

POLICY NO. 5300
Adopted: 7-14-76
Approved: 11-10-83
Replaced: 3-13-96
Replaced: 4-10-13

ASSOCIATED STUDENT BODIES

POLICY:

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 under the supervision, approval, or direction of the District.

An ASB is a formal organization of students, including subcomponents, or affiliated student groups. Each ASB shall submit a constitution and bylaws to the Superintendent or designee for approval. ASB constitutions shall provide for participation by ASB representatives in the decisions to budget for and disburse ASB moneys. The constitution and bylaws shall identify how student activities become approved as student body activities and establish standards for their supervision, governance, and financing. Elementary schools are exempt from these requirements. Subject to such approval process, any lawful activity which promotes the cultural, athletic, and recreational and social growth of students may be considered for recognition as an ASB activity.

The financial resources of the fund are for the benefit of students. Any lawful fundraising 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 for raising funds for student body activities. Student involvement in the decision making process related to the use of these funds is an integral part of the ASB; however, the Superintendent may delegate authority to a staff member to act as the ASB for any school which contains no grade higher than grade five.

All money acquired by ASBs, except private non-associated student body funds, shall be district funds and shall be deposited and disbursed from the District's ASB fund, which is maintained by the County Treasurer.

Money acquired by ASB groups through fundraising 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 or in "6000" accounts of ASB for their intended purpose. Non-associated student body fund moneys shall be disbursed as

determined by the group raising the money. Private non-associated student body funds shall be held in trust by the District for the purposes indicated during the fundraising activities until the student group doing the fundraising requests disbursement of the funds and the accounts of the fundraising are completed and reconciled.

State law indentifies school boards as having the control, supervision, and approval of ASBs, their constitutions and bylaws, and their activities. Under the District's Policy Governance model, this function is delegated to the Superintendent. As with all district business, this policy does not supersede nor replace the Board's authority to oversee all district functions and activities.

The Superintendent shall establish procedures regarding the operation of the fund.

Legal References:

RCW 28A.325.010 Fees for optional non-credit extracurricular events--
Disposition

RCW 28A.325.020 Associated student bodies--Powers and responsibilities
affecting

RCW 28A.325.030 Associated student body program fund—Fundraising
activities – Nonassociated student body program fund moneys.

WAC 392-123 Finance--School District Budgeting

WAC 392-138 Finance--Associated Student Body Moneys

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ASSOCIATED STUDENT BODIES

PROCEDURES:

The ASBs in the Lake Stevens School District shall operate within the following guidelines:

Structure

- A. ASBs are mandatory in grades six through twelve whenever students engage in money raising activities with the approval and under the supervision of the District. ASBs are not mandatory at the elementary level (kindergarten through fifth grade). 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 advisor for elementary school buildings.
- B. The principal of each school 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 them. Advisors shall have the authority and responsibility to intervene in any activities that are inconsistent with the district policy, ASB standards, student safety, or ordinary 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 measure.
- C. While supervision and oversight are delegated to the Superintendent, the Board of Directors has authority over ASBs. ASBs are subject to the same laws as the District, including accounting procedures, budgets, and warrants.

Financial Operations

- A. Annually, each building level ASB shall prepare and submit a budget for the support of the District's ASB Program to the Board of Directors for approval.
- B. All ASB money is accounted for, spent, invested, and budgeted the same way as other public money.

- C. The principal shall be responsible for supervising the accounting functions to be performed at the building level. The building level accounting procedures shall be consistent with the accounting functions performed at the district office level.
- D. For schools with students in grades six or above, evidence of student approval must appear on all vouchers supporting a disbursement of ASB money. This includes purchase orders and imprest fund check requests.
- E. Disbursements may be made either by warrant, imprest bank accounts, procurement card, or petty cash funds.
- F. ASB moneys must be on deposit with the County Treasurer with the exception of an imprest banking account and petty cash. Such funds shall be administered in the manner required by the regulations of the State Accounting Manual.
- G. ASB purchases must comply with state bid procedures as outlined in the District's bid requirements and policy and procedures. 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.
- H. All property acquired with ASB moneys becomes property of the District.
- I. Purposes that directly further or support the District's program, both co-curricular and extracurricular, are suitable uses for ASB funds if the activities are optional for students.
- J. ASB groups may raise private non-associated student body funds moneys through fundraising and donations for scholarships, student exchanges, and charitable purposes. Such fundraising and donation solicitation must meet the requirements for other ASB fundraising and those requirements specific to non-associated student body funds, including clear notice to all donors of the purpose of the fundraising. 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. When accounting for complex fundraising programs for private non-associated student body fund money, the District shall recoup its costs.
- K. 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 procedures.

Website Publication of Program Fund Information

The District will publish the following ASB program fund information on its website:

- A. The fund balance at the beginning of the school year;
- B. Summary data about expenditures and revenues occurring over the course of the school year;
- C. The fund balance at the end of the school year;

- D. Data related to high school student possession of an associated student body card and high school student participation in school-based extracurricular activities;
- E. The District's extracurricular activity opportunity gap reduction plan, if the District is required to develop one; and
- F. A list of optional noncredit extracurricular event attendance and participation fees and the District's policy for waiving or reducing those fees.

The information will be published for each ASB of the District and each account within the ASB program fund. The information will also be published on the website of the applicable school of the ASB. The District will add updated annual information to its website by each August 31st, except that the District is only required to maintain the information on its website from the previous five years.