Barberton Student Activities Advisor Handbook

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POLICY AND ADMINISTRATIVE GUIDELINES

All Policy and Administrative Guidelines referred to in this document are available on the District's website.

6610 STUDENT ACTIVITIES FUNDS MANAGEMENT

Select the above link to view the entire policy.

The purpose of student activity funds should be to promote the general welfare, education, and morale of all the students and to finance the normal, legitimate co-curricular activities of the student body organization. The purpose of the athletic fund is to promote participation in athletic programs and those activities which could be associated with athletic programs.

Board of Education
The Board shall adopt policies to govern the establishment and operations of the activity funds (Funds 200 and 300) and activity-related funds (Funds 007, 014, and 018). The Superintendent has the responsibility of development and control of activity programs and the establishment and functioning of the activity funds is the delegated responsibility of the Treasurer.

Treasurer
The Treasurer is the fiscal officer of all activity funds (Section 3315.51, Revised Code).

Superintendent
The Superintendent is responsible for administering all Board policies except those required of the Treasurer. (Section 3319.01, Revised Code)

Principal
The principal or other authorized administrator shall be responsible for the approval of requisitions for the expenditure of funds, be aware of all fund-raising activities taking place and other duties as assigned by the Superintendent of the School District.

Financial Secretary / Bookkeeper (Cashier)
The appointed Financial Secretary/Bookkeeper shall be responsible for:

- Collecting all monies and preparing them for deposit according to Board policy
- Assisting sponsors and advisors on proper procedures
- Entering as directed by the Treasurer on the central office computer
- Processing necessary paperwork for receipts and expenditures

Advisors / Sponsors
The role and responsibility of the Advisor:

- Prepare annual purpose/budget statement
- Supervise all group activities including but not limited to: preparations for fundraising, money collections for fundraising, collections for dues, depositing money, and requisitioning funds
- Attend all functions and meetings, scheduling for the group's activities (including building usage permits), and arranging for a substitute to be present if the advisor is unable to attend an event
- Keep and compare the activities' financial records with the reports available through the financial system
- Keep copies of minutes of meetings and make them available when requested
- Complete fundraiser request and completion forms (inventory forms if appropriate)

VENDING MACHINES

Select the above link to view the entire policy.

CASH IN SCHOOL BUILDINGS - Policy Manual – 6600 DEPOSIT OF PUBLIC FUNDS

Select the above link to view the entire policy.

- All cash must be secured in a drop safe location in the building overnight. District funds cannot be taken home – per ORC 9.38 (this is Ohio Law).
- Cash is to be deposited with the district's banking institution within 24 hours of collection.
- If due to unique circumstances, an amount less than $1,000.00 cannot be deposited within 24 hours, it must be placed in a designated district safe and deposited with the district's banking institution within three (3) business days.

DISTRICT-SPONSORED CLUBS AND ACTIVITIES – ADMINISTRATIVE GUIDELINES 2430

Select the above link to view the entire policy.

Existing Clubs or Activities, New Activities, Fiscal Compliance, Operating Guidelines, Eligibility Requirements, Schedule Conflicts are all covered under this guideline.

STUDENT ACTIVITY FUNDS – POLICY 6610

Select the above link to view the entire policy.

Collection and Deposit of Cash with the Assistant Bookkeeper/Financial Administrative Assistant

To satisfy audit requirements, money collected from any source is to be substantiated by prenumbered student activity receipts, cash registers with cumulative readings, prenumbered tickets or other auditable, checkable records.

All funds collected are to be turned in to the financial secretary/building secretary within 24 hours. Advisors may not take the funds home with them.

For information about the following, select the link above for Student Activity Funds:

- Disbursements to vendors
- Auditing
- Fund 200
- Fund 300
- Establishment and Maintenance of Student Activity Funds
- Postdated checks are not accepted
- Checks cannot be cashed for individuals
- No activity organization shall be obligated for purchases made by students, faculty, and/or others unless supported by a written purchase order
- Examples of expenditures which are prohibited
- Donating to individuals or charities
- Establishment and maintenance of Athletic Funds

5830 STUDENT FUND-RAISING

Select the above link to view the entire policy.

The term "fundraising" includes solicitation and/or collection of money for any purpose including collection of money in exchange for tickets, papers, or any other goods or services. "Student fund-raising" also includes giving away goods or services, but suggesting a monetary donation.

DISTRICT SUPPORT ORGANIZATIONS – Policy 9211 and Administrative Guidelines 9211

Select the above link to view the entire policy and/or Administrative Guidelines.

District support organizations are defined as any non-profit entity, group, or other organization formed and operating for the purpose of supporting District programs.

Key Points to Be Aware Of

The Board will permit student fund-raising in school, on school property, or at any school-sponsored event only when the profit therefrom is to be used for school purposes or for an activity connected with the schools.

Fundraising Selling Food Products

Select the above link to view the entire Administrative Guideline.

Administrative Guidelines 5830. For any fund-raisers, including those operated by student clubs and organizations, parent groups, or boosters clubs, that involve the sale of food items and/or beverages to students that will be consumed on the school campus (any area of property under the jurisdiction of the school that is accessible to students during the school day) during the school day **(the period from the midnight before, to thirty (30) minutes after the end of the official school day), the food items and/or beverages to be sold shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, and also be consistent with requirements set forth in Policy 8550, Competitive Foods.**

Crowdfunding Administrative Guidelines 6605

Select the above link to view the entire Administrative Guideline.

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extracurricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval of the Superintendent. Approved **"Crowd Funding" solicitations must be for the benefit of the group as a whole, not for the benefit of a student, staff member, or individual**. Select the link at the beginning of this paragraph for the complete Administrative Guideline governing crowdfunding.

Conditions for Any Fundraising Activity Involving Students-POLICY 5830

Select the above link to view the entire policy.

- Fundraising activities in a school or on District premises are not to interfere with co-curricular or extra-curricular activity.
- No student below grade 6 shall be allowed to participate in fundraising off District premises.
- Fundraisers need approval two (2) weeks prior to the start of the event.
- Contracts with outside suppliers must be reviewed by building principals and signed by the Treasurer. Staff members are not permitted to sign contracts with vendors. **The contract must specify that any merchandise unsold and resalable can be returned for full credit.**
- Advisors are responsible to ensure merchandise is properly stored, distributed, and accounted for.
- At the completion of the event, a final report is to be submitted to the Treasurer.
- Activities involving a provided service in return for money (such as a car wash) requires a member of the professional staff to supervise the activity at all times.
- Activities requiring physical exertion (such as "run for ") require supervision by a trained staff member.

Administrative Guidelines Section 6600 (Ticket Sales)

Select the above link to view the entire policy.

BARBERTON HIGH SCHOOL ATHLETIC DEPARTMENT
2026–2027 Ticket Sales Protocol
Ticketing Platform

- **Primary System:** All online ticket sales will be processed and recorded through the **HomeTown Ticketing App**.
- **Financial Reporting:** Post-game financial reports for all sports will be generated via HomeTown Ticketing alongside the athletic department's internal reporting form (cash sales).

Covered Sports & Methods

- **Soccer (Boys' & Girls'), Volleyball, Basketball (Boys' & Girls'), Swimming, & Wrestling**
  - Fully managed, sold, and tracked through the HomeTown Ticketing App (online and cash sales).
- **Football**
  - **Sales Outlets:** Gate sales will take place at both the North and South gates using a combination of the HomeTown Ticketing App (online sales) and physical paper tickets for adults and students for cash sales.
  - **Tracking & Reconciliation:** Every online ticket sold at varsity games will be tracked via the app. Total cash sales will be determined post-game by combining adult and student ticket totals from both gates.
- Written explanations are required for discrepancies in ticket sales and revenue turned in.
- All volunteer ticket sellers (those sellers that are not employees of the district) must be fingerprinted and board approved prior to selling tickets or handling district funds.

Use of District Branding, Facilities, etc.

Use of the name, logo, or any assets of the District, including but not limited to facilities, technology, or communication networks, is prohibited without the specific permission of the Superintendent.

DORMANT FUNDS

If an activity or club account is dormant for a period of one school year, or the activity or club is disbanded, the building Principal may, with approval by the Treasurer, direct that the unspent balance of the activity account be transferred to another student activity account or to the 018 Principal's Public School Support Fund.

Graduating Senior Class account balances are subject to Administrative Guidelines and unspent funds transferred to the next graduating class activity account.

FUNDRAISING AND STUDENT ACTIVITY PROCEDURES AND INFORMATION

This is a quick review of the procedures for fundraising. Contact your building's Financial Administrative Assistant/Bookkeeper or the Fiscal Services Specialist in the Treasurer's Office, in advance, if you have questions about this information.

Forms are available under the Student Activities Section on the Treasurer's page of the District's website.

All non-employee volunteers must be fingerprinted and those that will be handling district funds are required to be board approved.

Fundraising – General Information

1. The advisor must complete a Budget and Purpose Statement at the beginning of the school year. This form is used to outline the general purpose of the activity, the goals and objectives, and the estimate of revenues and expenses. The revenue and expenditure estimates are reviewed to ensure the student activity fund is meeting the criteria set forth by the purpose statement.
2. Complete a Sales Project Potential Form 2 weeks prior to the event. If a contract is required for the event it must be sent to the Treasurer's office for signing. Only the Treasurer and Assistant Superintendent are authorized to obligate the district on contracts.
3. Attach copies of any information/flyers from the vendor or that otherwise describe the event.
4. The Treasurer's office will provide a copy of the approved request with the assigned Fundraiser Number which is to appear on all documents related to the event.
5. Check the school calendar for any conflicts.
6. Fundraisers, in general, are scheduled for a two week period so all groups have the opportunity for fundraising. Exceptions are made for staff social committee contributions and patron drives since no product is being sold.
7. Get building permits in place if using district facilities.
8. Check with vendors on their policy of returning unsold or defective items. Our policy states that the district must be able to return, for credit, unsold products.
9. A purchase order must be in place prior to placing an order with a vendor. Remember to use the fundraiser number on all requisitions.
10. Set deadlines and stick to them for order taking, payment collections and ending the sale.
11. Before commencing the collection of funds, speak with the building's Financial Administrative Assistant/Bookkeeper to review the correct procedures for cash collection and depositing of money.
12. Obtain the following from the Financial Administrative Assistant/Bookkeeper, or visit the Student Activities and Budget Section on the Treasurer Page of the District Website):
    a. Pay-In Form for depositing cash. Complete this form when depositing funds with the Financial Administrative Assistant/Bookkeeper – these forms require the Advisor's signature and/or the signature of the person collecting the funds, and that of the Financial Administrative Assistant/Bookkeeper's once the funds are verified. (Deposits require 2 signatures before submitting the Pay-In Form.)
    b. Receipt Books are available to advisors. Receipts are to be issued to patrons and copies submitted with Pay-In forms. Pink copies remain intact and returned.

c. Tickets and Ticket Accountability Forms are required if the event is a ticketed event.

d. Cash Box and change fund, if needed for the event, will be provided by the Financial Administrative Assistant/Bookkeeper.

Ticketed Events

Tickets and Ticket Accountability Forms are required if the event is a ticketed event. Numbered tickets are signed out through the Treasurer's office and unsold tickets returned. All ticket sales are recorded on a Ticket Accountability Form completed for each ticket selling event and turned in with the deposit and Pay-In form. Any discrepancies between the number of tickets sold and the funds deposited must be explained in writing. All tickets must be accounted for, including comped tickets, voided tickets, lost tickets, destroyed tickets, etc. This information must be explained on the ticket form or by an attached written statement.

Inventory Log

If the fundraiser requires the purchase of items rather than taking orders for items, a pre-inventory and post-inventory must be done for all items ordered and received and for the disposition of the unsold product.

Cash Collecting and Depositing

DO NOT:

- Keep cash in a desk or classroom.
- Take cash home.
- Use cash to pay any expenses.
- Use cash to award any sales prizes.
- Give cash in change for a check written over the amount.
- Accept post-dated checks.

DO:

- Deposit funds with the Assistant Bookkeeper/Financial Administrative Assistant on the day received by recording the deposit on the Pay-In form, attaching supporting receipts and/or sale documents. If the Financial Administrative Assistant/Bookkeeper is unavailable, place the deposit in the drop safe (if the building has one) or have the funds secured by an administrator in the building safe.

Completion of Event

Close out the event quickly:

- Return unsold items to vendors
- Handle any participant discrepancies (unsold product not returned, funds not turned in, etc.)
- Prepare final Inventory Log
- Return any unsold tickets
- Return receipt books with the pink copy of the receipts intact
- Complete the Sales Final Form

The Club Treasurer and Advisor should make monthly comparisons of their revenue and expenditures with the financial office and should know their approximate account balance at all times.

Miscellaneous Information

- Fundraising must be for the benefit of the group and cannot be credited to individuals based on an individual's sales or participation. All members must share equally in proceeds.
- Financial and Student Activity Accountability forms are required to be reviewed and signed by all advisors or staff members that are working with a student activity.
- Collecting money for PTA, Boosters, etc.is prohibited. No staff member is permitted to accept money on behalf of an outside organization like our PTAs or Booster Groups. Collection boxes can and should be set up in the office areas for students/parents to place envelopes and/or order forms with cash/checks for a support group.
- Volunteers collecting money on behalf of the District are required to be fingerprinted and board approved. This is necessary even if the volunteer is not working with students. All volunteers must be fingerprinted, but handling district funds requires the additional step of board approval.
- Only the Treasurer or Assistant Superintendent are authorized to sign contracts obligating the District. All fundraising or related activity contracts must be submitted to the Treasurer for approval.
- Only fundraising activity that is listed on the activity's budget purpose statement will be approved.
- No games of chance are permitted (i.e. basket raffles, 50/50 drawings, gambling, lottery, etc.). No financial support or item donations of any kind can be made to other groups for these types of events.
- No gift cards or prizes of any kind can be purchased as rewards out of the activity account or out of fundraiser monies. Doing so is an IRS violation.
- Fundraising or fundraiser dollars cannot be used for professional development expenses.

A GUIDE FOR VARIOUS TYPES OF FUNDRAISING ACTIVITIES

For all fundraising events, complete the Request for Fundraising and Sales Potential Form two (2) weeks in advance. Fundraising Completion Forms are to be done at the conclusion of the event.

MERCHANDISE SALES

- Inventory all items received by verifying packing slip and complete an Inventory Log.
- Obtain a receipt book – receipts must be issued to patrons with their name, item(s) purchased and amount paid. Copies of receipts to be attached to Pay-In forms and turned in with daily deposits.
- Turn in Inventory Logs with your Fundraising Completion Form.

SALES OF MERCHANDISE FOR $1 OR LESS

- While we do need receipts to be issued for most sales of merchandise, it is unreasonable to do so for small plants, newspapers, and other items sold to students for $1 or less. In these cases, keep a tally sheet of each item sold by price level.
- Turn in Inventory Log forms presale and post-sale with the Fundraising Completion Form.

ON-LINE MERCHANDISE SALES

- These sales are usually conducted with the assistance of a vendor that provides the site for patrons to purchase items. Include a copy of the arrangement made with the vendor for your percentage/terms of the sale with the Fundraising/District Activity Events request form (if a contract is needed it would have to be signed in advance by the Treasurer).
- At the conclusion of the sale, the vendor must provide an accounting that demonstrates the total orders/sales as verification for the amount of proceeds they are paying to the group.

CATALOG SALES WHEN CHECKS PAYABLE TO BCSD

- Obtain a receipt book – receipts must be written to student participants for the money they turn in for sales.
- Copy/scan the order forms submitted by students, attach to the office copy of the receipt and record it on the Pay-In form when turned in.
- Do an accurate inventory of items received for orders before they are distributed to students for delivery to the patrons.
- Participants should sign a copy of the order form acknowledging receipt of the orders. This step is for the protection of you and your participants.

CATALOG SALES WHEN CHECKS PAYABLE TO THE FUNDRAISING COMPANY

- Staff is not to open the order envelopes provided by the fundraising company. Students should be directed to place their order forms in a designated safe box.
- A contact person with the Fundraising Company must agree to pick-up the orders (in sealed envelopes) from the school each day, or make other arrangements approved by the Treasurer for delivery of the orders. We cannot assume responsibility for any funds issued to the fundraising company.

- At the conclusion of the sale, the fundraising company should provide an accounting that demonstrates the total orders/sales as verification for the amount of proceeds they pay to the activity. That information is to be included with the Fundraising Completion Form at the end of the sale.

PERCENTAGE OF SALE – RESTAURANTS, CLOTHING VENDORS, ETC.

- The vendor should provide, in advance, a statement/agreement that indicates what percentage of sales will go to the activity group.
- The vendor should provide an accounting, at the end of the event that demonstrates the total orders/sales as verification for the amount of proceeds they are paying to the activity

PAY TO WEAR JEANS DAY (AND SIMILAR EVENTS)

- Complete Fundraising/District Activity Events and Sales Potential Form two weeks ahead – this is necessary since the patrons receive something for their contribution.
- Receipts should be issued when the contribution/donation is received. In lieu of receipts, a staff roster showing the amount paid and method of payment will suffice.
- Lists are to be attached to Pay-In forms and turned in with deposits daily.

VENDING MACHINE SALES (School supply vending, i.e. pencil, paper, etc.)

- Complete an Inventory Log form presale and post-sale.
- Turn in proceeds from sales on signed Pay-In forms.
- Complete the Fundraising Completion Form and attach the final Inventory Log form. This event can run for a period of time beyond the two-week limit.

DINNERS

- If serving a meal to raise funds (i.e. pasta dinners, soup events), do this by selling tickets to the event and completing the Ticket Accountability Forms for each ticket selling opportunity.
- Visit the Treasurer's page of the website for the Ticket Inventory record if there are a number of people selling tickets to the event in multiple locations.
- All proceeds are to be turned in daily with the corresponding Ticket Accountability Form and signed Pay-In form.
- A completion form is required at the conclusion of the event – so track deposits.

MUSIC OR OTHER PATRON DRIVE

- In lieu of issuing a receipt, a donation form that provides for the patron's name, the name of the activity, amount paid, and method of payment can be used and turned in with the Pay-In Forms.
- A spreadsheet may be maintained to record check and cash payments instead of writing out this information on a Pay-In Form and turned in with each deposit.
- A Fundraising Completion Form is required at the conclusion of the event – so track your deposits.

CONCESSIONS AND/OR BOOK STORE SALES

- A copy of the price list must be provided. THIS IS AN AUDITOR REQUEST.
- Complete a pre-sale Inventory Log of all of the products for sale.
- Take an inventory for each individual sale to show the quantity and price of each item sold to confirm the total pay-in for the individual sale.
- A final Inventory Log is due at the completion of the concession selling period.

DANCES / PERFORMANCES AND OTHER TICKETED EVENTS

- The Treasurer must sign all contracts for DJs, Photographers, and other service providers for the event.
- Tickets must be signed out through the Treasurer's office.
- If the group is having special tickets printed for the event, all tickets must be numbered, and delivery of the ticket order is to be made to the Administrative Building – Attention: Treasurer's Office. The tickets will be inventoried and sent to the advisor for the sale.
- All tickets must be accounted for. Every sale event of tickets is to be recorded on a Ticket Accountability Form. Account for tickets that may be lost, damaged, comped, or unusable. Attach the ticket, if you have it, to the Ticket Accountability Form or provide an explanation for the missing, destroyed, lost or comped ticket, including the ticket number (s) on the ticket form.
- All unsold tickets are to be returned to the Treasurer's Office.

BOOK FAIR SALES

- Contracts with the book fair vendor must be signed by the Treasurer.
- Daily cash register receipts are required along with the Pay-In Form.

DONATIONS TO CHARITABLE ORGANIZATIONS

Fundraising

- Any activity involving donations to a charity requires a written request to and approval from the Treasurer. The written request must include an explanation of how the donation relates to the group's stated goals (refer to your Budget Purpose Statement).
- No fundraising through school accounts for the benefit of employees of the district or their families is permissible unless the donation is being made through a 022 staff sunshine/social account where the members that have donated to the fund have agreed to the charitable donation.
- Any charitable donation to a 501c3 Non-Profit group must be to an organization that services the school district's communities or made to a national charity foundation (i.e. American Cancer Society).
- Monetary donations are limited to $500 total per calendar year unless donating to a 501c3 or a national charity foundation.
- No gift cards can be purchased and donated unless doing so from a staff Sunshine/Social 022 account.

200 Activity Accounts Fundraising for Charitable Donations

- Monetary donations to families that have demonstrated hardship due to health or economic need, will only be approved if an activity account has stated these goals in the Activity purpose on the Budget Purpose Statement. ***Since you cannot make monetary donations to every family in your school community that experiences hardship, it is encouraged that good judgment be used in making the decision to do so.***
- 200 Student Activity Funds are, by definition, designed to have students involved in the management of the activity and consist of officers. With this in mind, any decision to donate for a charitable purpose must be voted on by the student members and confirmed by submitting a copy of the signed minutes of the meeting where the vote took place.
- If the decision is made to make a monetary donation to an individual/family, the recipient must file a W9 Form with the Treasurer's Office. If they are unable to provide a W9, the donation may be sent to a banking institution for deposit to an already created account set up specifically to accept hardship donations on behalf of the family. A letter is to be prepared by the student group to the family announcing the donation

– a copy of which is to be sent with the purchase order for payment. Payment and letter will be sent directly from the Treasurer's Office.

- No gift cards may be purchased or cash turned over to the donation recipients.
- The collection must be for the benefit of a district family.
- The receiving family must sign a receipt acknowledging the items donated/received by them.
- All tags must be removed or the UPC codes blacked out or removed BEFORE the merchandise is delivered to the families.

Note: School Group A cannot donate to School Group B so that Group B can then donate to the family for purposes of increasing the donation beyond the $500 annual limit. School funds cannot be used to donate to a PTA/Booster or other support group for the purpose of those organizations turning the funds over as a donation.

Giving Tree and/or Non-Perishable Food Donations

You may conduct food/item collections to be donated, for example, to a community food bank or a Giving Tree where items are purchased and donated to district families. For these specific events only, no fundraiser form is needed.

CHECKLIST FOR FUNDRAISERS

- □ Review the handbook for details and contact the Financial Administrative Assistant/Assistant Bookkeeper or the Treasurer's Department if there are any questions/clarifications.
- □ All advisors and/or group leaders responsible for activity accounts or involved in assisting with a group activity, are required to read the Student Activities Handbook and sign an acknowledgement form: Financial and Student Accountability Form. This form will be on file in the Treasurer's office.
- □ Complete the Fundraising/District Activity Request Form two (2) weeks in advance.
- □ Send all contracts related to the Fundraiser to the Treasurer's Office for review and signing.
- □ Obtain building permits if necessary.
- □ Sign out tickets from the Treasurer's Office if needed, and get Ticket Accountability Forms from the web site.
- □ Only order fundraiser products or materials using a district purchase order.
- □ Obtain a receipt book if needed.
- □ Complete an Inventory Log Form prior to the sale.
- □ Make a list of all items being sold (i.e. concessions, book stores) and their sale price.
- □ Complete a post-sale Inventory Log and Fundraiser Completion Form.