

## ASB Activities, Events, Fundraisers, Purchases, Expenditures, and Governance

### Background

The governing board of each school district, charter school or community college is responsible for all activities of a student organization. Under Education Code sections 48930 for K-12 districts, the governing board has the authority to approve the formation of a student body organization. In assuming this authority, the governing board of Mountain View Whisman School District establishes the following parameters and policies to operate.

Ref.	Description	Allowable/Prohibited	Notes / Reminders
A	ASB pays for student assembly costs (e.g., honor roll assembly, sports assembly, etc.)	Allowable	
A	Awards, prizes, or incentives to students for excellence	Allowable	See Ed Code 44015. Board policy must explicitly permit awards, and should include allowable types of awards, such as trophies, plaques, championship rings, homecoming/prom king/queen flowers, donated gift cards, etc.
A	Giving away ASB product or inventory (such as clothing, etc.) to students at an ASB-sponsored and approved activity	Allowable	Often associated with promoting school spirit, club fundraisers, etc. In all cases, as many students as possible should benefit.
A	Optional stoles to be worn at graduation	Allowable	
D	Receipt by ASB or club of donated gift cards	Allowable	Retention of gift card inventory recommended
F	Acceptance of credit cards by ASB	Allowable	Subject to approval by district business office of equipment, service provider, contractual terms, etc.
F	ASB food sales to adults / staff	Allowable	
F	ASB food sales to students	Allowable	If allowed, must be in compliance with any local wellness policy and not in conflict with food services program.
F	Fundraisers / events with variable pricing structures	Allowable	Includes <i>advance purchase price</i> vs. <i>at-the-door price</i> . If allowed, the Fundraiser Request Form and Revenue Potential Form should clearly describe the pricing structure.
F	NonProfit Organizations approved to fundraise on campus: PTA, MVEF. All other organizations must get prior approval	Allowable	
F	Fundraisers for charities and other non-profit organizations	Allowable	Annual limits of 5 charitable fundraisers in a Fiscal Year
F	Fundraisers that could be considered high-risk	Prohibited	Includes eating contests, dunk tanks, egg tosses, mechanical or animal rides, use of darts / arrows, destruction of cars or other objects, bounce houses or trampolines, etc.
F	Fundraising for out-of-state field trips/travel	Allowable	Should coincide with district/charter/community college existing travel policy.
F	Fundraising through the sale of sponsorships or advertisements	Allowable	
F	Joint fundraisers between ASB and PTA/PTO/Booster/Other school-connected organizations	Allowable	Including other activities with student participation when approved by principal/board designee.
F	Joint fundraisers between clubs	Allowable	
F	Fundraising using crowdfunding websites, such as GoFundMe	Prohibited	Strong internal controls and oversight required if allowed
F	Repurposing all fundraiser proceeds to use for different activity / event than originally planned	Prohibited	Funds should typically be spent on the original purpose, or a similar purpose for which they were raised.
F	Repurposing excess / leftover fundraiser proceeds following planned activity / event	Allowable	Funds should typically be spent on a similar purpose for which they were raised.
F	Retailer participation drives, scrips, or other forms of merchant participation or loyalty payments	Allowable	
F	Sale of leftover inventory items between clubs	Allowable	
F	Silent auctions	Allowable	
F	Tip or donation jars as fundraisers	Allowable	Requires strong internal controls to prevent theft
G	ASB general / student council provides start-up / seed money to new clubs	Allowable	
G	ASB petty cash	Allowable	Limit is \$50.
G	Donation of funds from one club to another club	Prohibited	
G	Lending or rental of ASB/club equipment between clubs	Allowable	
G	Lending or rental of ASB/club equipment between school site ASBs within the district	Allowable	
G	Lending or rental of ASB/club equipment to outside entities	Prohibited	
G	Lending or rental of ASB/club equipment to school district	Allowable	
G	Loans between clubs	Prohibited	
G	Loans to clubs from ASB general / student council	Allowable	
G	Non-ASB funds held/deposited in ASB account(s)	Prohibited	Library fines, testing fees, staff coffee funds, etc.
G	School district provides a financial grant / fiscal assistance to ASB or clubs	Allowable	
G	Students from other school sites within the district joining a club or ASB.	Prohibited	
G	Students may help count money while supervised at fundraisers and may also count funds with ASB bookkeeper prior to deposit	Allowable	
P	Salaries and benefits for ASB support staff	Prohibited	Includes ASB bookkeepers, coaches, custodians, ASB Advisors, etc.
P	Equipment / supplies / clothing for ASB support staff	Prohibited	Includes ASB bookkeepers, coaches, custodians, ASB Advisors, etc.
P	ASB accounting software and support costs	Prohibited	
P	ASB staff training (Activities Director, ASB Advisor, ASB Bookkeeper, business office staff, etc.)	Prohibited	Includes training for CADA or other membership organizations, coach clinics, ASB accounting software workshops, etc.
P	Purchase of gift cards for any reason, including awards	Prohibited	
S	Scholarship checks written directly to students	Allowable	

### Legend:

- F Fundraising, Fees, Sales
- P Purchasing, Pass-through
- A Awards, Gifts, Appreciation
- D Donations
- G Governance, Contracts, Organization
- S Scholarships

Adopted by the Mountain View Whisman School District Governing Board on:

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Date