

## 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 and 76060 for community colleges, the governing board has the authority to approve the formation of a student body organization. In assuming this authority, the governing board establishes parameters for district operations through effective board policies and administrative regulations. These governing documents must specify how the student body organization will be established, how its activities will be supervised, and how its finances will operate.

### Supplemental Items to Existing Board Policy

The following items are provided as a template to supplement existing ASB governing board policies. This list includes items that a local governing board should consider as allowable or prohibited for their individual ASB. In most cases, these items are not otherwise addressed by the Education Code or other governing provisions.

Items can be added or removed to meet the local needs of each school district, charter school or community college. The list should then be adopted by the governing board. Where applicable, some items may also need to be added to existing ASB bylaws. The governing board may also consider adopting the entire FCMAT ASB Manual as board policy, with this list providing additional guidance where needed.

This list does not include items specifically prohibited by the Education Code or other regulations. Many of these items have been included in the FCMAT ASB Manual. Where Education Code provisions do not otherwise allow or prohibit an item, the district, charter school or community college may complete the designations below to meet local needs.

Ref.	Description	Allowable	Prohibited	FCMAT Recommends	Notes / Reminders
A	ASB pays for student assembly costs (e.g., honor roll assembly, sports assembly, etc.)			<i>Allowable</i>	
A	Awards, prizes, or incentives to students for excellence			<i>Allowable</i>	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			<i>Allowable</i>	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			<i>Allowable</i>	
D	Receipt by ASB or club of donated gift cards			<i>Allowable</i>	Retention of gift card inventory recommended
D	Return/refund of a donation			<i>Prohibited</i>	Unless otherwise specified when funds are collected or received
F	Acceptance of credit cards by ASB			<i>Allowable</i>	Subject to approval by district business office of equipment, service provider, contractual terms, etc.
F	ASB food sales to adults / staff			<i>Allowable</i>	
F	ASB food sales to students			<i>Allowable</i>	If allowed, must be in compliance with any local wellness policy and not in conflict with food services program.
F	Clubs established solely to fundraise for other charities			<i>Prohibited</i>	Specific board approval recommended.

F	Fundraisers / events with variable pricing structures			Allowable	Includes <i>advance purchase price</i> vs. <i>at-the-door price</i> . If allowed, the
F	Fundraisers for charities and other non-profit organizations			Prohibited	If allowed, governing board should establish annual limits on number of
F	Fundraisers that could be considered high-risk			Prohibited	Includes eating contests, dunk tanks, egg tosses, mechanical or animal rides,
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			Allowable	Including other activities with student participation when approved by
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			Prohibited	Funds should typically be spent on the original purpose, or a similar purpose
F	Repurposing excess / leftover fundraiser proceeds following planned activity / event			Allowable	Funds should typically be spent on a similar purpose for which they were
F	Retailer participation drives, scrips, or other forms of merchant participation or loyalty			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	Suggested 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	May apply to students in Independent Study. School should consider
G	Students may help count money while supervised at fundraisers and may also count			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)			Prohibited	Includes training for CADA or other membership organizations, coach clinics,
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 St. Helena Unified School District Governing Board on August 8, 2024.**