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**ASSOCIATED STUDENT BODIES**

The Associated Student Bodies (ASBs) in the schools of the District shall operate within the following guidelines:

**STRUCTURE**

- A. ASBs are mandatory in grades 7 through 12 whenever students engage in money raising activities with the approval and under the supervision of the District. ASBs are not mandatory at the elementary level (K-6). However, any money raised with the approval and under the supervision of the District must be administered in the same way as ASB money. The school principal is designated to act as the ASB for K-6 school buildings.
- B. The Board has authority over ASBs. ASBs are subject to the same laws as the District, including accounting procedures, budgets and warrants.

**FINANCIAL OPERATIONS**

- A. The District must have an ASB program fund budget approved by the Board.
- B. All ASB money is accounted for, spent, invested and budgeted the same way as other public money.
- C. Disbursements may be made either by warrant, imprest bank accounts, procurement card or petty cash funds.
- D. All property acquired with ASB moneys becomes property of the District.
- E. Associated student body groups may raise private non-associated student body fund moneys through fund raising and donations for scholarships, student exchanges and charitable purposes. Such fund raising and donation solicitation must meet the requirements for other ASB fundraising and those requirements specific to non-associated student body funds, including clear notice to all donors of the purpose of the fund raising. Students wishing to use District facilities to raise private non-associated student body funds must comply with District policy and procedures regarding community use of school facilities. For handling the accounting for complex fundraising programs for private non-associated student body fund money, the District shall recoup its costs.
- F. Purposes that directly further or support the District's program are suitable uses for ASB funds, if the activities are optional for students.
- G. ASB funds may not be used for gifts or recognition to individuals for private benefit. Private non-associated student body funds may be raised for scholarships, student exchanges and charitable purposes, pursuant to District policy and procedure.



*PROCEDURE ESTABLISHED May 2011*