OFFICE OF THE INTERNAL AUDITOR
LIST OF FUNDRAISERS/EXPENDITURES FOR ASSOCIATED
STUDENT BODY ORGANIZATIONS

FUNDRAISERS:

All fundraisers not on this list must first be approved by the Board of Trustees and then the Principal, Assistant Principal-Student Activities/ASB Advisor and the ASB student council.

Activities:
- Athletics (CIF sanctioned)
- Class Olympics/Class Athletic Competitions)
- Entertainment (Gradnite, Dances, Visual & Performing Arts, Movie Nights)
- Fairs (e.g., Food, Book – must be consistent with Nutrition Services guidelines)
- Field Trips (Non-educationally related)
- Fun Run
- Garage and Rummage Sales Gift Wrapping
- Holiday Sale Events (e.g., Valentine’s Day, Mother’s Day) Photo Booth
- Volunteer Events (e.g., Sleep Train)

Contracts: (must be consistent with Resolution No. 2479)
- DJs for Dances
- Photos
- Security for Promotions
- Senior Portraits
- Yearbook
- Pending RFP

Cards/Discount Books:
- Coupon Books
- Discount Cards
- Season Ticket/Spirit Cards

Food:
- Candy Sales (following nutrition guidelines)
- Concessions
- Cookie Dough (following nutrition guidelines)
- Pennies for Pasta
- Restaurant Fundraiser (ASB/club receives a percentage of sales)
- Vending Machines – sales to adult staff only

On-line Fundraising: Pending final contracts
- Blast Athletics
- Snap Raise
- Wefund4U

Other:
• Advertising (must be approved by District’s legal department)
  Marquee messages (e.g., shout-outs, announcer messages, song requests)
• Allowable non-profit fundraising 501(c)(3) (e.g., American Red Cross, Salvation Army, PETA)
  Each non-profit organization that students wish to assist require the Board of Trustees to approve the activity of the fundraiser, for example, students may fundraise to help the American Red Cross but must have Board of Trustees approval for the activity (such as Katrina victims).
• Donations
  Students may petition the Board of Trustees and obtain approval for specific donations to charities or other worthy causes
• Facilities Fees (ASB portion) Magazine Subscription Recycling
• School Gear (Merchandise e.g., lanyards) Store Sales (Athletic Gear, Locks)

Consideration for fundraisers not on this list requires prior approval of the Board of Trustees.

EXPENDITURES:

All expenditures not on this list must first be approved by the Board of Trustees and then the Principal, Assistant Principal-Student Activities/ASB Advisor and the ASB student council.

• All expenses incurred while performing the above listed fundraisers
• Academic Decathlon
• Academic League
• AP Exams
• Assembly awards
• Athletics – Officials, uniforms, safety equipment, miscellaneous equipment, certificates, security, patches, awards, athletic packets, charter buses, CIF entry fees, transportation, tournament fees, competition fees, athletic coach clinic
• Band uniforms
• California School Federation (CSF) sashes
• Concessions
• Conferences – ASB related (e.g., CADA, Adelante Mujer, ASB Camp)
• Copyright purchases (e.g., music/plays/choreography)
• Costs associated with staffing and site expenses for events where the district incurs additional costs Eighth grade promotion celebration
• Entertainment Costs (e.g., DJs, bands, decorations, fireworks, security and police)
• Equipment for ASB (e.g., refrigerator, microwave, coffee maker)
• Field Trip Insurance
• Gradnite
• Graduation – (e.g., security, canopy, sound, flowers/plants, table cloths, printing)
• Guest speakers
• Incentives (e.g., pizza party, ice cream social, etc.)
• Intramural sports (e.g., trophies and awards)
• Knowledge bowl and Compact for Success - T shirts and breakfast
• Mascot uniform
• Membership Fees (e.g., CADA, CSF, CASC)
• Middle School Athletic League (e.g., Uniforms, Fees, Insurance)
• Ninth grade field trips
• Office supplies, equipment, furniture (ASB)
• Orientations (e.g., Students, Link Crew, ASB)
• Purchasing meals for ASB students during an all-day school event
• Robotics
• Scholarship for specific scholarship accounts only Scholarship for institution (not student)
• Sixth grade visitations
• Special event T-shirts/Memorabilia (e.g., turkey trot, math field day)
• Spelling Bee Entry Fees

**EXCESS FUND BALANCE SPEND DOWN:**

Spend down excess fund balance (Additional ASB expenditures are allowable when the ASB general fund exceeds 30% of the next year’s total budgeted expenditures and reserves). In order to spend down the balance, the ASB financial statements must be reviewed for excess reserves and approved by the Chief Financial Officer. Please contact the Chief Financial Officer for approval of the following additional expenditures:

- ASB Equipment – copier, computer, printer. Including cleaning, repair and maintenance
- Banners/Signage
- Bike/skateboard racks
- Bulletin boards (non-classroom)
- Campus beautification
- College flags
- Facilities/Athletic Field (e.g., renovation such as seed, field paint, dirt, topsoil, soil) conditioners
- Furniture - ASB
- Golf carts
- iPads for ASB student store concession windows
- Maker Space (Creative DIY Spaces)
- Marquees
- Murals
- Plants, trees, seeds for student areas
- Poster Machine
- Project reserves
- Projector/Screen – ASB events
- Purchase and repair of sound system/audio and tech for cultural arts center
- Resurfacing of Pavilion
- Storage unit (ASB only)
- Tables/Benches
- Washing Machine/Dryer (linens)
- Water bottle fill stations
- Web training
• Start-up clubs – seed money
• Student awards
• Supplies for lunch activities
• Uniforms (extra-curricular/co-curricular)
• Venues for dances
• Visual and Performing Arts - entry fees, equipment (color guard materials - drum heads, instrument accessories), uniform accessories, awards, marching band music, art supplies, transportation
• Yearbook

Consideration for expenditures not on this list requires prior approval of the Board of Trustees.

List of fundraisers and expenditures ASB – Authored by: Internal Audit Approved 5-09-2016
Revised 5-23-2016
Revised 6-13-2016
Revised 6-27-2016
Revised 7-11-2016
Revised 8-08-2016
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Revised 3-4-2019 Approved by Audit/Finance Subcommittee Revised 4-8-2019 Approved by Board of Trustees
Revised 5-19-2020 Approved by Audit/Finance Subcommittee Revised 5-26-2020 Approved by Board of Trustees