

ASSOCIATED STUDENT BODIES

An Associated Student Body (ASB) shall be formed in each school within the district whenever one or more students in that school engage in money-raising activities with the approval and at the direction or under the supervision of the district. An Associated Student Body shall submit a constitution and bylaws to the board for approval. The constitution and bylaws shall identify how student activities become approved as student body activities and establish standards for their supervision, governance, and financing. Subject to such approval process, any lawful activity, which promotes the educational, recreational, or cultural growth of students, as an optional extra-curricular, or co-curricular or non-curriculum activity may be considered for recognition as an associated student body activity. Any lawful fund raising practices that are consistent with the goals of the district and which do not bring disrespect to the district or its students may be acceptable methods and means of raising funds for student body activities. The board of directors may act or delegate the authority to a staff member to act as the Associated Student Body for any school, which contains no grade higher than grade six.

The principal shall designate a staff member as the primary advisor to the ASB and assure that all groups affiliated with the ASB have an advisor assigned to assist them. Advisors shall have the authority and responsibility to intervene in any activities that are inconsistent with district policy, ASB standards, student safety, or ordinarily accepted standards of behavior in the community. When in doubt, advisors shall consult the principal regarding the propriety of proposed student activities. Student activities cannot include support or opposition to any political candidate or ballot measures.

Each ASB shall prepare and submit annually a budget for the support of the ASB program to the board for approval. All property and money acquired by ASB's, except private non-associated student body funds, shall be district funds and shall be deposited and disbursed from the district's Associated Student Body program fund. All fees acquired by non-curriculum related groups shall be considered non-associated student body fees. Money acquired by associated student body groups through fund raising and donations for scholarships, student exchanges and charitable purposes shall be private non-associated student body fund moneys. Solicitation of funds for non-associated student body fund purposes must be voluntary and must be accompanied by notice of the intended use of the proceeds and the fact that the district will hold the funds in trust for their intended purpose. Non-associated student body fund moneys shall be disbursed as determined by the group raising the money. The district shall hold private, non-associated student body funds in trust for the purposes indicated during the fund raising activities and until the student group doing the fund raising requests disbursement of the funds and the accounts of the fund-raising are complete and reconciled.

Cross References:	Board Policy 7415	System of Funds and Accounts
Legal References:	RCW 28A.325.020	Associated student bodies—powers and responsibilities affecting
	28A.325.030	Associated student body program fund— Created—Source of funds -Expenditures—Budgeting—Care of other moneys received by students for private purposes
	Ch. 392-138 WAC	Finance – Associated student body moneys

Adopted: 01/08/96
Revised: 12/19/00, 11/20/01, 06/21/05

Associated Student Bodies

The ASBs in the schools of the district shall operate within the following guidelines:

Structure

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

Financial Operations

- A. The district must have an ASB program fund budget approved by the school board.
- B. All ASB money is accounted for, spent, invested and budgeted the same way as other public money.
- C. Disbursements may be made either by warrant, imprest bank accounts, procurement card or petty cash funds.
- D. ASB purchases must comply with state bid procedure as outlined in the district bid requirements policy and procedure. Purchases of the same goods or services for more than one school must be considered together when establishing the purchase amount and applicability of bid requirements.
- E. All property acquired with ASB money becomes property of the school district.
- F. Associated student body groups may raise private non-associated student body fund money through fund raising and donations for scholarships, student exchanges and charitable purposes. Such fund raising and donation solicitation must meet the requirements for other ASB fund raising and those requirements specific to non-associated student body funds including clear notice to all donors of the purpose of the fund raising. Students wishing to use district facilities to raise private non-associated student body funds must comply with district policy and procedures regarding community use of school facilities. For handling the accounting for complex_fundraising programs for private non-associated student body fund money, the district shall recoup its costs.
- G. Purposes that directly further or support the school district's program—both curricular, extra-curricular and non-curriculum groups are suitable use for ASB funds if the activities are optional for students.
- H. ASB funds may not be used for gifts or recognition to individuals for private benefit. Private non-associated student body funds may be raised for scholarships, student exchanges and charitable purposes, pursuant to district policy and procedure.