAL CHECKS. ONLY AMERICAN EXPRESS OR POSTAL MONEY ORDERS WILL BE HONORED REGARDING FUND RAISING ACTIVITIES.**
- 2) Referring back to point 3 (above): ***ORGANIZATION TREASURERS AND FACULTY SPONSORS ARE TO DEPOSIT PROMPTLY WITH THE SCHOOL BOOK CLERK TREASURER, ALL MONIES RECEIVED. UNDER NO CIRCUMSTANCE IS SCHOOL MONIES TO BE CARRIED HOME. (IN THE EVENT OF THE SCHOOL BOOK CLERK TREASURER'S ABSENCE AND YOU WISH TO SAFEGUARD MONIES OVERNIGHT, PLEASE CONSULT THE PRINCIPAL).***

(Note – All pertinent forms that deal with school monetary matters can be obtained from the school's Book Clerk Treasurer).

STANDARD OPERATIONAL PROCEDURES

GUIDELINES FOR SPONSORS

Sponsors: Expenditures – Sponsors are responsible for properly paying organizational bills. In most cases, immediately upon receipt of a bill from a bona fide company rendering services or products to an organization, the sponsor must:

1. Prepare one copy of Disbursing Order (Form CF-4).
2. Submit two copies of the bill (either two copies of the original, if that is available), or the original and a photocopy of the original.
3. Prepare one stamped addressed envelope to the company.
4. Take the above items to the Principal for his signature, then to the Book Clerk Treasurer's office for processing.

The Book Clerk Treasurer will retain the disbursement order, the envelope, and the bill, and at a later time, will prepare and mail the check.

All obligations shall be paid by school check. All funds received by an organization from any source are to be deposited with the school treasurer and recorded in the organization's account. *Under no circumstances are any bills to be paid by cash.* The procedure described under "Expenditures" is to be followed in all cases.

SUPPLEMENT TO EXPENDITURES

In cases of emergency, where a petty cash withdrawal is necessary prior to the purchase of appropriate items for the organization, the sponsor must:

1. Present one copy of the disbursing order form to the Principal, indicating the purpose of the petty cash withdrawal.
2. Upon approval present the disbursing order form to the Book Clerk Treasurer for processing.

The appropriate entry will then be made in the sponsor's account and a check prepared as indicated above. The check should be picked up from the Book Clerk Treasurer at a mutually convenient time. Immediately upon the expenditure of the funds, the sponsor is personally responsible for submitting all appropriate receipts and/or any unspent funds to the Book Clerk Treasurer. Funds that are being returned are to be deposited in the normal manner as follow.

STANDARD OPERATIONAL PROCEDURES

GUIDELINES FOR SPONSORS (continued)

Under no circumstances are sponsors to pay for services or products from funds received as a result of a sale of products or activities. In other words, all monies collected must be deposited with the school's Book Clerk Treasurer. Also, all expenditures must come from that account. *No individual or company is to be handed funds that have not first been entered into the proper account and disbursed from that account in the above-described manner.*

Sponsors: **DEPOSIT OF RECEIPTS** – Sponsors, not students, is responsible for establishing and maintaining detailed records for their organization. The sponsor, at all times, should use extreme care in handling and depositing organization monies. No sponsor, student treasurer, or teacher should hold monies until they accumulate into sizable funds.

Every effort must be made to deposit funds with the Book Clerk Treasurer on a daily basis. Under no circumstances is the Faculty Sponsor or the Organization Treasurer permitted to carry school monies home.

Monies collected by an organization sponsor or treasurer shall be wrapped (coins), dollar bills should be wrapped in denominations of ten dollars (\$10.00), and deposit slips completed before turning them in to the Book Clerk Treasurer.

**DEPOSIT SLIPS ARE TO BE COMPLETED IN TRIPLICATED BEFORE
DEPOSITING MONIES WITH THE BOOK CLERK TREASURER**

STANDARD OPERATIONAL PROCEDURES

ROLE OF SPONSOR

1. Any funds raised by the club, organization, class, etc., should be deposited with the school's Book Clerk Treasurer.
2. Sponsors will call organizational meetings, as they are deemed necessary.
 - a. The dates and times of such meetings should be cleared with the principal's office and placed on the school calendar.
 - b. If meetings are held on school time, an effort should be made to stagger the meeting time in order not to create a disruption of the same class(es) constantly.
 - c. It may be possible for the sponsor to meet with student officers on a more frequent basis and to have fewer organizational meetings, thus causing fewer disruptions of classes.
3. Sponsors must be aware of activities being prepared and to exercise a veto should students propose activities that do not promote the interest of the organization.
 - a. The sponsor must clear all planned activities with the principal.
 - b. The sponsor must monitor student actions in carrying out the planned activities and must provide guidance in planning and implementing activities.

STANDARD OPERATIONAL PROCEDURES

FUND RAISING

1. The most important item regarding fund raising is that any fund raising activity must first be cleared by the *Principal*.
2. It is important that sponsors of any class, organizations or activity be very aware of potential pitfalls that accompany fund raising activities. It must be kept in mind that fund raising might result in an actual loss of funds instead of the designed profit. Some suggestions for avoiding problems are:
 - a. Do not give students additional items that are being sold until the student has cleared his/her account for the original items that were received.
 - b. If a student is known to be unreliable, he/she should not be entrusted with items of value.
 - c. Keep accurate records. It might be wise to have students sign for items of value that we entrust to them.
 - d. If a fund-raising activity has been attempted in the past and the results produced were not commensurate with the effort required, such activities should be discontinued. We should learn from both our mistakes and successes.
3. Fund-raising activities will inevitably interfere with the normal program; however, those in charge of such activities should make every effort to keep such interference to a minimum. Teachers not involved directly in such activities should respect the efforts of those involved and be as tolerant as possible.
4. It is much more desirable to have a few fund-raising activities that bring in an appreciable sum rather than having an endless string on such activities that produce a relatively small sum.
 - a. Dances – if properly planned and promoted, can produce a profit easily in excess of \$500 and disrupt only one period of class work. Too many dances, however, tend to reduce student interest and the potential for profit.
 - b. Movies – another potential profit maker if properly planned and promoted.
 - c. It would be ideal if a proven activity that produces a large profit, could be made something of a tradition that could be repeated annually, i.e. Homecoming and Coronation.

STANDARD OPERATIONAL PROCEDURES

Directions for completing Fund Raising Forms:

APPROVAL – must be obtained from the Principal's office prior to the implementation of any Fund Raising Activity.

- Complete pages 2 and 3 and then forward to the Treasurer's Office. A copy will be forwarded to the Principal's Office and then returned to the sponsor indicating the decision regarding the activity.
- The Book Clerk Treasurer will sign the form indicating that Parts A, B and C have been completed.
- Only the Principal can sign authorizing approval of an activity.
- The approval form should be completed and sent to the Treasurer's Office at least four weeks or twenty workdays prior to the date and/or dates of the beginning of the activity.

AN INTERIM MONTHLY REPORT FORM for long term fund raising activities will be due in the Principal's Office on the third day after the last day of each month.

COMPLETED RECAPITULATION FORM must be completed and sent to the Treasurer's Office after the closing date of the activity.

ALL SALES of commercial articles and consumable food items must be in compliance with Board regulations. A copy of Rule P1324 is attached for your reference.

Any deviations from the timelines set forth in this directive, should be requested in writing prior to the deadlines established.

STANDARD OPERATIONAL PROCEDURES

FUND RAISING ACTIVITY APPROVAL FORM_____
School_____
Organization/Club_____
DatePART A - THE ACTIVITY

- BRIEF DESCRIPTION OF FUND RAISING ACTIVITY

- DATES OF ACTIVITY:

A. STARTING DATE: _____

B. ENDING DATE: _____

- SPONSOR (S) OF ACTIVITY: _____

- WHAT IS BEING SOLD? (Be specific): _____

PART B - ACCOUNTABILITY OF FUNDS

- COMPANY FROM WHOM ITEMS WILL BE PURCHASED:

(NAME) _____

(ADDRESS) _____

(PHONE) _____

- PURCHASE PRICE FROM COMPANY:

A. PER ITEM PRICE \$ _____

B. NUMBER OF ITEMS TO BE PURCHASED _____

C. TOTAL PRICE \$ _____

- SCHOOL SELLING PRICE PER ITEM: \$ _____

ANTICIPATED INCOME \$ _____

HAS A COPY OF THE PURCHASE AGREEMENT WITH THE COMPANY BEEN GIVEN TO THE TREASURER?

STANDARD OPERATIONAL PROCEDURES

PART C - PAYMENT PLAN

- NAME AND ADDRESS OF INDIVIDUAL TO WHOM THE BILL WILL BE SENT FOR PAYMENT:

(NAME) _____

(ADDRESS) _____

- HOW WILL PROFITS BE USED? BE AS SPECIFIC AS POSSIBLE:



PART D - SCHOOL APPROVAL

FORM COMPLETED: YES NO

AUTHORIZATION TO PROCEED WITH ACTIVITY: YES NO

BOOK CLERK TREASURER

PRINCIPAL

**STANDARD OPERATIONAL PROCEDURES
BEAUMONT HIGH SCHOOL BOOKROOM**

ST. LOUIS BOARD OF EDUCATION REGULATION

COMMUNITY RELATIONS

PUBLIC ACTIVITIES INVOLVING STAFF, STUDENTS OR SCHOOL FACILITIES

Relations Between Public and Students

Soliciting Funds from and by Students

The administration supports the belief that materials deemed necessary for the teaching learning situation should be underwritten by the Board of Education.

Minor, in-school fund-raising events for school programs or activities are permissible with the principal's approval. All community fund-raising activities for school programs or activities shall be recommended by the principal and approved by the appropriate assistant superintendent.

No employee of the school district is permitted to use his/her position in soliciting children or parents in projects which involve the expenditure of money whether for books, services, summer camp attendance or anything else.

Solicitation of Commercial Articles

Except as part of the regular school program, principals shall not permit the solicitation for sale or the sale of any commercial articles (such as T-shirts, sweatshirts, sweaters, candy, food items, etc.) on school premises unless the activity is sponsored and conducted by the local parent, student or staff organization of the school and has been approved by the principal.

Any sale of food items must have prior approval of the food service division to guarantee compliance with established health standards and to avoid reduced student participation in the nutritional food service program sponsored by the board. For the activity to be approved, the proceeds must be used for the benefit of a school program or activity. Principals should not approve such sales by an organization when they feel that the financial arrangement contemplated is unfair to either students or the organization.