



STUDENT ACTIVITY HANDBOOK



May 2022

Purpose of This Manual

This manual contains guidelines and sample forms to be used. It implements the policy of the School Board, thus the specifications in this manual are directive in nature and are to facilitate the proper management, accounting and safe handling of activity funds. Due to the large amount of student monies received from and expended for student activities, the district requires accounting procedures that provide efficient, thorough and safe management of these funds.

Although an effort is made to provide as much guidance as possible, this manual is not all inclusive and changes/additions can be made at the discretion of the district.

Failure to comply with the guidelines of this manual may result in disciplinary action up to and including discharge.

Who Can Answer My Questions About Student Activity Accounts?

The Senior Accountant, or your school financial secretary can answer questions about fund receipts, fund disbursements, records of an account's transactions and account balances.

Where Do I Get Forms?

Printable copies of each form are located on the staff intranet under the Financial Services section.

Basic Principles of Student Activity Funds

Student activity account procedures are regulated by the Board of Education Policy 4.090; Illinois Administrative Code, Subpart A, Title 23, Part 100.20 and 100.80, and 105 Illinois School Code 5/10-20.19(3).

Student activity funds are used to safeguard and account for money raised by students and expended for the benefit of those students. These funds are owned, operated and managed by organizations or clubs within the student body under the guidance and direction of the sponsor for educational, recreational or cultural purposes. In addition, student activity funds include funds provided by the district, on an annual basis, for specific curriculum or athletic-related items. The unused curriculum or athletic-related funds are returned to the district at the end of each school district.

General basic principles established to support schools in administering activity funds are as follows:

- Student activity funds shall be used exclusively in accordance with the purpose for which those funds are collected.
- Projects for raising student activity funds shall not be initiated or advertised without prior principal approval.
- Projects for raising student activity funds shall not conflict with the instructional program.
- Funds derived from the student body, as a whole shall be expended in such a way it benefits the student body as a whole.
- Overall, student activity funds should be collected and expended to benefit those students who are currently in school and who have contributed to the accumulation of those given funds.
- Student representatives are strongly encouraged in administering funds raised by the student body and expended for its benefit, subject to the sponsor's supervision.
- Student activity funds shall be administered in accordance with best business practices, including sound accounting procedures.

Basic Principles of Convenience Funds

Convenience funds are those funds maintained by the local education agency at the request of and for the convenience of faculty, staff, faculty-parent organizations or similar non-student groups.

Cash Management and Collection

All checks collected shall be made payable to the school. The sponsor is responsible for the collection and safe handling of funds received on behalf of their group. The sponsor assumes responsibility for supervising students handling cash and/or checks. Under no circumstances should teachers or sponsors keep funds collected in the classroom in their desk or cabinets.

Under no circumstances should activity fund cash proceeds be used to cash checks or make change to accommodate the faculty, staff, students or any other party. All cash and checks received for a student activity group or organization must be deposited. Using cash to pay vendors or purchase supplies is strictly prohibited. Sponsors are not allowed to have checks endorsed over to him/her for the convenience of cashing the check for use to purchase supplies or services.

It is very important to provide adequate controls for safeguarding assets. Because revenue is in the form of cash and checks, maintenance of receipts is imperative. Bank deposits should be made promptly (no less than weekly), specifically when significant deposit amounts are on hand as these should be deposited as soon as possible. The total bank deposit must equal total receipts (cash receipts and checks). If there is any cash on hand on the last day of the month, a deposit must be processed that day. This is to ensure that all deposits in a given month agree with revenues for the month as recorded on the books. All deposits should be double-checked for accuracy by a second individual in the school office and confirm with initialing the bank deposit slip.

Nonetheless, during the interim period between the collection of receipts and bank deposits, all funds should be secured in a safe. The safe should be stored in an area limited to authorized personnel only. All cash and check receipts, petty cash and p-cards that are susceptible to personal use and/or loss should be secured at all times in the safe. It is critical the number of individuals with access to the safe combination is limited. The combination should also be well kept and not placed where it is available for others to see. As a change in personnel with authorized use of the safe occurs, the combination should be changed.

At the beginning of an event in which you must have a starting balance in a drawer/cash box, the person receiving that drawer/cash box should count (with the sponsor) the cash to verify the beginning amount.

In most cases, only one checking account will be created for the student activity funds. Each school's checks will be titled, "School District U-46", the name of the school and the school's address. Two authorized signatures are required for check disbursements. The school principal must always be the primary endorser and can designate an alternate endorser(s) (associate/assistant principal) in addition to the secretary/treasurer. Each school can determine who their second endorser is, however the school's financial secretary/treasurer must only be the second endorser.

Under no circumstances should an organization utilize a financial institution to deposit student activity funds, other than that which is designated by the school board. Additionally, the district's employer tax identification number, nor the district or school entity name, must never be used to open any private bank accounts, credit lines, credit cards, PayPal, Go Fund Me, and any other payment processing accounts.

Insurance

Liability insurance of the School Board protects the student activity funds. Any loss of cash, checks, equipment, merchandise, etc., will be promptly reported to The Director of Financial Services.

FUNCTIONAL RESPONSIBILITIES

The following describes some of the duties that must be carried out by respective staff to make certain there is suitable security and management of funds. Principals and assistant/associate principals must not carry out the role of sponsoring accounts they oversee and whose transactions they approve to avoid the appearance of a conflict of interest and ensure a segregation of duties.

Chief Executive Officer

The Chief Executive Officer, or designee, has responsibility and authority to implement all policies and rules that pertain to supervision and administration of student activity funds in schools as established by the School Board.

Principals

Responsibility for safeguarding, accounting and managing the student activity funds lies with the principal. Duties for properly managing and securing activity funds may be assigned by the principal, however the principal is ultimately responsible.

Assistant/Associate Principals

Assistant/Associate principals will carry out responsibilities as assigned by the principal. For the high schools, the associate principal will be responsible and at the elementary and middle schools, the assistant principal will be responsible. Therefore, assistant/associate principals should be familiar with the guidelines in this manual.

Athletic Directors

Athletic directors will carry out responsibilities as assigned by the principal. Therefore, athletic directors should be familiar with the guidelines in this manual.

Activity Director (High School Level)

Activity directors will receive, review and approve requests from the school staff to provide any fundraising or activity events. The activity director will work closely and directly with the treasurer to assure that all activities in the school are being conducted at approved. Therefore, activity directors must be familiar with the guidelines in this manual.

Account Sponsors

Account sponsors, student representatives or any other individuals that have duties regarding student activity funds shall become familiar with and ensure compliance with sections of this manual as it pertains to their related functions. Individuals must work and cooperate with the school financial secretary in carrying out their tasks in a complete, accurate and timely manner. Respective activity fund account detail should be reviewed monthly. All activities related to the student activity group/club will be supervised by the designated fund sponsor and includes the following:

- Collect funds and keeping record of funds received by students. Ensure funds collected from groups/clubs are turned in daily to the school's financial secretary for securing and recording the funds.
- Approve and submit check requests attached with appropriate support documentation to the school's financial secretary.

- Review related invoices for accuracy before submitting for payment.
- Submit contract agreements that concern commitments of the fund account to the school's financial secretary for filing.
- Ensure the fund account does not incur a deficit balance.
- Review monthly activity transaction report to verify the account is correct and communicate any errors to the school's financial secretary for reconciliation.

School Financial Secretary / Treasurer

Under the direction of the principal or delegate, the school's financial secretary will receive, disburse and account for all funds flowing through the student activity funds. Under no circumstances will the school's financial secretary responsibility to disburse funds be interpreted to mean they have the authority to approve the disbursement. The primary approver for all disbursements and checks is the principal. The financial secretary/treasurer is the secondary endorser. Financial record of all transactions will be maintained for each account by the school's financial secretary and provide monthly activity transaction detail reports to activity account sponsors.

ACCOUNT TYPES

New Accounts

Before establishing a new account for a club, organization, group, other per the account types listed below, an **Activity Registration Form** must first be completed and approved by the principal and then forwarded to the Financial Services office for final approval. The Senior Accountant must approve all new activities. **No meetings can be conducted, money collected or publicity given to the entity itself or an event related to the entity until proper approval is granted.**

District Accounts

District activity funds belong to the district, are used to support its co-curricular and extra-curricular activities, and are administered by the school district. Approval for disbursing district activity fund monies, however, rests only with the school board. The district determines how district activity fund monies are spent and the district programs that receive support.

Club Accounts

These accounts are for the benefit of a specific group of students and their specific interest as opposed to that of entire student body. It can accumulate and expend funds intended for its specific interests, and in accordance with the guidelines in this manual.

Instructional Accounts

These accounts are used to benefit specific instructional programs and its funds go towards those programs. Generally, revenue is generated by fundraising and/or fees. All fundraising must follow the respective guidelines specified in this manual. Before any fees are assessed or communicated to students made, fees must first be approved by the district. Funds should be spent primarily to support the instructional program or as stated in the district approved fundraising proposal.

Major Activity Accounts

These accounts benefit the whole student body. Students participating may serve as representatives of the school in activities or competitions with other schools. Some highlights of these accounts include they may be used to finance competitive events, conveyed for the benefit of the whole student body and in some cases may comprise of some of the higher revenue producers. Most of these account types generate revenue from fee admissions, fundraising, grants and donations. Sponsors should incorporate student officers when appropriate in the authority over expenditures.

Some examples of major activity accounts include, but are not limited to the following: Athletics, Drama, Newspaper, Yearbook, etc.

General Account

The general account is for the benefit of the whole student body. If revenues are received that do not relate to any other account with the school's student activity account, the funds can be deposited into this account with a description of the deposit (for future use).

Class of XXXX Accounts

High Schools may collect funds raised by the student body for their specific graduating class. The funds will not be classified as dormant or inactive during the period of time leading up to their ten-year reunion. Once they have their ten-year reunion, the class needs to determine, within ninety (90) days if they are donating the funds to the school, the U-46 Foundation, or other district/school-related charitable foundation. The funds are not be distributed to any current or former student or staff member and only made payable to the organization directly.

Yearbook Account

Yearbook represents a significant investment of time and money. Thus, it is essential to keep accurate financial records on all facets of the yearbook operation. The sponsor must maintain a record of student orders, monies collected and a tally of yearbooks sold. Remaining books should be sold and any price changes should be recorded. Additionally, proper and complete inventory records should be kept. The district procurement guidelines should be adhered to at all times.

Non-Student Body Activities and Scholarship Accounts

Non-student body activities involve the school or take place on school premises and do not always involve the student body directly but involve the handling of funds through the student accounts and/or the student body with the approval of the district. Examples of non-student body activities accounts include, but are not limited to, the following: Red Cross, Memorial Fund, Scholarships, etc.

A scholarship account is established with the purpose of assisting worthy students to attend college. Before a school establishes a new scholarship fund/account and takes action to advertise the scholarship and its criteria or award its funds, the scholarship must first be approved by the Financial Services Office. An Activity Registration Form must be completed and submitted along with any information on the donor and scholarship criteria. Once approved, an account will be set up to hold donations from auxiliary groups. Funds are expended in line with the directive given by the donor, which is required to establish the scholarship account. Deficit balances are not allowed at any time.

Steps to follow when a student has been selected:

- An award letter is issued to the student, informing them they are recipients of the respective award for the student's school of choice.
- Confirmation is made that the student is enrolled at their school of choice by obtaining the student's ID at the college/university of choice.
- A check request is completed for a scholarship check to the student's college/university of choice.
- Disbursements for scholarships should be made with a student activity account check and mailed directly to the college, when appropriate, or otherwise to the student based upon the scholarship guidelines.
- Support documentation must be filed in the respective scholarship's file with copies of the check request, student award letter, and any other college/university correspondence.

Grants and Donation Accounts

These funds originate from outside entities. These funds must be expended in accordance with the donor's specifications. All grants and donations must be handled through a designated account from which funds will be received, expended and accounted for. It is the school's responsibility to ensure funds are expended appropriately, consistent with the donor's request.

Even though a grant or donation is received and the funds are maintained in the Student Activity account, employees cannot be compensated directly from an activity account. Related compensation must be processed through the regular district payroll process. The respective activity account would reimburse the district payroll account. Before non-employees can receive compensation from the activity accounts, Form W-9 must be completed, signed and submitted to the school's financial secretary.

Field Trip Accounts

Sponsors should only encourage and plan field trips which are relevant to the club/group. Students participating on a school sponsored field trip will be under the direction of a teacher. All field trips and athletic competition events require the following:

- Schools must comply with the School District U-46 Student Travel Guidelines for Elementary, Middle & High Schools K-12.
- Category 1 educational trips. No funds, including deposits, shall be disbursed by a school before the appropriate administrator approves the Student Travel Form.
- After the trip is approved by the principal and/or the appropriate Assistant Superintendent, a written description of all costs of the trip must be provided in advance to students and parents. Since the District is a non-for-profit educational organization, no profit (or other fundraising value) should be included in the cost of the field trip.
- Schools shall adhere to the Waiver of School Fees Policy (#4.140).

District Funded Athletic Events

Any competition (local or overnight) trips that necessitate district funding will require prior approval in accordance with the School District U-46 Student Travel Guidelines for Elementary, Middle & High Schools K-12. Travel costs should be reasonable, appropriate and necessary for travel. Monies cannot be used to cover the expense of parents or other non-staff or non-participating members attending the field trip. Expenses for alcoholic beverages will not allowed or reimbursed.

Support documentation from the related organization needs to include the date(s) of the event and sponsors should provide a list of staff and students participating. Meal per diem for staff members and students will receive an advanced allowance per individual of \$8.00/breakfast, \$10/lunch, and \$12/dinner. After the trip is completed, the coach or staff member responsible for the trip is to provide original and itemized receipts and return unused meal allowance funds to the school's financial secretary within one week of returning from the trip. Allowances will only be provided for the meals that the staff and students are in transit or during the event.

Lodging accommodations should be paid directly to the hotel. Deposit payments to reserve a hotel room will not be reimbursed to an employee until after the travel is complete. Conference rates should be requested whenever possible. If the hotel provides a free breakfast or the competition event provides a meal, an allowance/reimbursement for that meal is not allowed. It is the responsibility of the coach and the school's financial secretary to be aware of the hotel and competition guidelines and advance/reimburse appropriately.

The most inexpensive mode of transportation should be selected. If a charter vendor is selected whose rate is in excess of our district transportation department or district policy, prior approval by the appropriate Administrator is required. Moreover, before the charter vendor is scheduled, the sponsor needs to ensure it is a district approved charter company. Any questions regarding approved charter vendors should be directed to the Business Services Office.

Sponsors need to accurately account for monies collected and submit these on a timely basis for deposit to the school's financial secretary. Funds should be submitted as they are received or close to that timeframe. All funds collected for a field trip should be spent on that particular field trip. Any items submitted by the sponsor for reimbursement should be for expenditures benefitting the student group and as specified in the field trip approval documentation. Reimbursement of expenditures not budgeted will be assessed to the organization or school accounts and must meet requirements established by the field trip approval documentation.

Other Account Related Items

- Deficit Balances - All clubs and organizations must be financially self-supporting and will only draw from their accounts when there are sufficient fund balances.
- Transfer Voucher - Commitments that result between accounts in a school can be reconciled by transactions known as transfers. The source document utilized for these transactions is a transfer voucher, titled Activity Fund Transfer Request Form. Vouchers should be filed in the two related account files for audit review. These documents will yield evidence of approval by the sponsor.
- Reserve Funds - Typically, student activity funds should be expended in the current year when funds are utilized for the benefit of those students who contributed to the accumulation of such funds. Nonetheless, fund accumulation for a specific future use is in line with best practice. An example would be a class trip or class groups in anticipation of graduation year expenditures. Unless there is a specific future purpose or purchase, no more than 25% of the annual of its annual expenses is allowed to be carried forward at the end of the year. If a school maintains more than 25%, a spending plan will be created for the coming school year(s).
- Surplus Funds - Surplus funds are those in excess of the club's needs. The sponsor must ensure surplus funds are expended in accordance to the guidelines listed below:
 - Students must directly benefit from the use of surplus funds.
 - The use of surplus funds must be in accordance with policies and procedures on expenditures found in this manual.
 - Surplus funds pertain to the club/group that generated those funds. Those club/group members must be involved in the decision making of the use of surplus funds. The agreed upon use of funds must be in writing.
- Idle funds – Idle funds are those in an account that have been dormant for over a year. Pursuant to the Illinois Administrative Code, if the relevant activity has been discontinued, or if there has been no activity for one year, transfer money to another activity fund, to the district's funds, or to members of the activity group on a pro rata basis.
- Interest Bearing Checking Accounts – Schools should utilize an interest-bearing checking account, if at all possible, so idle cash balances will earn interest. It is recognized that a few schools may have inadequate financial resources to support an interest-bearing account, or for other reasons find it not feasible. These schools should notify the Financial Services Office of the reason for not maintain an interest-bearing checking account.

OPERATING PROCEDURES - Expenditures

Ethics and Conflict of Interest

Staff hold the public trust and therefore require any impropriety or appearance of impropriety be avoided at all times. Staff are prohibited from making purchases for personal benefit. Best judgment and common sense must be used when incurring or approving expenditures. All staff must ensure expenditures are reasonable, honestly incurred and are ethically responsible.

Standard Internal Control Features for Disbursements

Payment for expenses of any activity account cannot be made directly from cash receipts of the activity. All payments must be made by check with original, detailed substantiation. Examples of support documentation are check requests, purchase orders, invoices, and all these need to be properly approved for payment. Before checks are signed, all support documentation should be reviewed.

Other Points:

- Checks must be signed by the principal and a designated individual(s). Under no circumstances can blank checks be signed in advance.
- Disbursements from an activity account will only be made to reflect the purpose for which the respective account was created.
- The sponsor should have firsthand knowledge of merchandise received or services rendered before submitting an invoice for payment. The sponsor should initial the invoice to indicate approval. The individual actually receiving the items should sign the delivery ticket/receipt.
- Any disbursement without an invoice needs an approval by the principal or assistant/associate principal to support the purchase. No disbursements can be made without written authorization.
- All invoices and other obligations should be paid by the end of the current school year.
- Checks should not be made payable to Cash or the check bearer but to the designated payee.
- Payment should be made from original itemized invoices and not from billing statements. Any reimbursements will require substantiating original invoices or itemized receipts.
- The preferred method of payment should be by check. The district discourages sponsors from paying for items themselves then asking for reimbursement at a later date. We do recognize that these situations arise but they should be the exception rather than the frequent procedure. Any significant amount must be extracted from a school check.
- Sponsors are not allowed to approve their own reimbursements. If a sponsor needs to be reimbursed, the principal or assistant/associate principal must approve the request.

Required Prior Authorization – Equipment or Building

Certain expenditures will require prior authorization such as purchases of equipment attached to building, other structures, additions or remodeling to the building, or a per item cost that exceeds \$10,000. For these expenditures, please contact the Director of Business Services to assure we are getting the best pricing available.

An updated list or file should be maintained of equipment purchased with student activity funds. Any equipment the district is responsible for replacing should be asset tagged if the item value is greater than \$10,000 at the time of purchase. Please contact the Financial Services Office upon finalizing purchase.

Major building purchases, such as playground equipment, should be up to building code and notification to the Director of Plant Operations is required for safety and compliance.

Please contact the Financial Services and Business Services offices with any questions.

Single or Term Contracts

Single or term contracts greater than or equal to \$25,000 will be subject to the public bidding requirements of the Illinois School Code and board policy. The Business Services Office should be contacted to provide further guidance.

Expense Voucher / Check Disbursement Request

The expense voucher titled, Activity Fund Check Disbursement Request, should be completed from the invoice or sales ticket information. The purpose must be detailed and specific and the reader should understand why the expenditure is made and not just what the product or service is. For example, if the expenditure is for a specific event or program, that should be identified. For athletic scheduling, a copy of the schedule should be provided as supporting documentation. The check request should be approved by the principal signing and dating the form before payment is made. Once a check is issued for payment, the check number and date should be noted on the check request.

Checks

Checks need to be pre-numbered sequentially and accounted for in the accounting system. In the event a check is voided, it should be marked “void” and filed for audit purposes. Checks that have not cleared the bank are called outstanding checks. When a check is outstanding for twelve months or more, it is considered a stale-dated check. Please contact the Financial Services Office for further guidance on voiding and reissuing the check.

Compensation to Staff and Non-Staff

The procedures outlined below follow IRS guidelines for reporting earned income.

NOTE: Before duties are assigned, the rates and source of funding for time worked must be identified and any district funding must be pre-approved. The Payroll Office should be contacted with any questions regarding any compensation for duties outside their contract.

All district employees will be compensated for their time and duties through the district’s payroll system. Staff should never be paid directly from the student activity account. The time worked must be recorded on a timesheet. Before the employee’s time is processed for payment, it must be properly approved by the principal, assistant/associate principal, or athletic director (if related to athletic event). A check should be cut from the student activity account and sent to the Payroll Office with the approved timesheets. In the event a staff member is affiliated with a business or organization, the business or program can be paid directly and they can pay the staff member.

Non-district employees will be compensated through Accounts Payable as vendors. Before payment is made, IRS Form W-9 must be completed and submitted to the Financial Services Office. This form is essential for the district to issue 1099’s at the end of the calendar year. It is important to highlight that although an individual school compensates a vendor considerably less than \$600, the district must report all cumulative payments made district-wide and properly report to the IRS.

The time worked must be documented and approved either on a timesheet or in an Excel file provided by Accounts Payable. The time worked must be approved by the principal, assistant/associate principal, athletic director, sponsor, etc.

Tax Exempt Purchases

The District tax exempt number should be used for district purchases only. Organizations such as the boosters or parent-teacher organizations are not allowed to use the district tax exempt number. Those organizations should be registered non-for-profit organizations with the State and maintain their own tax-exempt number. Using the district tax exempt number for personal purposes is strictly prohibited. All purchases should be made using the tax-exempt number, and if not used, the District reserves the right to not reimburse taxes paid for purchases made on behalf of the District.

Allowable Expenditures Versus Unallowable Expenditures of Student Funds

NOTE: This list is considered a ‘working list’. Due to the various expenditure types that exist, this is not an all-inclusive list. In the event there are any questions/doubts, the Financial Services Office should be contacted before a purchase is made.

Examples of Allowable Expenditures:

- Fundraising expenses that are clearly identified as a fundraising expense (i.e. supplies, fees, materials, advertising, etc.)
- Supplies that are clearly identified as the student club or organization’s operational expenses. The purpose of the expenditure must be clearly identified.
- Any purchase for uniforms, team apparel, etc. that can only be given to student participants for that team/group.
- Coach or sponsor uniform and apparel specific to the student organization and used to assist in the identification of the coach or sponsor if they are reasonable in nature. These purchases should be a one-time purchase, rather than purchases made every year for the same coaching staff.
- Food and beverages may be provided only when the student organization holds a meeting or is conducting the activities of the group. These expenditures should be limited in use for awards, recognition or times when such meetings cause an unreasonable amount of time between normally scheduled times.
- Meals for staff volunteers are allowed if meals are also provided to student participants. Also, the staff volunteer needs to be a professional volunteering for the majority of the day. The meal must be at a reasonable cost, and is considered a reasonable accommodation for the volunteer’s services.
- Food for coaches and officiating staff are allowed during the athletic tournament should the event is being held during a normal meal time. The tournament fees collected from the participating schools should cover the cost of the food and not be taken from other student or staff student activity account.
- Publications such as magazines, books, and periodicals when such publications will be used for the benefit of the student organization involved.
- In-school assembly or presentation to all students as a PBIS initiative.
- Student club or organizational fees, dues, and memberships.
- Gift to a charitable organization if approved by the student members.
- Gift to the school, either monetary or otherwise, with the approval of the sponsor and student members or student representative. The gift must be in the best interest of the student body.
- Only nominal student prizes or awards are allowed.

Examples of Unallowable Expenditures:

- Any expenditure that does not directly benefit the students.
- Prepaid expenses without proper detailed documentation.
- Loans or credits to employees or other persons.
- Food/gifts to coaches, sponsors, or other staff paid from student funds. (See section on Gifts to Staff Members)
- Uniforms that are not specific to the student organization.
- Footwear (unless purchased for students to be used during game play)
- Meals and refreshments for coach/sponsor meetings.
- Equipment, supplies and services for rooms, areas not used primarily for student body activities.
- Curriculum/capital outlay related items cannot be expensed to student funds.
- Articles for personal use of employees or other individuals.
- Professional development costs are the responsibility of the School Board.
- Coach/sponsors/staff registration for workshops, conferences and clinics.

Parties, Refreshments, and Banquets

Student activity funds should not be used to provide parties or refreshments for members with the exception of formal initiation ceremonies to which parents and friends are invited. Refreshments may be served as part of a meeting, but that cost must be prorated and collected among members present.

OPERATING PROCEDURES - Revenue

Student activities should be self-supporting and generate revenue necessary to maintain the club/group activity. Revenues may be generated from various sources such as memberships, publications, club activities, gifts, fundraising, program sales, etc. Any revenue from school sponsored events (including IHSA events) must be deposited into the student activity fund bank account along with an Activity Fund Collection Form. Revenue must not be deposited into any other bank account such as personal or booster bank accounts.

Ticket Sales / Admission to Athletic Events

Tickets may be sold in advance and must be tracked and reconciled accordingly. In all cases, except Prom and Homecoming, it is expected that tickets will be sold at the door, regardless of whether there has been an advance sale. This also includes admissions to athletic events. All ticket or athletic admission sales collected must be reconciled using the Ticket Sales Reconciliation Form and submitted with the funds immediately following the event. All funds need to be secured in a safe and not left in a classroom, office, or vehicle until provided to the front office at a later time. Please contact the Financial Services Office should you have any concerns.

Fees, Fines, Contributions and Other

These should be collected from pupils only as authorized by the district. There should be no deviation from the district approved rates. Any newly initiated fees must first be approved by the district office before these are collected from students. Charges are of two types: 1) those made for the cost of services related to the voluntary activities of pupils (ie, membership fees) and, 2) those made for services or materials rendered by the school board (ie, class, workbook fees). No student shall be restricted from membership because of an inability to pay. Students will not be charged or fined for not participating in any type of fundraiser.

OTHER OPERATING PROCEDURES

Account Reconciliation

Activity accounts will be reconciled monthly by the Financial Services Office no later than three weeks after the end of the month. The activity account balance should be reconciled to the bank statement. If there is a discrepancy of any kind, the Senior Accountant should be notified immediately.

Annual Audit

The Financial Services Office will perform an annual audit with the school financial secretary, and sponsor if necessary, to assure that each school is properly managing their student activity account. During this review, the school's plan, budget, and purpose for funds will be discussed for the upcoming year (if necessary). The Fundraising Proposal Form provides planning and budgeting information, which is used by the athletic office and principal's office as a guideline for properly accounting for receipts and approving expenditures. In addition, the Financial Services Office will do an internal control and cash audit at each high school on an annual basis.

Gifts to students/school

Gifts should be for the beneficial use of the school or student body unless otherwise stipulated by the donor. There is no obligation to accept any gift offered. In the event a gift is accepted, it should be acknowledged to the donor by the principal/sponsor on school letterhead. An account will be set up to account for the gift's related transactions. All support documentation will be filed in the respective account file.

Donors of any equipment should be informed all equipment on school facility is the property of the School Board and is thus subject to transfer if the need is there. The Business Services and Financial Services offices must be notified of equipment gifts for insurance and asset purposes.

Any memorial gifts should only be accepted with written notice from the donor on the purpose of the gift and how gifts should be utilized. Related transactions and support documentation should be handled as aforementioned.

Gifts by Classes/Clubs

Any gift given by a specific pupil group must be financed entirely by that group, including installation as it applies or other related expenses. These gifts must first be approved by the sponsor. Gifts to the school must be approved by the district office if deemed of material value, such as an addition to the building. Any cosmetic or construction modifications to a building must receive written prior approval from the Director of Plant Operations.

Gifts to Staff Members

These gifts are discouraged and unacceptable using student activity funds. Gifts raised collectively by students in memory of a staff member are an exception. This circumstance can be handled by a student drive but would require advance approval by the principal. A written request should be submitted, providing all related details and noting student approval.

Gift Cards

According to the Internal Revenue Service, all cash or cash equivalent items (gift certificates or gift cards) are considered income and are taxable for all district employees. For that reason, the purchase of gift cards of any value is strictly prohibited for all district employees. The only exception to this rule is if the gift card is purchased through the school's social committee group as it is a group

funded solely by teacher contributions. If any revenue received within that group is district or student funded, this exception is not allowed.

Purchasing Cards (P-Cards)

The use of purchasing cards for student activity purposes is strictly prohibited for purchasing supplies and/or services. The use of a purchasing card is only permissible if the school is securing travel arrangements or event registration fees. If an allowable charge occurs, a check from the school student activity account must be accompanied with the purchase card billing statement to Accounts Payable to reimburse the district accordingly.

Awards

Student groups where membership is determined on the basis of objectively measured performance (such as cheerleaders), election or petition (such as Student Council), or faculty selection (such as National Honor Society) may use club funds to purchase emblems of membership for students. Where membership is by choice, club funds may not be expended for this purpose.

Fundraising

Fundraising serves as a source of revenue for school and student groups. Student fundraising is to be on a voluntary basis only. No student is to be pressured to do any type of fundraising, whether by staff or students. Students will not be charged or fined for not participating in any type of fundraiser. Any violation may be subject to disciplinary action.

Fundraising is allowed provided such activities are approved beforehand and overseen by the principal or designee. Once approved, any communication to students, families or public on the sale should identify it as a fundraiser with its purpose and how proceeds will be utilized. Prior to approval, the fundraiser should not be communicated, advertised or carried out. All vendors must be an approved vendor of School District U-46 before any meetings, activities, or transactions take place. Contact Business Services regarding the new vendor process. A Fundraising Proposal form, accompanied by any vendor agreement, must be completed by the teacher or sponsor and submitted to the principal for approval. An exception would be any PTA/PTO or booster fundraisers. No fundraising may be conducted by non-school sponsored groups, except those which are of a school-wide nature in which participation can be a positive experience for students and when the proceeds contribute to a recognized humanitarian purpose. No fundraising may be conducted during class time.

All fundraising proceeds need to be deposited into the student activity fund bank account with no exceptions. Additionally, all related payments to vendors must be made by check from the student activity fund bank account. Any cash payments to vendors are prohibited. All related support documentation must be maintained in the respective activity account file.

Fundraising may be conducted in school before and after school hours and during lunch period only. Any sale of food and beverage during lunch hours cannot be held in the lunchroom or in an area where the foodservice contractor is conducting their sale of food and beverage.

Set-up/Clean-Up and Custodial Time for Meetings and Events

The sponsoring organization is responsible to see that decorations are set up and taken down under the supervision of the sponsor. The sponsor is responsible to assure that the room or location is returned to the original arrangement prior to the meeting or event. All sponsoring organizations will be responsible for payment of custodial overtime as a result of cleaning up an event or if the event runs over the scheduled event time.

EXHIBITS

1. School District U-46 Board Policy 4.090
2. Illinois Administrative Code
3. Student Travel Guidelines
4. Activity Registration Form
5. Fundraiser Request Form
6. Ticket Sales Reconciliation Form
7. Activity Fund Transfer Request Form
8. Activity Fund Collection Form
9. Activity Fund Check Disbursement Request

SCHOOL ACTIVITY FUNDS

Funds collected from various classes, clubs, and other groups will be deposited into one Activity Account at each school. Collection of funds, recordkeeping, and monthly reporting will be in accordance with regulations established by the Illinois State Board of Education, independent auditors and the District's treasurer's manual.

Surplus funds will be invested according to provisions of the Illinois School Code. Interest earned on such investments will remain in the school's Activity Account and be recorded either in its General Fund or in a separate Interest on Investments account.

Purchases and other expenditures will be made only upon proper authorization of sponsors and/or the principal in accordance with rules and regulations of the Board of Education and the Illinois State Board of Education. An expenditure may not be made if it results in a negative balance in a particular account.

Transfers or loans between specific accounts may be made only with the approval of the school principal.

School activity funds may be expended only for purposes which benefit the students of the school. All student activity funds will be subject to the annual District internal audit, with a summary of the transactions from the middle schools and high schools presented quarterly to the Board of Education.

The Chief Executive Officer/Superintendent/designee will maintain rules and regulations to assure consistency of identification and management of student/school activities funds.

LEGAL REF.: Illinois School Code: 105 ILCS 5/10-20.19

Section 100.80 Student Activity Funds

The requirements of this Section shall apply to student activity funds established by a school board pursuant to Section 10-20.19(3) of the School Code [105 ILCS 5/10-20.19(3)].

- a) The board shall take the following actions with respect to each fund:
 - 1) approve the fund's establishment and purpose;
 - 2) set policies for students' participation and for supervision by adults;
 - 3) approve the collection of all monies;
 - 4) cause records to be kept that will verify the amounts received and disbursed and the assets on hand;
 - 5) appoint a treasurer, bonded in accordance with Section 8-2 of the School Code [105 ILCS 5/8-2], who will be the custodian of the fund's assets and perform the duties listed in subsection (c) of this Section;
 - 6) determine whether the treasurer will be authorized to invest any of the fund's assets;
 - 7) designate depositories for cash and any investments;
 - 8) determine the method of distribution of earnings from investments, if any;
 - 9) determine whether, and under what circumstances, loans may be transacted between funds;
 - 10) if the relevant activity has been discontinued, or if there has been no activity for one year, transfer money to another activity fund, to the district's funds, or to members of the activity group on a pro rata basis; and
 - 11) designate the individuals who will have authority to approve written purchase orders or other authorizations that will be required in order to spend funds in instances in which the provisions of Section 10-20.21 of the School Code do not apply and those who will have authority to conduct procurement activities when those provisions do apply.

SUBTITLE A

SUBCHAPTER c

- b) Each activity group shall deposit any funds received from any source with the activity fund's treasurer and obtain a signed receipt identifying the activity fund and the amount.
- c) The treasurer of each activity fund shall:
 - 1) be the fund's sole custodian;
 - 2) keep all monies in a depository designated in accordance with Section 8-7 of the School Code [105 ILCS 5/8-7] or invest them in conformance with the Public Funds Investment Act [30 ILCS 235] and maintain liability accounts to show the ownership of all assets;
 - 3) make all disbursements from the fund by a treasurer's check drawn upon the fund;
 - 4) write checks only when sufficient funds are on hand to cover them;
 - 5) reconcile the bank and investment balances with the fund's liabilities monthly;
 - 6) provide to group members and the school board a monthly report that includes a statement of receipts, disbursements, and current balances;
 - 7) carry the fund's balance over to the next fiscal year unless otherwise instructed by the school board; and
 - 8) make loans between activity funds, if and as authorized by the board's policy.
- d) If the board subsidizes a portion of an activity fund, that portion shall be reported as an expenditure or disbursement against the board's regular budget and as a revenue or cash receipt by the activity fund.



SCHOOL DISTRICT U-46
STUDENT TRAVEL GUIDELINES
FOR
ELEMENTARY, MIDDLE & HIGH
SCHOOLS
K - 12



U-46 Student Travel Guidelines

STUDENT TRAVEL (FIELD TRIP) GUIDELINES

Purpose: The objectives of these guidelines are to: (1) establish requirements for student travel and trips to ensure the safety and well-being of students and chaperones; and (2) establish a uniform set of procedures that govern the travel approval process.

I. Types of Educational Trips

Category 1 (Principal approval required): These are one-day field trips, held within or outside the regular school day, weekend day or summer day and do not require an overnight stay. Examples include but not limited to trips to Springfield, Illinois, outdoor education day trips, educational trips to Chicago sites which require late arrival back to the site, school group walks to any neighboring establishment or anytime students leave the school property as a group. These trips can be handled within the building and requiring only a building Principal sign off. This includes trips organized by any department through the Educational Services Center. Any Agreements/Contracts requiring a signature or electronic signature must be approved and signed by the Senior Business Official of Business Services. Click [HERE](#) to access the online Student Travel form.

Category 2 (Principal and Assistant Superintendent approval required): These are trips that require an overnight stay and/or require travel outside of the state of Illinois. Examples include but not limited to outdoor education overnight trips, educational trips to Washington D.C., etc. These trips must demonstrate that more than half of each day is spent advancing the academic or social-emotional learning of students (with the exception of a travel day). These trips must receive approval from the appropriate Assistant Superintendent before any travel arrangements can be made. This includes trips organized by any department through the Educational Services Center. Any Agreements/Contracts requiring a signature or electronic signature must be approved and signed by the Senior Business Official of Business Services. Click [HERE](#) to access the online Student Travel form.

Category 3 (Principal and Assistant Superintendent approval required): These are international trips that require an overnight stay and/or require travel outside of the Continental United States. No school will be missed for Category 3 trips. These trips must receive approval from the appropriate Assistant Superintendent before any travel arrangements can be made. Any Agreements/Contracts requiring a signature or electronic signature must be approved and signed by the Senior Business Official of Business Services. Click [HERE](#) to access the online Student Travel form.

II. Definitions

Educational Trip: Educational trips are designed (1) to provide students with knowledge and experiences to supplement their curriculum or (2) to provide enrichment experiences. Educational trips that supplement the curriculum include, but are not limited to, visiting museums and zoos and going to theater productions, business/industry tours, cultural exhibits, and nature centers. Educational trips that

provide enrichment experiences include, but are not limited to, trips outside the borders of the U.S. or trips that are part of an extracurricular activity.

School Tour Supervisor: A School Tour Supervisor is a staff member designated by the Principal to be the lead chaperone when travel occurs. This person is the point of contact for the Principal during the time that the trip is being planned and while on the trip.

Chaperone: Chaperones are assigned to a trip by the Principal to assist with the supervision of student behavior and group activities. **Chaperones are not to invite, recruit or bring family members with them to a trip for which they are serving as a Chaperone, so as to allow the Chaperone to focus on their duties during the field trip.** Chaperones may include certified teachers, educational support personnel, or parents or other volunteers. **Chaperones must be at least 21 years old.** In order to be eligible to serve on an overnight student travel trip, all chaperones must meet the requirements in the Board's Volunteer Policy (#5.345) which requires a criminal background investigation.

III. General Requirements for ALL Educational Trips (Category 1, 2 and 3)

- A. Permission slips and release forms – The Principal must verify that there is a signed parent/guardian permission slip for each participating student and when applicable, a signed release form for each participating student and for each participating adult chaperone. The school must retain originals of each of the permission slips and/or release forms. Each form must have original signatures (i.e., no stamps and not initials).
- B. Funds Disbursement – No funds, including deposits, shall be disbursed by a school before the appropriate administrator (Principal for Category 1 trips and Assistant Superintendent for Category 2 & 3 trips) approves the Student Travel Form.
- C. Contract Review – Principals, School Tour Supervisors are required to follow the applicable Purchasing/Purchasing Authority Policy (#4.060). All Agreements /Contracts must be reviewed and signed by the Senior Business Official of Business Services after the field trip has been properly vetted and approved by the Principal and/or the appropriate Assistant Superintendent as required herein.
- D. Supervision – All trips must conform to the chaperone requirements as specified in the Volunteer Policy (#5.345).
- E. School Tour Supervisor responsibilities for ALL categories of trips (additional responsibilities for Category 2 and 3 trips articulated below).
 - 1. Maintain contact with the Principal as needed during the trip;
 - 2. Hold all emergency information for all trip participants (Passport, visas, medical information including allergies and medications, and contact persons and numbers in case of an emergency);
 - 3. Take attendance before leaving district, during the trip and before leaving the off-site location to return to the school.
 - 4. Develop and implement a plan to ensure that student-participants' classroom assignments are met.

- F. All staff members, including the School Tour Supervisor and chaperones must abide by the Ethics and Gift Ban Policy (2.127).
- G. Planning – In general, student trips are planned by a certified teacher or administrator for one school. However, if a trip involves students from multiple schools, it must be approved by all of the respective Principals.
- H. The number of school days missed for Category 1 & 2 trips is at the Principal's discretion. No school will be missed for Category 3 trips.
- I. Right to Rescind – The appropriate Assistant Superintendent, or the Principal in the case of Category 1 trips, retains the right to rescind approval of trips when, in his/her judgment may jeopardize the safety of students and chaperones.
- J. Student Participants – Only students enrolled during the academic school year are eligible to participate in a student trip ending on June 30 of that year. (Example: Seniors who sign up for a trip to take place in June after graduation can still participate up to June 30 of that year only)
- K. Additional Adult Trip Participants – An adult who wishes to travel on a student trip, but who is not serving as a chaperone, must be approved by the Principal and meet the requirements of the Board's Volunteer Policy.
- L. The use of mood altering chemicals, including alcohol is prohibited on any trip.
- M. Hotels containing a swimming pool must have a lifeguard on duty during hours of operation or no swimming is permitted.
- N. Trips involving student's participation in aquatic activities in or on rivers, lakes and oceans, must wear appropriate flotation device.

IV. Costs and Fees

- A. Parental Notice – After the trip is approved by the Principal and/or the appropriate Assistant Superintendent, a written description of all costs of the trip must be provided in advance to students and parents.
- B. Fee Waiver – Schools shall adhere to the Waiver of School Fees Policy (#4.140).
- C. Compliance with School Activity Account Manual – Schools must comply with the School Activity Account Manual for collecting, maintaining and disbursing funds related to student trips.
- D. Discretionary Funds – Discretionary funds such as State Chapter 1 funds may be used for student trips when permitted under the State Chapter 1 Expenditure Guidelines.

V. Students with Disabilities/504's/Medical Needs

Students with physical disabilities, 504's and special or medical needs shall not be denied participation in a student trip solely based on their disability. These students may require additional staff and/or accommodations which shall be provided in accordance with the student's Individual Education Program (IEP) or Section 504 Plan at no additional cost to the student or parent/guardian. The school nurse and Coordinator of Health Services must be

notified at least two weeks prior to the day trip and four weeks prior to an overnight trip to ensure appropriate medical needs are met. If needed, the Principal must make special notes of additional chaperones necessary for students with disabilities.

Please Note: If a Registered Nurse is required to attend a day or overnight trip, they must be compensated by the school or organization for the duration of the trip as needed.

VI. Medication Needs

Medication needs for students on field trips and or extended school day trips (i.e. outdoor education, etc.) could be handled in one of the following prioritized methods:

1. Alteration of routine medication schedule with parent approval
2. Parent of student accompanying class on trip
3. Registered Nurses **CANNOT** dispense medication (daily medications, etc.) from our supply at school on the field trip except emergency medications (inhalers and epinephrine auto injector (epi-pen) and diabetic supplies). **Upon parental request**, inhalers/epi-pens may be sent on field trip from our school supply with Medication Permission and Physician Instruction Form signed and completed.
4. Registered Nurses may **NOT** instruct the teacher on diabetic care. **This is a parental responsibility.**
5. Registered Nurses **CANNOT** instruct any staff about the medications or side effects of medications.
6. Parents provide medications from home in pharmacy labeled container to the teacher on the day of the trip. A copy of the Medication Permission and Physician Instruction Form must be on file in the health office.
7. **Send Field Trip/Extended Day Notification with Medication Permission and Physician Permission Form**
8. Student remains at school

VII. Specific Requirements for Category 1 Trips

1. Approval Procedures
 - i. The Principal must approve the Category 1 Field Trip Form at least ten (10) workdays prior to the trip.
 - ii. The Principal is responsible for reviewing the Category 1 Field Trip Form submitted by the teacher for compliance with these guidelines and any other applicable Board Policies Including the Volunteer Policy and the Student Travel Policy before giving final approval. The Principal's determination is final.
2. Supervision
 - i. The Principal must identify chaperones to accompany students on Category 1 travel assigning a minimum of two (2) chaperons on every trip, one of whom must be a certified SD U-46 employee. The district suggests chaperones for Category 1 travel at a ratio of one (1) adult to every (10) students and requires a minimum of

two (2) chaperons for each trip. However, the district understands certain travel opportunities do not require this level of supervision. The Principal has the authority to determine the level of supervision required for Category 1 travel based on the purpose of the travel as long as the minimum requirement is met.

- ii. Middle school and high school category 1 trips with mixed gender students must include at least one male and female chaperone. For elementary schools this is a recommended practice, but is not required.
- iii. If a trip involves one or two students, then one certified teacher or coach may chaperone with express permission from the Principal and parent/guardian. If a trip involves a District-wide event or activity, the Principal must comply with the chaperone requirements for such event or activity in the field guidelines.
- iv. The Principal is responsible to verify and comply with the chaperone requirements of the facility or event being visited. If the facility or event requires a smaller chaperone ratio than this policy requires, the Principal must appoint additional chaperones.

VIII. Specific requirements for Category 2 trips

1. Approval Procedures

- i. The Principal should complete and submit the [Category 2 Student Travel Form](#) to the appropriate Assistant Superintendent a minimum of twenty (20) calendar days prior to the trip.
- ii. Student attendance in school is important. All efforts should be made to ensure Category 2 travel does not allow students to miss school. When travel arrangements necessitate an occasional loss of instructional time, then trips must demonstrate that more than half of each day is spent advancing the academic or social-emotional learning of students (with the exception of a travel day).
- iii. Travel Itineraries must be submitted for trip approval
- iv. Students attending the trip must meet the same eligibility requirements as athletes (passing five classes) to participate in a Category 2 trip.
- v. Students attending the trip will have no more than 12 tardies in the HERO system.
- vi. Any Agreements/Contracts requiring a signature or electronic signature must be submitted to the Assistant Superintendent first and then approved and signed by the Senior Business Official of Business Services.

2. Supervision

- i. The Principal must appoint a School Tour Supervisor and identify trip chaperones in a ratio of one (1) adult to every ten (10) students with a minimum of two (2) chaperones on every trip, one of whom must be a certified teacher employee.
- vii. Trips with mixed gender students must include at least one male and female chaperone.
- viii. Hotels containing a swimming pool must have a lifeguard on duty during hours of operation or no swimming is permitted.

- ix. Trips involving student's participation in aquatic activities in or on rivers, lakes and oceans, must wear appropriate flotation device.

IX. Specific Requirements for Interscholastic Competitions and Other Similar Events (which may be Category 2)

1. Approval Procedures

- i. Season athletic schedules must be recorded and approved **by the Principal**.
- ii. Non-scheduled interscholastic competitions, interscholastic athletic and other similar events, require Principal approval and compliance with Student Transportation Services Policy (#4.110).
- iii. For trips where there are competitions, students are expected to practice when not competing and observe other competitors when not competing themselves.
- iv. Any request for participation in an event that involves an overnight stay shall require the Principal to follow the same procedures for a Category 2 field trip including all Volunteer Policy requirements.

2. Supervision

- i. Chaperones must accompany students in a ratio of one (1) adult to every ten (10) students with a minimum of two (2) chaperones on every trip, one of whom must be a certified, school-assigned teacher or coach. **Special Note:** Sponsors/coaches wishing to use their personal vehicles for student transportation must follow all components of School Board Policy #4.114, ***Student Transportation in Private Vehicles***. Parent permission must be obtained in writing (use form on intranet Student Transportation in Private Vehicles). ["Link to Transportation in Private Vehicles form"](#). The Building principal and/or Athletic Director is responsible for making sure all provisions of the policy are met and that copies of drivers' license and insurance policy are on file.
- ii. If a trip involves one or two students, then one certified teacher or coach may chaperone with express permission from the Principal and parent/guardian.
- iii. Trips with mixed gender students must include at least one male and female chaperone.

X. Specific Requirements for Category 3 trips

1. Approval Procedures

- i. The Principal should complete and submit the [Category 3 Student Travel Form](#) to the appropriate Assistant Superintendent for initial approval no less than sixty (60) calendar days prior to the date of travel.
- ii. The appropriate Assistant Superintendent will review it and, upon finding it compliant with these guidelines, approve it.
- iii. No school will be missed for Category 3 travel.
- iv. Itineraries must accompany student travel request for trip approval

- v. Any Agreements/Contracts requiring a signature or electronic signature must be submitted to the Assistant Superintendent first and then approved and signed by the Senior Business Official of Business Services.
2. Location
- i. **No travel is permitted to any place where the U.S. Department of State has issued a Travel Warning or where the region is deemed unsuitable for student travel by the appropriate Assistant Superintendent.**
 - ii. No travel is permitted to any place where the Board's liability insurance is restricted.
3. Principal Responsibilities
- i. During the planning period of the trip, the Principal is responsible for:
 - a) Designating a School Tour Supervisor;
 - b) Reviewing the proposed student travel tour to verify that all requirements are met;
 - c) Verifying that all student and chaperone trip participants have valid Passports;
 - d) Regularly reviewing information about the destination country on the U.S. Department of State website (www.state.gov) to ensure that the students will not travel to any place where there is a Travel Warning. At a minimum, the review should occur: 1) at time of planning, 2) thirty (30) days prior to the trip and 3) the day prior to travel;
 - e) Notifying the appropriate Assistant Superintendent if there is a Travel Warning and canceling or rerouting the trip;
 - f) Identifying and specifying emergency procedures for School Tour Supervisor;
 - g) Have readily available emergency information and copies of travel documents for all students and chaperones (e.g., copies of Passports, copies of visas, medical information including allergies and medications, and contact persons and numbers);
 - h) A list of all students and chaperones must be submitted to the Senior Business Official of Business Services at least three (3) week prior to departure.
 - i) Contact the Senior Business Official of Business Services three (3) week prior to departure to acquire the district's medical and property insurance package.
 - j) Principal must have available the name and telephone number of tour operator of travel agency;
 - k) Have available the address and telephone number of the nearest U.S. consulate and/or embassy in the destination countries; and
 - l) In case of an emergency, notify parents/guardians of the students involved and then the appropriate Assistant Superintendent as soon as possible.
4. Supervision
- i. School Tour Supervisor Responsibilities
 - a) One (1) chaperone is required for every six (6) students. A minimum of two (2) certified teacher employees are required regardless of the number of students traveling.

- b) Trips with mixed gender students, must include at least one male and female chaperone
 - c) Assure your cell phone has international service;
 - d) Maintaining contact with the Principal as needed during the trip;
 - e) Holding all emergency information for all trip participants (Passport, visas, medical information including allergies and medications, and contact persons and numbers in case of an emergency);
 - f) Having available the address and telephone number of the nearest U.S. consulate and/or embassy;
 - g) Having available the name and telephone number of the tour operator or travel agency; and
 - h) Developing and implementing a plan to ensure that student-participants' classroom assignments are met.
 - i) In case of an emergency, the School Tour Supervisor must contact one of the following as soon as possible in the order given and subject to availability: Principal or designee and appropriate Assistant Superintendent.
- ii. Chaperone Responsibilities
- a) Chaperones must accompany students during the trip and while in transit to and from the travel destination;
 - b) For overnight trips, students and chaperones should be housed in the same hotel.
 - c) No adjoining rooms for males and females.
 - d) Supervision is 24/7 to assure safety of students.
 - e) Hotels containing a swimming pool must have a lifeguard on duty during hours of operation or no swimming is permitted.
 - f) Trips involving student's participation in aquatic activities in or on rivers, lakes and oceans, must wear appropriate flotation device.
 - g) In case of an emergency, the chaperones must contact the School Tour Supervisor. If the School Tour Supervisor is unreachable, the chaperones should contact the Principal or designee and appropriate Assistant Superintendent.

5. Insurance

The Principal must require that each student and chaperone participant secure travel insurance to cover the trip cancellation and medical coverage consistent with the travel guidelines. The Board is not responsible for any expense incurred due to the cancellation or rerouting of any trip for any reason.

CROSS REF.: 6.240 – Field Trips and Excursions, Volunteer Policy, Purchasing Authority Policy
 LEGAL REF.: 105 ILCS 5/29-3.1; 105 ILCS 5/10-20.13



SCHOOL DISTRICT U-46

STUDENT ACTIVITY REGISTRATION FORM

To: (Principal) _____

Building: _____

Organization: _____

Activity Sponsor: _____
(must be district employee)

Summary of organization goals or purpose: _____

Grade/students participating in organization: _____

Signature of Sponsor: _____ Date: _____

Signature of Principal: _____ Date: _____

For Office Use Only

Account number created _____ Date: _____

Financial Services approval _____ Date: _____



SCHOOL DISTRICT U-46
REQUEST FOR APPROVAL OF
ORGANIZATION FUNDRAISER

Student Activity

To: (Principal) _____

Building: _____

Organization: _____

Type of activity/product to be sold: _____

Vendor: _____

Estimated profit from this fundraiser: \$ _____

Will there be a raffle? _____ Yes _____ No

If yes, please detail the raffle process: _____

Profit to be used for: _____

Dates: Beginning _____ Ending _____

Activity Director: (if applicable) _____

Signature of Sponsor: _____ Date: _____

Signature of Principal: _____ Date: _____



SCHOOL DISTRICT U-46

Ticket Sales/Admissions Reconciliation Form



Event Title: _____

Date of Event: _____

Building: _____

Ticket Cost: Adult _____ Student _____

Adult Tickets Sold:

use tally marks to count

Student Tickets Sold:

use tally marks to count

Total adult tickets _____ @ \$ _____ = \$ _____

Total student tickets _____ @ \$ _____ = \$ _____

Total deposit of adult and student tickets: \$ _____

Name of staff employee preparing reconciliation: _____ Date: _____

PLACE ALL DEPOSITS IN THE SCHOOL SAFE AFTER EACH EVENT.

REMEMBER: SENIORS HAVE FREE ADMISSION TO ALL DISTRICT EVENTS!



ACTIVITY FUND COLLECTION FORM
Financial Operations Department

Exhibit 8

SCHOOL:

TEACHER:

Date

FULL NAME

PURPOSE

GL ACCOUNT TO BE CHARGED:

Amount

Field Trip

Classroom Fees

Classroom Supplies

General Fund

Others:

AMOUNT RECEIVED

Checks

Cash

Coins

Total Amount Received

\$

\$

RECEIVED BY:

Secretary's Signature

RECEIPT # ISSUED

**ALL Classroom Fees collected must be counted and turned over
to the Secretary with the Activity Collection Report on a Daily Basis
Secretary is required to issue a Receipt # for the checks and cash received**

AT NO TIME SHOULD TEACHERS KEEP MONEY IN THEIR CLASSROOM OVERNIGHT

**ACTIVITY FUND CHECK DISBURSEMENT REQUEST**

Financial Operations Department

SCHOOL:**REQUESTED BY:****Date****Amount****Check #****PAYABLE TO:***Name**Address***PAYMENT FOR:****CHARGE TO ACTIVITY ACCOUNT****APPROVED BY:**

Principal's Signature

ALL check disbursements must be approved by the Principal and should be supported with invoice, receipts or other supporting documents.