

**So You
Wanna
Be A
Student Body
Club**

How to Manual
with
Helpful hints and sample forms

By: Myra Miller / Edited by: Deann Carlson

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Advisors/Officers Meeting

Agenda

Sign in and receive binder or packet

Greetings

Letter from the Auditor

Process and Procedures:

(responsibility suggestions)

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| 1) Minutes of meeting | Secretary |
| 2) Roster | Advisor |
| 3) Constitution | President/V. President |
| 4) Budget/Reports | Treasurer |
| 5) Requisitions | Treasurer |
| 6) Fund-raiser packet and guidelines | Secretary |
| 7) Store items: receipt books, tape, etc. | Secretary & Treasurer |
| 8) Field Trips:
Requisition (request for payment) and a copy
of the Transportation Request form
is needed on file prior to trip | Secretary & Treasurer |

QUESTIONS ???????????

Have a great year, plan ahead, advertise early and have fun!!

San Juan Unified School District

Memorandum

TO: Student Body Advisors

DATE: August 17, 1993

FROM: Dina Underly, Internal Auditor (x7270)
Eleanor Brown, Assistant Superintendent

SUBJECT: Student Body Organization's Responsibility Fund-raising Procedures

It's the beginning of the school year again and I thought I would send out a few reminders regarding Student Body Activities. These items were found to be in noncompliance with State and District Student Body Guidelines during the internal audit.

Student Body Organization's Responsibility

A Constitution must be prepared/updated for each club at the beginning of the school year and kept on file with the ASB Controller. Your ASB Controller has a standard form with the required information on it. There also is a "Club Constitution Up-Date" form available.

A final or adopted budget must be submitted to the ASB Controller by the end of September. The budget must set forth the estimated income, expenditures, and the surplus to be on hand at the end of the year. The budget must contain the signatures of the officers of the organization and approval noted in the minutes.

Minutes from club meeting, including motions and votes, must be submitted to the ASB Controller on a regular basis. These minutes should contain student approval of all fund-raising activities and related expenditures. Minutes can be recorded on a pre-printed form, available from your ASB Controller, that includes the required information with blanks for information to be filled in by the students.

Fund-raising Activities

Receipts need to be issued to students who raise money for fund-raising activities. For example, to students who turn in money from candy sales, money received from a throw-a-thon, and purchases by students. A receipt book can be obtained from your ASB Controller.

Your deposit to the ASB Controller should be reconciled to the sum of the receipts, less voids and refunds, at the conclusion of the activity. This should be noted by use of the "Sales Analysis" form and also agree to our "Deposit Cover Sheet."

Basic Student Body Procedures

Per State guidelines, “requisitions must be submitted for prior approval of purchases of merchandise or services. Purchase orders must be issued for purchases approved by the students. A student body is **not obligated to pay** for an expenditure ordered by a teacher, student, advisor, or other person who has not first received a written purchase order and completed purchase requisition, with the three required signatures”.

If you have any questions, please contact your ASB Controller.

cc: Principal
ASB Controller

_____ HIGH SCHOOL

Associated Student Body

MEETING MINUTES

_____ GROUP

Location: _____ Date: _____

Attendance: Officers: _____ / _____ / _____

Members # _____

Advisors: _____

Guests # _____

(place names of members and guests in attendance on the attached sheet)

PREVIOUS MINUTES presented/not presented (circle one)

Motion: _____ (Read and approved or corrected and approved)

Made by: _____ Seconded by: _____ Vote ___ / ___

FINANCIAL REPORT presented/not presented (circle one)

Motion: _____ (Read and approved or corrected and approved)

Made by: _____ Seconded by: _____ Vote ___ / ___

OLD BUSINESS

(unfinished from previous meetings)

1. _____

Motion: _____

Made by: _____ Seconded by: _____ Vote ___ / ___

2. _____

Motion: _____

Made by: _____ Seconded by: _____ Vote ___ / ___

3. _____

Motion: _____

Made by: _____ Seconded by: _____ Vote ___ / ___

NEW BUSINESS: (For purchases: Notes **MUST** include Vendor, item, purpose, & prices)

1. _____

Motion: _____
Made by: _____ Seconded by: _____ Vote ___ / ___

2. _____

Motion: _____
Made by: _____ Seconded by: _____ Vote ___ / ___

3. _____

Motion: _____
Made by: _____ Seconded by: _____ Vote ___ / ___

4. _____

Motion: _____
Made by: _____ Seconded by: _____ Vote ___ / ___

5. _____

Motion: _____
Made by: _____ Seconded by: _____ Vote ___ / ___

(Attach additional sheets if necessary)

MOTION TO ADJOURN by: _____ Seconded by: _____
Vote: ___ / ___ Meeting adjourned at: _____

MINUTES SUBMITTED by: _____ Date: _____

COPY of minutes to: Group involved & Finance Office

ATTENDANCE:

Date: _____

A series of horizontal lines for recording attendance, organized into two columns.

Club Constitution Outline

The constitution adopted by a student body organization must state the name and purpose of the organization and must present the framework within which the organization will operate. The following outline may be used in developing a constitution.

- Article 1. Organization
 - a. Name of organization
 - b. Purpose and means of accomplishment
 - c. Time, place, and frequency of meetings of officers
 - d. Definition of quorums.

- Article 2. Membership—eligibility for membership

- Article 3. Officers and elections
 - a. Titles and duties of officers
 - b. Election of officers
 - c. Term of office
 - d. Requirements for eligibility
 - e. Appointment

- Article 4. Representatives to student council other than officers
 - a. Method of selection
 - b. Qualifications for eligibility
 - c. Term of office

- Article 5. Adult advisers—appointment by superintendent, principal, faculty, or student council

- Article 6. Financial activities
 - a. Budgets
 - b. Revenues
 - c. Disbursements
 - d. Statements and reports

- Article 7. Amendments to constitution
 - a. Method of origination
 - b. Requirements for adoption

CLUB CONSTITUTION

CLUB NAME: _____

PURPOSE: _____

WHO CAN JOIN: _____

HOW TO JOIN: _____

HOW FINANCED: _____

OFFICERS AND DUTIES:

President: Manages, officiates and leads meetings and activities. Appoints committees.
Represents the club at Student Council. Reports information to club.

Vice President: Fills in if the President is absent or unable to attend.

Secretary: Takes minutes and roll; writes bulletins and attends officers' meetings.

Treasurer: Gives current reports and keeps records on all financial situations. Makes
Contacts with the business office.

APPROVING SIGNATURES:

President x _____

Secretary x _____

Vice President x _____

Treasurer x _____

Advisor x _____

Date: _____

CLASS/CLUB OPERATING BUDGET

INSTRUCTIONS

1. Each Student Body Club or Class must submit a budget for each school year. This budget must be approved by the membership of the organization; approved by the Student Council, Director of Student Activities and Principal over Student Body before any expenditure of funds can be made.
2. To prepare a budget, you should follow these steps:
 - A. List the class/club activities planned for the year.
 - B. Determine the anticipated cost for each activity
 - C. List any other items that will require the expenditure of funds (i.e. paints, paper, supplies, etc.)
 - D. List the sources of income you expect for the school year and the anticipated dollar amount. Be sure to include any left over funds from last year! The expected income total must equal or be more than the expenditures total.
 - E. With this information, complete the following form. (Use the explanation sheet as a worksheet.)
3. Remember all spending must be pre-approved on a Student Body Purchase Request form.

It takes 5-10 working days to get a check processed through the district to a person or vendor. Keeping this in mind **please plan ahead.**

HIGH SCHOOL
STUDENT BODY BUDGET

Year

Club	Advisor
INCOME (Estimated)	
8820 TICKETS SPORTS-O-RAMA.....	\$ _____
8821 SHIRTS SPORTS-O-RAMA	\$ _____
8822 SHIRTS OTHER.....	\$ _____
8823 HATS/JERSEY etc.....	\$ _____
8825 FIELD TRIPS.....	\$ _____
8830 SALES—CANDY.....	\$ _____
8831 SALES—DANCE.....	\$ _____
8832 SALES—GATE.....	\$ _____
8835 SALES—OTHER FUNDRAISING.....	\$ _____
8836 SALES—PUBLICATION.....	\$ _____
8837 SALES—P.E. CLOTHES.....	\$ _____
8838 SALES—TICKETS (OTHER THAN DANCE OR GATE).....	\$ _____
8839 SALES—UNIFORMS.....	\$ _____
8842 SALES—VENDING.....	\$ _____
8843 SALES—YEARBOOK.....	\$ _____
8845 SALES—RECYCLE.....	\$ _____
8846 YEARBOOK—STUDENT ADS.....	\$ _____
8847 YEARBOOK—DIAPERS TO DIPLOMA ADS.....	\$ _____
8848 SALES—OTHER.....	\$ _____
8877 TOURNAMENTS RECEIPTS/PLAYOFFS.....	\$ _____
8879 FEES.....	\$ _____
8880 OTHER INCOME.....	\$ _____
8885 FINES.....	\$ _____
8890 DONATIONS.....	\$ _____
8891 ADVERTISING REVENUE.....	\$ _____
8892 BANQUET REVENUE.....	\$ _____
8893 CAMP REGISTRATION.....	\$ _____
8894 CONCESSIONS/ SNACK BAR.....	\$ _____
8898 HOMECOMING REVENUE.....	\$ _____
8899 STUDENT BODY CARDS.....	\$ _____
_____.....	\$ _____
_____.....	\$ _____
TOTAL	\$ _____
 CARRY OVER FROM PREVIOUS YEAR.....	 \$ _____
 TOTAL INCOME	 \$ _____

CONSTITUTION from prior year approved as stands.
 (please sign here if this applies) (If this does not apply, please attach revisions.)

President	Secretary	Advisor
-----------	-----------	---------

Expenditures (estimated)

4110 Officials.....	\$ _____
4120 Security.....	\$ _____
4130 Timers/Scorers/Announcers.....	\$ _____
4140 Doctor.....	\$ _____
4170 Set up/Clean up.....	\$ _____
4310 Fees/Entry.....	\$ _____
4320 Fees/Professional.....	\$ _____
4330 Fees/Stadium.....	\$ _____
4335 Field Trip—Expenses.....	\$ _____
4578 Supplies—Other.....	\$ _____
4579 Subscription.....	\$ _____
4580 Supplies—Medical.....	\$ _____
4600 Bus/Transportation.....	\$ _____
4610 Repairs and Maintenance.....	\$ _____
4801 Candy Purchases.....	\$ _____
4802 Other Fundraisers.....	\$ _____
4803 Uniforms/P.E.....	\$ _____
4804 Uniforms/Apparel/Specialized.....	\$ _____
4810 Awards.....	\$ _____
4811 Grad Expenses.....	\$ _____
4812 Homecoming.....	\$ _____
4813 Vending Expenses.....	\$ _____
4814 Yearbook/Newspaper Subsidy.....	\$ _____
4820 Special Activities.....	\$ _____
4822 Ambulance.....	\$ _____
4823 Banquet Expense/Dance Expense.....	\$ _____
4825 Decorations.....	\$ _____
4826 Entertainment/DJs.....	\$ _____
4827 Other Activities.....	\$ _____
4829 Refreshments.....	\$ _____
4833 Postage.....	\$ _____
4834 Printing Expense.....	\$ _____
4838 Rallies.....	\$ _____
4840 Tournament/Other Expense.....	\$ _____
5294 Conference/Registration Fees.....	\$ _____
6490 Other Equipment.....	\$ _____
_____.....	\$ _____
_____.....	\$ _____

TOTAL..... \$ _____

Total estimated income..... \$ _____

Total estimated expenditures..... \$- _____

Remaining Balance (minimum \$25.00)..... \$ _____

Approved Signatures: Sign Here Print Here

President _____

Vice President _____

Advisor _____

Date: _____

Student Body Requisition

Instructions

1. Mark the appropriate box. Are you requesting:
 - a purchase order number for an approved order?
 - a transfer of money to go to another account within the school or school district? (@Spanish Club to Traveler's Club)
 - a check to be written for a refund, etc.?
 - a refund from petty cash? (A receipt must be turned in.)
2. Please place today's date on this line.
3. Which account should be charged? (Sr. Class, Yearbook, etc.)
4. Please put date of the event, if this applies. (Homecoming, rally, Sr. Ball, etc.)
5. Place the name of the person handling this request. This is the contact person if there are any questions or changes.
6. Why are you having this event? (Dance, fund-raiser, etc.)
7. Please put the name of the person or company who should be paid. Please include all information: name, company name, address, phone number for individuals who are giving a service include their social security number (Custodians, D.J.'s)
8. Mark the appropriate box. Was this presented in your group's original budget? If not, have a meeting, revise the budget, document it in the minutes and attach copies to your request.
9. Please give a full description of what you are paying for. If paying for D.J. services, a service contract should be attached. If it is a catalog item please attach a photo copy of the item and information. Remember to include price. Plan on paying tax and shipping costs, even on items purchased from a non-tax state. California charges a use tax if they don't.
10. Your group's treasurer should sign on this line. If they aren't available, your group's president should then sign.
11. Your group's advisor should sign on this line, verifying s/he has reviewed this request and finds all is in order.
12. Bring the request to the Finance Office and the Controller will obtain the Administrator's signature after s/he has confirmed your group has money available for this request.

PLEASE SEE INSTRUCTIONS

SAMPLE



HIGH SCHOOL STUDENT BODY REQUISITION San Juan Unified School District

Batch #	Pay Vchr #	Vendor
P.O. #	Account	

VENDORS ARE NOT TO ACCEPT THIS AS AN OFFICIAL PURCHASE ORDER

1. Purchase Order Transfer Request for Check Petty Cash

Account No. _____ 2. Date of Request _____

3. Charge To: _____ 4. Date of Event _____

5. Requested By: _____ 6. Purpose of Event _____
(please print)

7. Vendor/Payee _____
Address _____

8. For Informational Purposes Only

*Included in Budget YES NO

If the answer is no:

*Date Approved in Minutes _____

9.

QUANTITY	DESCRIPTION	UNIT PRICE	ESTIMATE	ACTUAL

ORIGINAL IS 3-PART NCR FORM

SUB-TOTAL		
SALES TAX		
SHIPPING		
TOTAL		

10. _____
Signature of Authorized Student

11. _____
Signature of Faculty Advisor or Athletic Director

12. _____
Signature of Principal or Authorized Administrator

Petty Cash Received By:

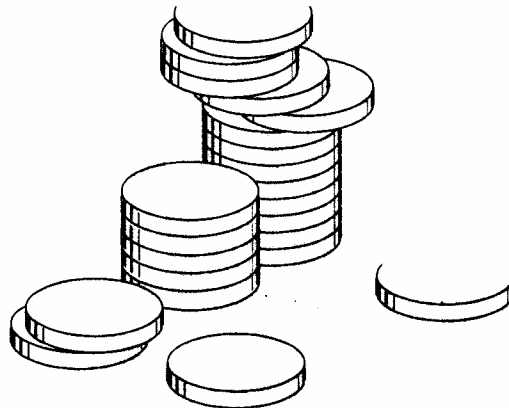
(signature)

Form #105824 8/99

FUND-RAISER PACKET

The following information should help you and your group with the process and procedures of having a fundraiser.

- A “Fundraiser Request” form should be completed and submitted for approval to the Student Government.
2. The purchase of the fundraiser item must be requested on the “Student Body Requisition” form. After approval, a purchase order number will be issued to purchase the items.
 3. A “Participant Log” should be used to keep track of who has items checked out and who has returned them.
 4. A receipt book will be issued to be used to write the participant a receipt whenever money is turned in. (**This is mandatory.**)
 5. The “Money Verification” sheet is to be used, along with the pink copies of the receipts, to submit the money to the Finance Office for deposit. You and your advisor should prepare this together. The Controller will verify it and prepare it for deposit.
 6. The “Revenue and Expense Worksheet” is to be used to keep track of the expenditures and deposits involved with the fundraiser. This will give you an indication of the net profit/loss of the activity, which will give you an idea whether it was worth doing.



FUDNRAISER REQUEST

ASSOCIATED STUDENT BODY

INSTRUCTIONS:

Complete this form and present it to the Student Council for approval. In order to prevent duplications and timing conflicts, no fundraiser may be initiated without following this process.

NAME OF ORGANIZATION: _____ DATE: _____

DATE(S) TO BE HELD: _____

FUNDRAISER PURPOSE: _____

DESCRIPTION OF FUNDRAISER: _____

LOCATION: (ON CAMPUS OR...) _____

SUPERVISED BY: _____

WHO will be responsible for the money to be deposited to the School Controller? _____

SIGNATURES OF APPROVAL:

Organization President: _____

Organization Advisor: _____

Food Supervisor: _____

SUBMIT TO STUDENT COUNCIL:

Vice President of Student Body: _____

Yes/No
(Calendar clearance
circle one)

Student Activities Director: _____

Date: _____

TO BE FILED WITH THE FINANCE OFFICE:

Controller: _____

Money Verification Sheet
High School

Activity/Fundraiser Description _____ Date _____

Account name & number _____ Source of Revenue
 (Candy, Vending, etc.) _____

Currency:

____ X \$1 bills= _____
 ____ X \$2 bills= _____
 ____ X \$5 bills= _____
 ____ X \$10 bills= _____
 ____ X \$20 bills= _____
 ____ X \$50 bills= _____
 ____ X \$100 bills= _____

Currency Total \$ _____

Coins:

____ X Pennies= _____
 ____ X Nickels= _____
 ____ X Dimes= _____
 ____ X Quarters= _____
 ____ X Half dollars= _____
 ____ X Silver dollars= _____

Coin Total\$ _____

Checks:

How many checks? _____

Check Total\$ _____

GRAND TOTALS _____

Receipts:

Receipt Amount Total: _____

Receipt #s _____ to _____

Receipt total=Grant Total?

If different, state reasons: _____

Submitted by: _____

Advisor

Student

Verified by: _____

Revenue and Expense Worksheet

Class/Club _____ Fundraiser Item _____

Purchase of item:

Date	Voucher #	Vendor	Description	Quantity	\$ Amount

TOTAL \$ _____

Deposits from sales:

Date	Whiz #	Receipt #s (to-from)	Received from	\$Amount

Total \$ _____

Remaining item dollar amount \$ _____

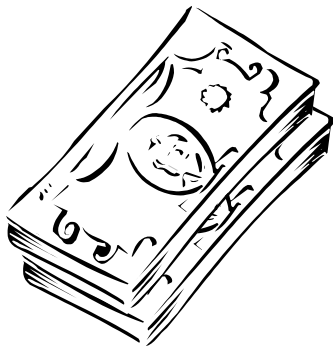
Total Deposits \$ _____

Subtract Total Purchases \$- _____

Subtract Total Item Remaining Amount \$- _____

Total (Gain/Loss) \$ _____

(circle one)



Prepared by: _____

Date: _____



Revenue and Expense Statement

Class/Club _____ Fundraiser Item _____

Total Dollar amount of Sales \$ _____

Cost of sale item \$ _____

Cost of additional purchases \$ _____

Cost of any misc. expenditures \$ _____

Cost Total \$ _____

Subtract cost total from sales total \$- _____

Total \$ _____

Subtract
Dollar amount of remaining items \$- _____

TOTAL (Profit/Loss) \$ _____

Comments: _____

Class/Club Advisor: _____

Signature

Treasurer: _____

Signature

Date: _____

IV. HOW STUDENT BODY FUNDS ARE RAISED

A. BOARD POLICY

See Policy 1321 in Board Policy Section.

B. FUND-RAISING ACTIVITIES

1. Scheduling Process

Vendors proposing student body fund-raisers shall contact community and government relations office for approval. This process is time consuming so you must allow time before the event is to be scheduled. If fund-raisers are not approved, there could be personal liability involved.

2. Principal's Responsibility

Upon receiving such information, principals shall:

- a. *At K-6 level:* Determine the appropriateness of such fund-raisers and approve or disapprove.
- b. *At 7-12 level:* Review the material and make appropriate recommendations to the student government and/or interested school groups.

3. Solicitation

Solicitations at the elementary and intermediate grade levels must not involve pupils going door-to-door for any purpose, including the recruitment of sponsors.

4. Types of Fund-Raising Activities

Neither student body associations nor other school or district-sponsored student organizations may conduct or be involved in the sponsoring of activities which simulate a casino or commercial gambling atmosphere.

5. Prohibitive Use of School Facilities for Fund-Raisers

If the fund-raising activity includes games of chance including bingo or those simulating casino or professional gambling atmosphere, and will be attended by minors, school facilities may not be used for the activity.

6. Sales Records

Each student club advisor or classroom teacher shall maintain a complete record of issued units, sales, collections, units lost, and returned merchandise. These records will be on file in the school financial office.

7. Division Agreements

The administrative councils have agreed that the student body sales campaigns shall be limited as follows:

- a. *Middle Schools (7-8)* may sell magazines. Middle schools will not engage in off-campus candy sales.
- b. *High Schools (9-12)* may sell candy. High schools will not engage in off-campus magazine sales.
- c. Any sales of food or candy on campus must conform to district guidelines first and then the California Administrative Code Title V, Education Section 15500. Food sales must not compete with food service programs receiving federal funding.

C. FUND-RAISING PROJECTS

1. Project Guidelines—Projects for the raising of student body funds shall contribute, in general, to the educational experience of students and shall not conflict with the instructional program.

2. Profits—Profits from student body activities supported by the general student body become general student body funds. These funds must be expended in a manner approved by the student governing body.
3. Income Sources—Income for special groups must be raised from dues, sales of admission or other approved activities conducted by active members of the group enrolled at the school.
4. Disbursements—If insufficient funds are raised for a specific purpose, the student organization conducting the fund-raiser shall determine how the collected funds will be spent.
5. Vendor Approval—All vendors must contact the Public Information Office prior to beginning any fund-raising project.

D. SALES

1. Accountability System—A system of accounting for units issued to students and a record of sales and collections must be kept by each school participating in sales. For the protection of all persons concerned, each student body club advisor or classroom teacher shall maintain a complete record of issued units, sales, collections, and units lost. Each principal should make every effort to establish and follow procedures and maintain accuracy in this area. All documents must be turned in to the ASB finance office.
2. Control Forms—The following forms must be used to maintain control over the distribution, return of units, and collection of monies owed by participating students.
 - a. *Sales Analysis*—Record shall be prepared by the club advisor of the student body club or classroom teacher assigned this responsibility by the school principal and turned in to the ASB off at the completion of each event.
 - b. *Report on Ticket Sales*—This form shall be obtained from the ASB Finance Office when a change box is used. The form must be completely and accurately completed, and signed by the ticket seller and the advisor for the student body organization’s event.

E. GIFTS – RECEIVED

Reference Board Policy 3290. Gifts of money or material may be received and held in custody of the school student body pending authorization. A “Record of Gift or Donation” form must be filed with the superintendent’s office so that proper acknowledgments may be made. Gifts of money, when expended, are subject to rules governing all expenditures. Gifts of equipment, supplies and money to the district are subject to provisions of board regulations.

F. PROHIBITED ACTIVITIES

Any activity that is questionable in nature should be approved by the Risk Management Department in advance. *Risk management should be consulted at least 30 days ahead of an event. This will insure that there is adequate time to obtain certificates of insurance. **The following are prohibited:***

1. Raffles (misdemeanor)—There must be no element of gambling (State Penal Code Section 319-326).
2. Games of Chance—(State Penal Code Section 319-326).
3. Rides—Animal Rides (safety), unless a certificate of insurance is provided.
4. Darts or Arrows (safety).
5. Objects Thrown at Live Target (safety), except for the use of approved water tanks into which any person is “dunked.”
6. Destruction of old cars or similar objects by use of hammers, etc. (safety), unless bystanders are kept at a safe distance and participants wear appropriate protective gear.
7. Trampolines or mini-trampolines (safety).

8. Hot Air Balloon Rides (safety).
9. Firing of Rockets (safety).
10. Skateboard Demonstrations with ramps (safety).

G. RESTRICTIONS ON SALE OF FOOD, BEVERAGE AND SNACK ITEMS

There are district, state and federal rules and regulations controlling the sale by school organizations of food, beverages and snacks. The purpose of these regulations is to provide for the basic food needs of students and to control sales in competition with the state and federally subsidized school meal programs.

In 1992, an agreement was made between Food Services and the Instructional Division of the SJUSD in order to allow student bodies to raise funds through food sales but controlling the impact on Food Services' goal of limiting its encroachment on the General Fund. This agreement continues in effect and allows only the sale of candy by student bodies, except during the lunch period. No other food items are to be sold until the first class period following the last lunch service period and then all food sales must be in compliance with the state and federal regulations noted below. Elementary schools are not allowed to sell candy. **The district regulations are to be applied first and then all other applicable regulations.** (See agreement on page 28) Detailed summaries of the state and federal competitive food sales regulations are available from the Food Services Department. Violation of any of the state and federal regulations jeopardizes the district's receiving state and federal funds for the support of the meal programs.

1. State Regulations

Education Code Section 39676 (AB 753 Torres), effective January 1, 1980 states that any organization or entity offering food sales during regular school hours must offer at least 50% of the food items from the specified list of nutritious foods in Table I.

California Administrative Code, Title 5, Education, Section 15500, Food Sales in Elementary Schools:

- a. Except as provided in subsection b, and Section 15501, no school providing kindergarten or any of grades one through eight shall permit sale of food by pupil organizations if such school is participating in the National School Lunch, School Breakfast, or Food Distribution program.
- b. The governing board of a school district or a county superintendent of schools may permit a student organization to sell not more than one food item per sale when all of the following conditions are met:
 - 1). The specific nutritious food item is approved by the governing board.
 - 2). The sales during the regular school day are not of food items prepared on the premises.
 - 3). There are no more than four such sales per year per school.
 - 4). The food item sold is a dessert type food such as pastry, ice cream, or fruit.
 - 5). The food item sold is not one sold in the food service program at that school during that school day.

California Administrative Code, Title 5, Education, Section 15501, Food Sales in High Schools and Middle Schools:

The governing board of any district or a county superintendent of schools maintaining a high school or a middle school may permit an organization consisting solely of pupils of such school to sell food items during or after the regular school day if the following conditions are met:

- a. The specific nutritious food items are approved by the governing board.

- b. A student organization, or organizations, may be approved to sell food at any time during the school day, including the regularly scheduled food service period(s), as provided in 1) and/or 2).
 - 1). Only one such organization each school day selling no more than three types of food or beverage items such as confections, popcorn, nuts, fruit, or soft drinks; and/or
 - 2). Any one or more student organizations may conduct no more than four food sales of any food items during a school year in each school, but such sales shall be held on the same four days for any or all organizations.
- c. The sales during the regular school day are not of food prepared on the premises.
- d. The food items sold during the regular school day are not those sold by the District in the food services program at that school during that school day.

2. Federal Regulations

Federal Regulation 7CFR210 and 20, 1980–The sale of foods of minimum nutritional value (see Table II) shall be prohibited in the food service areas during the breakfast or lunch periods.

This agreement is made between the INSTRUCTIONAL DIVISION and the FOOD SERVICE BOARD OF DIRECTORS in the SJUSD and is binding upon both parties until such time that mutually agreed upon modifications are made in writing.

Both parties agree to the following stipulations:

1. No food sales shall occur at any school sites by any parties other than FOOD SERVICES until after the first class period following the lunch service period. In elementary schools, this time frame shall be one hour following the lunch service period.
2. FOOD SERVICES will have exclusive food vending rights at all middle and high school locations. Administrators at each school will support FOOD SERVICES in the location of said machines in multipurpose rooms. Schools may not install candy vending machines.

Faculty rooms are exempt from this agreement.
3. FOOD SERVICES will not sell candy, nor will they contest candy sales by middle and high school student groups, provided they do not sell candy during lunch periods. For the purpose of this agreement candy is not considered a “food”.
4. INSTRUCTIONAL DIVISION will continue to operate soft drink machines, including SunGlo. Soft drink machines shall not exceed six (6) at high school sites and three (3) at middle school sites. No additional machines will be installed without prior approval from the FOOD SERVICES BOARD OF DIRECTORS.
5. High schools and middle schools shall be allowed “Food Faires” on specific dates to be designated, one per quarter or up to four (4) per year during the 1992-93 school year, if desired. These “Food Faires” will allow school organizations to sell food at lunch time (in conjunction with Food Services) to raise money for their group. Food Services will offer assistance with the program as requested. This program will be evaluated at the end of the 1992-93 school year to determine its effectiveness.
6. If schools wish to have a special function, i.e., spaghetti dinners, pancake breakfast, etc., FOOD SERVICES will offer them help in organizing, preparing, and purchasing necessary products to conduct a successful event. Additionally, FOOD SERVICES may donate some labor to those schools supportive of food service endeavors.
7. Student and faculty groups meeting at lunch time are encouraged to consult FOOD SERVICES at the site to obtain lunch for the group. FOOD SERVICES will discount the cost of lunches to said groups and make every effort to meet their needs.
8. Any dispute in regard to this agreement will be handled in a professional and expeditious manner. This will be enforced by the Associate Superintendent of Instructional Management.
9. This agreement will be in effect for the 1992-93 school year and will be reevaluated by both parties prior to the end of the school year to determine if the agreement will remain in effect or will be modified. (This agreement continues in effect.)

PRINTING GUIDE

DO NOT INCLUDE THIS PAGE IN THE PACKET; IT IS INCLUDED ONLY AS A GUIDELINE OF SUGGESTD PAPER COLORS FOR EASIER REFERENCE.

Cover Page.....	School Color
Table of Contents.....	White
Advisors/Officers Meeting Agenda.....	Gold
ASB Organization Procedures Memo.....	Pink
ASB Meeting Minutes sample form (print front to back).....	White
ASB Meeting Attendance sample form.....	White
Advisor/Officer Roster sample form.....	Salmon
Club Constitution Outline.....	Light Green
Club Constitution sample form.....	Light Green
Class/Club Budget Instructions.....	Light Green
Budget worksheet sample form.....	Light Yellow
ASB Budget sample form...(print front to back).....	Light Yellow
Financial Journal sample form.....(print 2, front to back).....	White
SB Requisition Instructions.....	Light Green
SB Requisition sample form.....	Light Green
Fundraiser Packet Information.....	Light Green
Fundraiser Request sample form.....	White
Participation Log sample form.....(print 2, front to back).....	White
Money Verification Sheet sample form.....	White
Revenue and Expense Worksheet sample form.....	White
Revenue and Expense Statement sample form.....	White
How Student Body Funds are Raised.....(print front to back).....	Pink