

BELLEFONTE AREA SCHOOL DISTRICT



STUDENT ACTIVITY HANDBOOK

HIGH SCHOOL EDITION

2026-2027

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PRINCIPLES AND PROCEDURES FOR STUDENT ACTIVITY PARTICIPANTS

Mission Statement

It is the mission of the Bellefonte Area School District to educate all of our students in a learning environment that prepares them to meet life's challenges. (BASD Policy 101).

Purpose

Student activities shall be regarded as an integral part of the total educational process and shall augment the learning activities of the classroom. These activities shall provide opportunities for both educational and personal growth by:

- Supporting the academic mission of the school
- Providing inherently educational programs with practical applications
- Promoting participation in activities which foster success in later life

- ☐ **In a situation where provisions of the student activity handbook contradict school board policy, the board policy shall prevail.**

Student Activity Accounts

The following accounts are maintained at Bellefonte Area High School.

Academic Decathlon	Model United Nations
ANANDA	National Honor Society
Art	Newspaper (Red & White)
B the Change	Orchestra
Band	Ski
Chinese Club	Spanish Honor Society
Choir	Students Against Destructive Decisions (SADD)
Drama	Student Council
Engineering	Student Store
French National Honor Society	Turning Point USA
Future Business Leader of America (FBLA)	Tri-M Music
Future Farmers of America (FFA)	Freshman Class
Gay Straight Alliance (GSA)	Sophomore Class
Key	Junior Class
LaBelle Yearbook	Senior Class
Mock Trial	

Guidelines for Participation

• Advisors' Responsibilities

Advisors are expected to model appropriate behaviors and have both the moral and legal obligation to protect the students in their charge. Therefore, the following reminders apply:

1. Provide a safe environment including facilities and equipment.
2. Develop an Emergency Action Plan in the event of student illness or injury.
3. Supervise students at all times (field, gym, locker room, training room, performance areas, classroom, etc.)

4. Keep records of practice plans, dates, times, and attendance and injuries.
5. Consider the age, skill level, maturity, size and experience so as to reduce risk in participation.
6. Be sure all eligibility and attendance criteria have been met.
7. Protect students from discrimination due to sex, race, color, creed or unfair practices. Hazing is prohibited. Harassment of any kind will not be tolerated.
8. Set a good example for students; profanity is inappropriate and unacceptable.
9. Follow the District policies regarding tobacco, alcohol and other drugs.
10. Maintain security of building and lockers. Do not give school keys to students.
11. Encourage students regarding academics and attendance.
12. Promote positive interaction and good sportsmanship.
13. Enforce school rules and the school discipline policy.
14. Follow District policy and procedures and in the case of athletics, the PIAA Handbook.
15. Follow Student Handbook guidelines in regard to transportation. Students must follow all rules of conduct. Bus should be checked before and after the trip for cleanliness. Advisor/coach should intervene if the driver is proceeding in an unsafe manner, stop the bus, and contact the school or bus official and then follow up with a written report. (See Board Policy #810 and #810.1).
16. Act in a professional manner whether at a meeting, practice, event, performance or contest. Be discrete when reprimanding a student, being careful not to embarrass them in front of their peers or spectators. Include parents in discipline matters. If the discipline results in the student's removal from the activity or event, the parent should be notified as soon as possible.
17. Dress appropriately whether at a school/classroom meeting, practice, performance, outing or event. This may reflect on you, your student participants, your school, and your community.
18. Provide information to parents as appropriate. This can be done through meetings, sending home information, demonstrations, volunteering, etc.
19. Monitor chaperones on field trips.
20. Teach students responsibility, respect, safety, cleanliness, good health habits, punctuality and other good citizen characteristics.
21. Responsible for collecting funds for their members' fundraisers, dues, fees, etc. that are required for your individual club. These fees may no longer be turned into the high school secretary at the end of the year. If a member owes funds to the club, it is your discretion if they can stay an eligible member.
22. Maintain each member's class schedule on file. This will allow you to email their individual teacher if you would need to meet with them during the school day.

Additionally, advisors are to complete the following specific tasks:

- **Membership Rosters**

Complete the Membership Roster no later than September 30th of the current school year. Keeping one copy in the student secretary's notebook; one copy is to be sent to the Business Office and one copy is to be returned to the Main Office. It is the responsibility of the advisor to make sure the Membership Roster is distributed accordingly. (Failure to submit this information may result in termination of your club/organization by the School

Board.) A current statement of purpose (Bylaws) are to be on file in the main office (See Appendix A)

- **Fundraiser Forms**

There are three (3) forms to be completed when conducting a school fundraiser. (See Appendix A)

- **Fundraiser Request Form:**

Complete a fundraiser request form and return it to the High School main office approximately two (2) weeks before the event is scheduled to begin. This will avoid conflict with other scheduled fundraisers. This form must be used to begin the process of a fundraising activity. A copy will be returned as soon as it is approved or denied, which should be filed in the treasurer's notebook. ~~A copy will be sent to the Superintendent's office and~~ A copy will be kept on file in the High School main office. **(EACH CLUB/ CLASS IS LIMITED TO TWO FUNDRAISERS PER YEAR ACCORDING TO DISTRICT POLICY.)**

- **Fundraising Distribution Report:**

This form is to be completed by the advisor/treasurer. It is a detailed record of what has been given to each student, the student's homeroom, the units distributed to each student, the units returned from each student (unsold), and amount collected. When this form is complete, it is required to be filed in the treasurer's notebook as well as a copy for the high school main office.

- **Fundraising Summary Report:**

This form is to be completed by the Advisor/student treasurer or parent group president/treasurer. This report summarizes the outcome of each fundraiser (Profit/Loss). A copy of this report is to be filed in the treasurer's book as well as a copy for the High School main office.

ATHLETIC AND NON-ATHLETIC PARENT GROUPS ARE TO TURN IN FUNDRAISER REQUEST FORMS FOR APPROVAL AND SUMMARY REPORTS TO THE HIGH SCHOOL MAIN OFFICE SECRETARY IN CHARGE OF THE STUDENT ACTIVITY ACCOUNTS.

THE USE OF ALCOHOL, TOBACCO OR MIND ALTERING DRUGS AT BOOSTER CLUB SPONSORED FUNDRAISING EVENTS IS STRICTLY PROHIBITED.

- **Request for Use of School Facilities**

To request the use of facilities any time your club wishes to use any part of the District properties, complete the appropriate [Facilities Usage Form](#) and submit to facilityuse@basd.net. To accommodate the school calendar, please complete this request as soon as an event has been determined or at least 10 business days in advance of need for facilities.

- **Supervision of Student Secretary**

Monitor and supervise the student secretary in meeting the student secretary guidelines, completing the attendance sheet, and recording the official minutes. It is very important for the advisors and student secretary to follow procedures because of yearly audits. The guidelines and forms have been created to interact with the BASD Student Activity Accounting Manual,

BASD policies, and PASBO Accounting Committee and their guidelines. The advisor should initially go over the guidelines and forms with the student secretary to help familiarize the secretary with the proper procedure. All forms are supplied in the secretary's notebook at the beginning of each year. Additional copies of the attendance sheet and the official minutes form may be obtained in the Main Office(see Appendix B).

A copy of the minutes from every club/organization meeting must be submitted to the Business Office no later than five days after the meeting date. (Failure to submit this information to the Business Office may result in termination of your club/organization by the School Board).

- **Supervision of Student Treasurer**

Monitor and supervise the student treasurer in meeting the treasurer guidelines and in completing vouchers, deposits and the accurate recording in the club's ledger. The guidelines and forms have been created to interact with the BASD Student Activity Accounting Manual, BASD policies and the PASBO Accounting Committee and their guidelines. The advisor needs to go over the guidelines and forms to help familiarize the student treasurer with the proper procedures. All forms are supplied in the treasurer's notebook at the beginning of the school year. Additional copies of each form may be obtained in the Main Office (see **Appendix B**). In addition, at the end of each month the faculty advisor and student treasurer must review and approve their ledger and certify their ending balance with the Central Office report through the high school Main Office.

- **Mailing Procedures**

Coordinate with student secretary and student treasurer to develop a return mailing address label appropriate to the activity/class. Pay for mailings from the activity/club budget. Follow mailing guidelines listed in **Appendix B**.

- **Student Attendance Requirements**

Make all student participants aware of overall student attendance requirements for participation in activities. In particular: the attendance of students involved in extracurricular activities is mandatory. Students are expected to be present by the end of homeroom in order to be eligible to participate in an event or practice on any given day. An excuse from the doctor's office for a doctor's appointment that day is the only one that will be accepted if attendance is after homeroom.

- **End of Year Activity Report**

Complete End of Year Activity Report. This form must be completed and submitted to the main office along with your secretary and treasurer's books before you check out. (See **Appendix A**)

- **Parent Group Responsibilities (See responsibilities listed under Supplement for Class Advisors – Page 16)**

Booster Clubs: See Board Policy #915

- **Chaperones' Responsibilities (must be 21 years of age)**

- Chaperones are expected to set an example of proper behavior. In addition, chaperones are expected to supervise and be available to students at all times during travel. Chaperones will remain physically present with students during the entire trip and have a buddy system for student safety. The chaperone will keep and assume responsibility for all travel documents for each member of the group and aid the airline/bus company whenever possible with things such as luggage handling and weight distribution. The chaperone must carry a copy of the parent/guardian permission slip(s) at all times. It is the chaperone's responsibility to notify the site administrator of any changes in travel arrangements. Chaperones are expected to enforce all BASD activity travel procedures and related behavior procedures and report all violations of rules to the advisor and/or the appropriate Principal(s) as soon as possible after a violation.
- The use and/or possession of alcohol and/or illegal drugs by chaperones are prohibited.
- Chaperones should be aware of the new law on dispensing of medication to students. ALL MEDICATIONS given during the school day will now require a physician/dentist order. This includes all over-the-counter medications. The nurse will not dispense aspirin or Tylenol, cold medications, antihistamines or any other non-prescription medications. ALL medications brought to school must include the name of the student, the name of the medication, the dosage to be given, the times to be given and a signed order from the physician/dentist.
- Chaperones will explain all rules to students prior to leaving on a trip. The chaperone has the right to turn a student over to the police or juvenile authorities when, in their judgment, they are unable to control the student or the student presents a danger to self or others. It is the responsibility of the chaperone to immediately notify the advisor and/or the site administrator if the student is having medical problems, being held by the police, or involved in an accident. The site administrator will then notify the parents or guardians.
- If, in the judgment of the chaperone, after consultation with the site administrator or District Office administrator in the absence of the site Principal, if it is determined the student should not continue with the group, arrangements will be made for the student to return home. The parent or guardian should be made aware before the trip that additional cost for the return of a student due to unacceptable behavior may be their responsibility. The Principal(s) should notify the District office as soon as possible.
- It shall be the responsibility of the chaperone to determine if a student has violated the substance abuse policy. The decision of the chaperone in these matters shall be final. The site administrator will be notified immediately. Chaperones will be responsible for knowing the exact whereabouts of students on a trip at all times. If a student leaves the group

without authorization and cannot be located immediately or will not return to the group, the chaperone will contact the site administrator who will make arrangements to send the student home immediately.

- Curfew will be set and enforced by the chaperones. When staying in hotel rooms with in-room movies, the chaperone shall request non-rated as well as “R” and “X” rated movies to be turned off for all rooms housing students and telephone constraints be initiated.
- The chaperone needs to exercise caution in permitting any student to participate in an activity that may be questionable or high risk. are expected to enforce all BASD activity travel procedures and related behavior procedures and report all violations of rules to the advisor and/or the appropriate Principal(s) as soon as possible after a violation.
- The use and/or possession of alcohol and/or illegal drugs by chaperones are prohibited.
- The chaperone needs to exercise caution in permitting any student to participate in an activity that may be questionable or high risk.

STUDENT ACTIVITIES FUND POLICIES AND PROCEDURES

Purpose

The Board recognizes that citizens, students, staff, other persons and organizations may wish to express support for a particular school or the school system by conducting fundraisers. The Board respects such expressions of concern and support. It also requires that such fundraising projects be conducted so that they are consistent with educational objectives, community standards and the Superintendent’s administrative rules.

For the purposes of this policy, “fundraising” is defined as any event conducted by a school organization or school authorized group for the purpose of collection of money or gifts by means of sales, contributions, or donations, and with the specific purpose of benefiting the students of the district or other charitable organization as approved by the administration. (See Board Policy #229)

Administration of Student Activities

- Bellefonte Area Board of Education is responsible for making policies and adopting rules and regulations for student activity funds as required by Section 511 of the Commonwealth of Pennsylvania Public School Code.
- Superintendent, as chief school administrator, is responsible for implementing policies and establishing administrative guidelines for student activity funds.
- Principal is responsible for working with students and the professional staff in implementing policies and guidelines and administering fiscal procedures. The Principal should prepare annual budgets for the student activity funds with the input of representatives from the student body.
- Business Administrator is responsible for specifying appropriate accounting procedures and for internal auditing of student activities funds.
- The Main Office is responsible for maintaining appropriate fiscal records. Entries are also logged into the Student Activity Fund.

- Faculty advisors are responsible for working with students in specific activities and for carrying out administrative regulations.
- Students who choose to participate in various activities should be involved in the fiscal management of those activities and other appropriate administrative activities.

Administrative Procedures

The Principal, who will request the business office to establish new accounts for the new activities initiated, will approve each activity. Each new activity must submit by-laws including a statement of purpose, a list of officers, a class cabinet list, and a membership roster. Advisors of new activities need to familiarize themselves with all the procedures outlined herein.

- Funds generated by approved events and activities conducted mostly by students or mostly involving students shall be credited to the co-curricular or extra-curricular organization and/or activity in a special account with checks drawn through the office of the Director of Fiscal Affairs.
- Each sponsor of a club or organization that is school sponsored will be limited to a maximum of **two fundraisers per year (July 1 to June 30)** that involve student participation.
- The sponsor of the fundraiser must make application to the appropriate building Principal on the designated forms.
- When a product is being sold as a fundraiser and requires a signed contract, to a company or vendor, it must first be reviewed by Director of Fiscal Affairs before being signed by both the Principal and the sponsor, with copies to be retained by the Principal, advisor, and student treasurer of the organization.
- All bills should be sent to the school in care of the advisor of the organization.
- The advisor of the organization will sign the vouchers and submit bills to be paid. The Principal will approve the expenditure and submit the bill to the office of the Director of Fiscal Affairs for payment. **(All expenditures must be approved by your club/class. All vouchers submitted for payment must include the following information:**

Date of meeting in which expenditure approved _____

#Ayes _____ #Nays _____ # Abstentions _____

NO VOUCHER WILL BE PROCESSED WITHOUT THIS INFORMATION.

- All funds received from students are to be deposited in the account of the organization for which it was collected.
- Delivery of the product being sold will be verified by the sponsor of that organization.
- The advisor will distribute the items to the students, using forms provided to record student name, quantity received, amount of money received from the student and the date it was turned into the office..
- A summary report is to be filed with the Principal with a copy to be kept in the student treasurer's notebook, listing cost of merchandise, total amount of monies received and profit made.

General Operating Procedures

Use of Activity Funds

Student Activity Funds are generally earned by the students and used for student activities. The monies should be designated for student purposes and restricted to use for those students currently in school. Student Activity Funds should not be used for the following:

- Small cash and check needs of other funds and organizations, such as an athletic fund or parent organization (PTO, PTA or Booster groups). Funds not derived from the students must be recorded elsewhere and not commingled with the Student Activity Funds.
- School district charges, such as library book fines and charges for student examinations. These receipts should be deposited directly into the General Fund.
- Donations from students or parent groups, such as scholarships and commissions for administering sales, such as school pictures.
- Expenditures for refreshments served at school district sponsored parent events, receptions for community members and/or staff or other expenditures not made to benefit the students.

Generally, Student Activity Funds should be used to finance a program of activities not part of the regular curriculum. They should not be used to circumvent management or purchasing decisions made for the school district by the board for administration.

○ **Initiating Accounts/Terminating Accounts**

As new programs, clubs, or organizations are formed, the Principal may request the business office to establish new accounts. New accounts should not be established solely for charitable drives. Requests from the Principal shall be in writing and occur only after a need for new financial accounts is determined. All student activity clubs or organizations must be approved by the board of school directors. The board of school directors should also approve the faculty club advisors and student officers on an annual basis.

The Principal may request the business office to terminate at any time any inactive account. The appropriate faculty advisor may request the Principal to terminate an account. This written request should also state the planned disposition of any remaining money or materials in the account. All requests from the Principal to the business office must be in writing as well. It is recommended that the board of school directors approve the termination and related disposition of inactive student activity accounts.

○ **Cash Payments**

All payments for Activity Fund purchases should be made by check. **No expense should be paid in cash directly from ticket sales, gate receipts, dues collections or other sales or cash receipts.**

○ **Signatures on Checks**

For Student Activity Fund payments checks will be signed by the Board President, Board Treasurer and Board Secretary.

○ **Checks**

The Business Office should issue checks within 10 days of receiving invoices. Advisors should submit vouchers in a timely manner for their invoices to be paid. Vouchers, accompanied by a bill and a description of the purchase must be turned into the main office of the High School. Once the Principal's signature is obtained, vouchers will be forwarded for processing.

(Checks may be delayed if a voucher is not filled out completely or correctly.)

- **Non-Sufficient Fund Checks (NSF)**
Checks with non-sufficient funds or closed accounts are returned from the bank to the Business Office. The Business office will collect on all NSF checks. The treasurer will be notified of the \$ amount to deduct from their ledger. Once the Business office collects on the NSF check the treasurer will be notified to credit their account. (See Appendix B).
- **Interest Income**
Activity Fund balances shall be deposited in interest-bearing accounts or otherwise invested in interest-earning investments permitted by the School Code.
- **Internal Revenue Controls**
The greatest protection of funds comes from effective internal controls; however, the following guidelines shall be used to protect cash:
 - Receipts should be written for the faculty advisor or student treasurer when money is received in the school office so its arrival is established for accounting purposes. This should be done without delay and without concern for reconciling the cash account later. A duplicate receipt book, machine or cash register should be used so the office retains copies of the receipts.
 - Cash receipts should be deposited daily in a bank.
 - Safes may be used for protecting money during the day. Amounts kept in safes overnight should be minimal. Large amounts in safes overnight can encourage attempted robberies, which may do damage that is more costly to repair than the money being safeguarded.
 - Large receipts from night or weekend activities, such as those from plays, should be deposited in an overnight depository rather than placed in the school safe.
- **Purchase Orders**
Purchase orders will be completed by the school secretary following the submission of a Requisition Form.
- **Bidding**
Act 88 of 2002 changed the provisions of 24 PS § 5-511 (e) requiring all purchases of materials or supplies by any organization, clubs, class or group be made in accordance with the requirements of 24 P.S. § 8-807.1. At the time of this publication materials and supplies costing \$10,000 or more are subject to the competitive bidding and advertising requirements. Advertisements once a week for three weeks in not less than two newspapers of general circulation is generally required for public notice. Written or telephonic price quotations from at least three qualified and responsible vendors shall be requested for all purchases of supplies exceeding \$4,000 but less than the amount requiring advertisement and competitive bidding. All such purchases shall be made from the lowest responsible bidder on the basis of price, quality and service.

Any purchase of materials and supplies not for the purchase of fundraising that go through the Student Activity Fund are subject to the bidding/quotation requirements. Services such as those of prom hotels, music groups and fundraising companies are not subject to the bidding/quotation requirements.

If purchases of such materials as rings, yearbooks and pictures are made directly by the students and no transactions are recorded in the Student Activity Fund, then bidding/quotation is not required. If rings, yearbooks and pictures are purchased through the Student Activity Fund, bidding/quotation is required. However, long-term contracts may be desirable and service should certainly be considered when reviewing the bids/quotations.

- **Contracts**

Student groups may obligate themselves by contracts for materials, equipment, or services with the approval of the Principal, provided that legal requirements for bidding and district policies are followed. Contracts presented by vendors such as musical groups or yearbook publishers, should be reviewed by the district's Business Office and/or legal counsel, as well as, by the Principal.

- **Unused Funds**

- Procedures are needed to deal with balances in inactive accounts or accounts of graduated classes. When the interest or membership in a student club or organization declines to the point where organizational activities cease or a senior or similar class nears graduation and a balance is maintained in an account of the Student Activity Fund by the organization or class from revenues of fundraising activities, a decision must be made about the disposition of these funds.

The graduating class or disbanding organization must use for or commit to a proper school-related purpose the unexpended balance of its account prior to graduation or dissolution or as soon as reasonably possible. Funds may not be disbursed or set aside for future obligations, such as class reunions. If a decision has not been made by September 1st for the previous year's graduating class, the Director of Fiscal Affairs will transfer any remaining balance to the Student Body Activities Account by October 1 of that year unless prior arrangements have been made with the Director of Fiscal Affairs. (See Board Policy #618)

- The Principal may request the business office, in writing, to terminate at any time an inactive account. The appropriate faculty advisor may request the Principal to terminate an account. This request, in writing, should also state the planned disposition of any money or materials that remain in the closed account.

- **Admission Charges and Tickets**

The use of pre-numbered tickets for admissions to certain activities is recommended. Pre-numbered tickets help control the revenue, but it requires some planning and approval. Keep in mind the use of multiple admission charges often lead to sales at the incorrect price or errors in making change. In other words keeping it simple will reduce the chances for error and simplify the reconciliation process. The use of pre-numbered tickets without a system for control is useless. The numbers must be used to control tickets distributed without charge, sold at reduced prices and sold at full price. A person independent of the ticket sellers must control ticket numbers and restrict access to the ticket stock. The principles applicable to pre-numbered tickets are applicable to all pre-numbered documents. Independent control of numbers is required.

Appropriate supervision or separation of duties, as described above, adds to the reliability of the process.

- **Fundraising**

Fundraising will be in accordance with District Policy #229, #246, #915.

- **Sales Tax**

The purchase of property or services for use by school organizations in connection with their activities is tax exempt under the school's tax exemption number.

- **Fundraising Sales** – When public schools purchase taxable property such as seat cushions, greeting cards, candles, etc. for resale to raise funds, the public school must pay the applicable sales tax at the time of the purchase. If sales tax is paid to the vendor when purchasing the taxable item, the school can reimburse itself by adding the amount of tax paid to the charge to customers when the item is resold. Paying the vendor and building the sales tax into the purchase price is the most advantageous alternative. If your school chooses not to pay the tax to the vendor or, as in the case of the out-of-state purchases, may not be able to pay the tax to the unlicensed vendor, the school has the following two options:

1. The school may obtain a sales tax license number from the Pennsylvania Department of Revenue, if it does not already have one, require the students to collect the appropriate sales tax from the customers and remit the tax to the Department of Revenue.
2. The school may accrue and remit the appropriate rate of use tax to the Department directly under its sales tax license, rather than requiring the students to collect sales tax on fundraising sales. As explained above, the school can reimburse itself by adding the amount of use tax it accrued and remitted to the price charged to customers on resale of the item.

EQUAL OPPORTUNITY

Bellefonte Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, religion, national origin, sex or handling in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504.

For information regarding civil rights or grievance procedures, services, activities, and facilities accessible to and useable by handicapped persons, please contact the following:

Title 9 District Compliance Officer:

Civil Rights District Compliance Officer:

Mrs. Tracy Long
Director of Human Resources

BASD
318 North Allegheny Street
Bellefonte, PA 16823-1679
(814) 355-4814

SUPPLEMENT FOR CLASS ADVISORS

Class Advisor Supplement to Student Activities Handbook to be shared with the Class Officers, Class Cabinet and Parent Group

Responsibilities of Class Advisors

- Motivate and organize students, parents, staff and community.
- Solicit parent involvement. (Work closely with your Parent Group
- Mentor officers including suggesting that one take care of parliamentary procedures and minutes and another take care of treasury.
- *See “Formal Dances” for procedure for scheduling dances.

Responsibilities of Class Officers

- Work closely with advisors
- Organize and delegate duties
- Help with various committees

Responsibilities of Class Cabinet

- Work closely with advisors and officers
- Form committees within homerooms to help at various activities (sign up sheets).

Responsibilities of Parent Group

- Work closely with the Class Advisors
- Supplement funds to help offset the cost of Class functions. Examples but not limited to:

Class Cabinet may vote to assist financially if funds are available. The Parent Group must provide adequate chaperones for this event. The number of high school teachers chaperoning will depend on the building staff level for the day.

1. Class Dances / Proms
2. Senior Ball
3. Senior All-Night Party
4. Senior Class Trip
5. Senior Picnic - Full responsibility of the Parent Group

Traditional Annual Events

- Homecoming floats (guidelines provided by Student Council)
- **Formal dances:** Advisor completes a Procedure for Scheduling Dances form with the high school secretary to be submitted to the Principal 10 days before the scheduled dance. **(SEE APPENDIX A: SAMPLE OF REQUIRED FORMS)**
 1. Underclassmen Prom – formal. Appropriate dress includes long/short formal dress, tux or suit (Includes Miss Bellefonte ceremony).
 2. Senior Ball – formal. Appropriate dress includes long/short formal dress, tux, or suit.
- Charity Fundraiser
- Class Meetings
- Senior Events
 1. Bloodmobile Senior Class Sponsors – one full day

2. Senior Ball –preparations after school hours with class officers.
3. Senior Class Picnic
4. Senior Class Trip – one to three full days
5. Senior All Night Party – evening meetings with parents to look over organization of evening and to form and work with committees
6. Awards Assembly – practice availability
7. Commencement – practice availability

Some of the above activities require time off your regular workday. Please make arrangements for substitutes and/or coverage ahead of time and make sure you have taken care of things pertaining to your job to make it an easy transition and not to cause overloading of other staff members.

Expenses to Consider

Please keep the following obligations in mind when managing the class budget. This is by no means an exhaustive list of all expenses.

- La Belle Yearbook: must be paid from the class account in the following amounts:
 - \$750 for 9th grade year
 - \$1500 for 10th grade year
 - \$1500 for 11th grade year
 - \$750 for 12th grade year
- Senior Class t-shirts
- Thanks you cards and stamps for Senior Awards night
- Lanyards and labels for senior walk
- Flowers, sashes, and tiara for Miss Bellefonte for the underclassmen prom

Summary of Events by Year

Freshman Year Tasks	Details	Timeframe
Your main goal during the freshman year is to build a solid class cabinet by establishing bylaws, meeting norms, good communication, etc.		
Submit bylaws to Principal	Develop bylaws to establish club rules and procedures	October
Fundraiser #1	1st of two maximum fundraisers	September/October
Homecoming	Assist class with their homecoming float	September/October
Fundraiser #2	2nd of two maximum fundraisers	Winter or Spring
Sophomore Year Tasks	Details	Timeframe
Submit bylaws to Principal	Revise and resubmit class bylaws from previous year	October

Fundraiser #1	1st of two maximum fundraisers	September/October
Homecoming	Assist class with their homecoming float	September/October
Fundraiser #2	2nd of two maximum fundraisers	Winter or Spring
Junior Year Tasks	Details	Timeframe
Submit bylaws to Principal	Revise and resubmit class bylaws from previous year	October
Fundraiser #1	1st of two maximum fundraisers	September/October
Homecoming	Assist class with their homecoming float	September/October
Bloodmobile	Typically a one day event run by seniors	Winter
Fundraiser #2	2nd of two maximum fundraisers	Winter or Spring
Underclassmen Prom	Plan, decorate for, and run the underclassmen prom	May
Awards Ceremony	Need to be present at the ceremony as advisors. Must also communicate with parent group to provide refreshments for the reception in the cafeteria afterward (plan food, drink, and utensils for # of grads X 2)	Late May/June
Graduation Ceremony	Be present at practices and graduation	June
Senior Year Tasks	Details	Timeframe
Submit bylaws to Principal	Revise and resubmit class bylaws from previous year	October
Fundraiser #1	1st of two maximum fundraisers	September/October
Homecoming	Assist class with their homecoming float	September/October
Fundraiser #2	2nd of two maximum	Winter

	fundraisers	
Senior Trip	Plan the itinerary, transportation, bus rosters, lodging, etc. Be present as chaperones.	April
Senior Ball	Will need to reserve the space well in advance, plan for decorating and running the dance.	May
Senior Class Picnic	Reserve the space well in advance. Organize transportation. Coordinate with the parent group to provide food.	Late May/June
Senior Sunrise/Sunset	Run by parent group. Will need to be present.	Beginning of Year/End of Year (Sept/May)
Awards Ceremony	Be present at practices and the event.	Late May/June
Graduation Ceremony	Be present at practices and the event.	June

Fundraisers

- Please refer to the Fundraising Policy.
- Remember: only two school sponsored student fundraisers per school year.

Class Dues

Class dues help fund four years of High School activities as well as any financial obligations that occur with them.

- These activities and obligations to include but not limited to:
 1. Homecoming Expenses (float, candy, door decorating)
 2. Class Dances/ Proms (DJ, food, decorations)
 3. LaBelle Yearbook
 4. Senior Ball (building rental, DJ, food, decorations)
 5. Senior All Night Party (games, food, prizes, etc.)
 6. Senior Class Trip (bus, place of destination)
 7. Senior Awards and Appreciation Assembly & Graduation
 - a) Includes the purchase of thank you notes and stamps
- Class dues must be paid **by April 1st** in order to participate in the following class activities:
 1. Underclassmen Prom
 2. Senior Ball
 3. Senior All Night Party

4. Senior Trip
 5. *Additional Funds may be required for some activities.
- Class dues are set and voted on by the Class Cabinet.
 1. If Class dues go unpaid before January 1st, the Classes reserve the right to raise their dues
 2. Besides class dues, the Classes are limited to two (2) student fundraisers per year which help to offset some of the cost that dues will not cover.

Collecting of Class Dues (Suggestions)

ALL CHECKS ARE TO BE MADE PAYABLE TO:

Bellefonte Area School District or BASD.

(You may reference your club name in the memo section of the check.)

- Designate one week at the beginning of the year and one week during the second half of the year to collect dues. Give each homeroom representative a homeroom list attached to an envelope, receipt book and envelope with their name, homeroom teacher's name and room number on the front of the envelope.
- Ask them to place the envelope in a designated place in the homeroom so the representative and the teacher will know where to keep it. The representative will collect money for all dues and fundraisers; write a receipt, and cross the person's name off the list.
- At the end of each homeroom period the envelope should be returned to the main office with all the receipts, money collected, names crossed off the homeroom list of who paid, and date and total collected on the envelope. These will be put in a large envelope marked with the appropriate Class.
- The treasurer will have a ledger of class members with columns for freshman dues, sophomore dues, junior dues, senior dues, fundraiser #1, and fundraiser #2 depending on what class they are in charge of.
- A daily entry in the ledger marking "paid" in the appropriate column and count, will be conducted by the treasurer by retrieving the class envelope containing individual homeroom collections, making sure the daily total matches the money in the envelope.
- Write a deposit slip for money collected marked "ready for deposit". All individual receipts for the day will be stapled together and kept in the ledger book.
- When you are finished with the envelope, return it to the representative in the homeroom teacher's mailbox. As soon as a transaction is made a yellow copy of the transaction (deposit or bill paid) will be put in each clubs file ready for the treasurer to pick up.

ATTENTION ADVISORS;

MONTHLY CHECKS OF YOUR LEDGER ARE VITAL! IF WE FIND A MISTAKE IT TAKES LESS TIME TO GO THROUGH IT MONTHLY RATHER THAN YEARLY!! STOP BY THE END OF EACH MONTH AND GET THE CHECK MARK FOR BALANCED BOOKS!!!

APPENDIX A

Sample of Required Forms

Procedures for Scheduling Dances

The Advisor will submit this form to the Principal after completing ALL the necessary information. This form must be submitted ten (10) school days before the scheduled dance unless the Principal approves another deadline. The Secretary will contact the Advisor when the form is approved.

Name of Sponsoring Organization _____
Time of Dance: Day _____ *Month* _____ *Date* _____ *Year* _____
Band / DJ for the Dance _____
Dance Committee Chairperson _____ *Grade* _____

Chaperone Signatures: (Each chaperone must sign) the Administrator (Principal or Vice-Principal) is not to be considered as a chaperone. There must be 3 faculty members which can include the advisor(s). There must also be 3 parents to chaperone.

Administration Signature(s):

1. **Principal** _____
Date _____
2. **Vice-Principal** _____
Date _____
3. **Vice-Principal** _____
Date _____

Faculty Signatures:

1. _____ (Advisor)
Date _____
2. _____ (Advisor)
Date _____
3. _____
Date _____
4. _____
Date _____

Parent Signatures: (Must be 21 years of age)

1. _____
Date _____
2. _____
Date _____
3. _____
Date _____

Your signature commits you to all of the responsibilities listed on the following pages.

BELLEFONTE AREA HIGH SCHOOL

PROCEDURAL REQUIREMENTS FOR DANCES

Regulations

1. If a student is tardy beyond homeroom or absent from school he/she will not be permitted to attend a dance on that day or if the student is absent on a Friday he/she will not be permitted to attend any school function to be held before the following Monday. The only exception is a written doctor/medical excuse which must be produced prior to the dance.
2. Entrance to all dances will be permitted by pre-sale tickets only. **NO TICKETS WILL BE SOLD AT THE DOOR.**
3. To ensure the safety of all students and guests, the doors will be locked 30 minutes after the dance begins and will remain locked for the entire dance.
4. All functions will end no later than 10:00 p.m. including end of the year class formals to comply with Pennsylvania driving regulations.
5. Inappropriate student or guest behavior will not be tolerated. Violators will be instructed to leave, and may be banned from future dances. Disciplinary consequences may result or legal authorities may be called.
6. No readmission once a student or guest leaves the dance. Students and guests may not remain on campus or the dance site without being in the designated dance area.
7. All guests (non-Bellefonte Area High School students) must pre-register in the Student Office prior to the function. No guests will be signed-in the night of the function. **GUEST MUST PRESENT PHOTO ID at pre-registration and when entering the dance.**
8. All district students who are not otherwise excluded by District Policy, Board or Administrative Action, or other statute, rule, regulation, guideline, or decision, may attend dances and other extracurricular activities suitable for their grade. Such students may bring guests provided the guests are a current high school student (grades 9-12), or if graduated from high school, under the age of 21 on the date of the dance or other extracurricular function. The District reserves the right to exclude students and/or their guests if the presence of the student and/or the guest, in the opinion of Administrative Staff, would constitute a material disruption to the function or a threat to the health, safety, and welfare of others.
9. Students who are in ISS, OSS or Saturday Detention the day of a dance or the Friday before a Saturday dance will not be permitted to attend.
10. All regular school rules and regulations apply to dances and proms, even when they are held off campus. There is **NO** smoking permitted.

11. Students suspected of consuming alcohol or other controlled substances will be denied entry to the dance and will be referred to the legal authorities.
12. Large jackets, purses, and backpacks may be inspected by the faculty chaperones before or during the function and may be asked to be left at the check in table.
13. All school rules are in effect for our students and their guests.
14. All dances MUST be held at the high school, with the exception of the Senior Ball.
15. All dances MUST be chaperoned by at least 3 members of the high school faculty or staff supported by additional parent/guardian chaperones trained by administrative staff.
16. All dance policies must be printed on the ticket. For the Senior Ball, they are to be inserted in the invitation.

Responsibilities of Student Dance Committee Members

1. Dance committee members may set up for the dance immediately after school and will contact the custodial staff with regard to this process. The committee may be asked to assist the custodians with moving cafeteria tables and chairs.
2. The committee members should arrive at least ½ hour before the dance is scheduled to greet all chaperones and school police.
3. Any damage occurring to school property during the dance will be the responsibility of the organization sponsoring the dance.
4. The dance committee chairperson will notify each chaperone on the day before the dance to confirm their attendance.
5. The dance committee chairperson must make arrangements for custodians to be present.
6. The student committee members should remove all decorations prior to leaving for the evening.

Responsibilities for Faculty Chaperones

1. Faculty chaperones will arrive 1/2 hour before the dance is scheduled to begin. The advisor is expected to be present when the dance committee is in the building.
2. Faculty chaperones will assist students sponsoring the dance by maintaining appropriate student behavior at all times as established by school policy in the student handbook.
3. Faculty chaperones will distribute themselves within the building where student activity is taking place.

4. Chaperones will remain in the building until all students have left.
5. Chaperones should check the girl's and boy's restrooms frequently.
6. The Faculty advisor is responsible for making sure all bills and expenses are paid.
(Example – DJ, Band, food, decorations, etc.) All funds collected should be turned into office following the next school day for deposit.

Responsibilities of Parent and Non-Faculty Chaperones

- 1. Chaperones must be at least 21 years old.**
2. Each parent or non-faculty chaperone should arrive at least 15 minutes before the dance is scheduled to begin.
3. Chaperones should be stationed in the dance area and hallway area.
4. Each chaperone should assist the Faculty chaperones with maintaining appropriate student behavior at all times.
5. Chaperones should remain in the building until the conclusion of the dance when all students have left.

BELLEFONTE AREA HIGH SCHOOL

STUDENT ACTIVITIES

Membership Roster

Attention Advisor(s) and Secretary:

Complete and update this roster. One copy is to remain in your notebook; one copy is to be sent to the Business Office by September 30th of each school year and one copy is to be returned to the Main Office of the High School. (Failure to submit this information to the Business Office may result in termination of your club/organization by the School Board.

All classes must list class cabinet (homeroom representatives and their homerooms) as their membership roster.

All clubs must list members of their club as their membership roster.

Please Print

School Year _____

Club/Class _____

Advisor(s) _____

Officers

President _____

Vice-President _____

Secretary _____

Treasurer _____

Other _____

MEMBERSHIP ROSTER

_____	_____
_____	_____
_____	_____
_____	_____

Over (Membership Continued)

BELLEFONTE AREA HIGH SCHOOL

FUNDRAISER REQUEST

DATE: _____

CLUB / PARENT GROUP: _____

COACH / ADVISOR: _____

CONTACT PERSON FOR THE FUNDRAISER:

NAME: _____

ADDRESS: _____

PHONE # (HOME) _____ (WORK) _____

Authorization to release phone numbers: yes _____ no _____

WILL STUDENTS PARTICIPATE IN THIS FUNDRAISER?
(PLEASE REFER TO YOUR STUDENT ACTIVITY HANDBOOK.)

YES _____

NO _____

ITEMS BEING SOLD:

REASON FOR THE FUNDRAISER:

STARTING DATE: _____

COMPLETION DATE: _____

DELIVERY DATE: _____

APPROVED: _____ DENIED: _____ DATE: _____

(Reason for denial)

**ONCE THE FUNDRAISER IS APPROVED PLEASE SUBMIT ANY CHANGES TO
THE B.A.H.S. MAIN OFFICE. THANK YOU**

FUNDRAISING DISTRIBUTION

CLUB / PARENT GROUP _____

COACH / ADVISOR _____

ITEM(S) BEING SOLD _____

PRICE / UNIT _____

[illegible]

[illegible]

FUNDRAISING SUMMARY REPORT

CLUB / PARENT GROUP: _____

SPONSOR / COACH / ADVISOR: _____

ITEM(S) BEING SOLD: _____

UNITS SOLD: _____

SELLING PRICE PER UNIT: _____

MONEY RECEIVED: _____

EXPENSES: _____

PROFIT: _____

BELLEFONTE AREA HIGH SCHOOL

STUDENT ACTIVITIES

End of Year Activity Report

Attention Advisors:

This report is due at the end of each school year, and must be submitted to the Main Office along with your treasurer and secretary books.

SCHOOL YEAR _____

CLUB / CLASS _____

ADVISOR(S) _____

CLUB/CLASS OFFICERS: President _____

Vice President _____

Secretary _____

Treasurer _____

Other _____

MAJOR ACTIVITIES THROUGHOUT THE CURRENT SCHOOL YEAR

Over (Accomplishments)

APPENDIX B

Guidelines for Student Secretary, Student Treasurer and Mail Services

SECRETARY GUIDELINES

Attendance Sheet

Have attendance sheet available for people to sign in as they arrive at the meeting. Please ask them to print.

You must complete the following:

- Date of Meeting
- Name of Club/Class
- Name of Advisor(s) Present at Meeting
- Officer's Name/Title Present at Meeting
- Attach the attendance sheet to the minutes of every meeting.

Official Minutes

- Record time the meeting was called to order and the name of person who called the meeting to order.
- Make sure you complete your motions (name of person who made the motion, who seconded the motion, and include ayes and nays)
- Make sure you make a motion to approve the Treasurer's Report **AND** payment of all bills (list all bills in space provided). **All vouchers submitted for payment must include the following information:**
 - **Date of meeting in which expenditure was approved.**
 - **# Ayes; # Nays; # Abstentions**
- Record time the meeting was adjourned and the secretary must complete and sign this form.

It is very important that you follow these guidelines. Make sure you file your attendance sheet and official minutes in your notebook. A copy of your minutes are to be submitted to the Business Office no later than 5 days after the meeting date. Failure to submit the above information to the Business Office may result in termination of your club/organization by the School Board. You may bring your minutes to the Main Office of the High School for copying and for forwarding the information to the Business Office. At the end of every year your secretary book will be collected for auditing purposes.

If you should have any questions, please do not hesitate to ask in the Main Office.

Thank you

Date Turned Into Main Office _____

Sent to District Office _____ (Main Office Use Only)

**BELLEFONTE AREA HIGH SCHOOL
OFFICIAL MINUTES**

ATTENDANCE SHEET

DATE _____ ADVISOR(S) PRESENT _____

CLUB / CLASS _____

OFFICERS PRESENT _____

MEMBERS PRESENT

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

BELLEFONTE AREA HIGH SCHOOL
OFFICIAL MINUTES

DATE: _____

I. CALL TO ORDER

Time _____ By _____

II. SECRETARY’S REPORT

MOTION TO APPROVE MINUTES OF MEETING LAST HELD

Motion By _____ Seconded By _____ Ayes ____ Nays ____

III. TREASURER’S REPORT

MOTION TO APPROVE TREASURER’S REPORT AND PAYMENT OF ALL BILLS

Company	Description	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Motion By _____ Seconded By _____ Ayes ____ Nays ____

IV. OLD BUSINESS

V. NEW BUSINESS

(over)

BELLEFONTE AREA HIGH SCHOOL OFFICIAL MINUTES

MOTION_____

Motion By _____ Seconded By_____ Ayes____Nays____

MOTION_____

Motion By _____ Seconded By_____ Ayes____Nays____

MOTION_____

Motion By _____ Seconded By_____ Ayes____Nays____

MOTION_____

Motion By _____ Seconded By_____ Ayes____Nays____

MOTION_____

Motion By _____ Seconded By_____ Ayes____Nays____

VI. ADJOURNMENT

Motion To Adjourn Meeting

Motion By _____ Seconded By_____ Ayes____Nays____

TIME OF ADJOURNMENT

RESPECTFULLY SUBMITTED

SECRETARY

TREASURER GUIDELINES

You will be provided a copy of the Bellefonte Area School District Student Activity Accounting Manual. Please read and meet with your Advisor concerning what is required of you.

Deposits

Complete a Cash Settlement / Deposit Sheet. Fill out completely. Use a separate sheet for each "Description of Collection", i.e. fundraiser (candles); field trip, class dues, etc. List all cash deposits on a separate Cash Settlement sheet. (Example is provided for you.)

You may use another Cash Settlement/Deposit Sheet to list checks for each individual deposit. (Example is provided for you.) Each check deposit should be put on one sheet. **VERIFY ALL CHECKS ARE WRITTEN CORRECTLY AND SIGNED. Do not sign anything on the back of the checks.**

ALL CHECKS ARE TO BE MADE PAYABLE TO:

Bellefonte Area School District or BASD.

(You may reference your club name in the memo section of the check.)

When your funds are ready to be deposited, turn in the funds to the Main Office for processing. **NEVER LEAVE ANY DEPOSIT ON THE DESKS IN THE MAIN OFFICE.**

Return all deposits in an orderly manner:

All bills facing the same direction

Separate currency in the following increments:

1's	\$25
5's	\$125
10's	\$250
20's	\$500

Coins -Wrap only a minimal amount. (Wrappers may be obtained in the Main Office.) (If you have a lot of coins through different coin drive fundraisers, etc., you will need to cash the coins in and deposit the bills for them.)

The yellow copy of your Cash Settlement/Deposit Sheet will be filed in your Student Activity folder in the office. Please check your file each week for any deposits that were made so you can record them in your treasurer book and notify your Advisor with this information.

If your deposit is incorrect, your Advisor will be notified. You may be asked to recount your deposit. Any corrections made to the deposit will be changed with an explanation before being filed.

Do not record the deposit in your ledger until you have picked up the yellow Cash Settlement / Deposit slip in the office. Always use a pencil to record your deposits.

It is important to keep and file all Cash Settlement sheets. I have enclosed in your books envelopes for this purpose.

Vouchers/Invoices (Bills)

Make sure all expenditures have been approved by your club/class. Include the following on all vouchers:

Date of meeting in which expenditure approved _____
#Ayes _____ #Nays _____ # Abstentions _____

No voucher will be processed without this information.

Checks are usually cut every week by Friday. Please plan accordingly to avoid late charges or delays.

Return completed voucher attached with the original copy of the invoice (bill) or receipt to the Main Office to obtain the Principal's signature. It will then be forwarded to the Business Office for processing.

Checks will be mailed out from the Business Office. The yellow copy of the voucher will be filed in your Student Activity folder in the office. Please check your folder weekly to record the information in your ledger and file the voucher (yellow copy) in your envelope provided.

***Do not record the amount of the voucher in your ledger until you pick up the yellow copy in the office. It is important that you file and keep all vouchers and deposit slips. There must be a voucher and deposit slip for every entry in your ledger.**

NSF (Non Sufficient Fund) Checks

Checks returned from the bank must be recorded in your ledger and deducted. If you receive a "NSF" Check notice, please enter the amount as well as any fees in your ledger and deduct from your balance.

The Business Office will collect on the "NSF" Checks as well as any fees that are charged. Once the amount is deposited into your account, the Business Office will send paperwork which will be filed for you to record.

Monthly Audits

You must stop in the Main Office at the end of each month with your ledger to compare balances.

***It is very important that you follow these guidelines. At the end of every school year your ledger will be collected for auditing purposes. Your ledger will be returned and filed in the office at the beginning of the next year.**

If you have any questions, please do not hesitate to ask in the Main Office.

Thank you

BELLEFONTE AREA SCHOOL DISTRICT ACTIVITIES FUND

Forms Can Be Found in SCRIPT

All Student organizations/clubs must complete this form before any activity expenditures will be authorized. A copy of invoice(s) must be attached.

No. 5000H _____ 20 _____

Vendor Name _____

Vendor Address _____

Description	Amount
_____	_____
_____	_____
_____	_____
_____	_____
Total _____	

Date of meeting in which expenditure approved _____

Ayes _____ #Nays _____ #Abstentions _____

Club/Organization _____

School _____

Student Treasurer _____

Faculty Advisor _____

Principal _____

Business Office use only:

Vendor Number ☐ New Vendor ☐ W-9 Issued ☐ Audited

Account Number

White – Business Office

Yellow – Student Activity Treasurer

Pink - Main Office File

Cash Settlement / Deposit Sheet

Bellefonte Area School District
Student Activity Fund Deposit
Cash Settlement/Deposit Sheet

Receipt Date: _____

Description of Collection*

I.e. name of fund raiser/field trip _____

Club Name _____

Currency:	Checks:	
	Check #:	Amount:
1's	_____	_____
5's	_____	_____
10's	_____	_____
20's	_____	_____
50's	_____	_____
100's	_____	_____
Total Currency:	_____	_____
Coins:	_____	_____
Pennies	_____	_____
Nickels	_____	_____
Dimes	_____	_____
Quarters	_____	_____
Halves	_____	_____
Total Coins:	_____	_____
Total Currency:	_____	_____
Total Coins:	_____	_____
Total Checks:	_____	_____
Total Deposit:	Total Checks:	_____

*A separate sheet should be used for each individual description

Deposit Prepared By: _____

Account # _____

White - Business Office

Yellow - Student Activity Treasurer

Pink - Main Office File

Ledger

Note: See main office for a cardstock copy.

Advisor: _____	
Treasurer: _____	
Year: _____	

Date	Transaction	Voucher #	Debit (-)	Credit (+)	Balance
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
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22					
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24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					

Student Activity Account

NOTIFICATION OF REIMBURSEMENT FOR NSF CHECK(S)

Account _____

The above Class/Club account had a Non-Sufficient Fund (NSF) check paid to the Business Office. The amount below was collected and deposited back into the Club/Class account. Please make sure the treasurer credits the account with this amount.

Date Deposited _____

Check Amount _____ Processing Fees _____ Total Deposit _____

Business Office
Student Activity Treasurer
Main Office File

White
Yellow
Pink

Student Activity Account

NON-SUFFICIENT FUND CHECK(S)

Account _____

The above Class/Club account had a Non-Sufficient Fund (NSF) check returned to the Business Office. The amount listed below will be deducted from the account as well as any fees from the bank. Please make sure the Class/Club Treasurer deducts this amount from the activities ledger.

The Business Office is responsible for the collection of money incurred by the NSF check and will notify the Class/Club when the money has been reimbursed.

Date Check Returned _____

Check Amount _____ Bank Fees _____ Total Deduction _____

Business Office
Student Activity Treasurer
Main Office File

White
Yellow
Pink

MAIL SERVICE GUIDELINES

1. There must be a return address on each piece of mail.
2. The entire mailing should be in one container so the mail service can identify the items to be charged separately.
3. If the material is not in an envelope (i.e. a newsletter folded in half and a label affixed for mailing), it must be stapled or taped closed.
4. If the bill should be sent to someone other than the activity advisor, class advisor, etc., please advise the Accounts Payable office of the person's name and address.
5. Each activity/class is to reimburse the district for processing their mailings through the district system. The number of pieces in each mailing must be noted in order to accurately bill each organization.

APPENDIX C

USE OF SCHOOL OWNED VEHICLE GUIDELINES

BOARD POLICIES REFERENCED

USE OF SCHOOL OWNED VEHICLES

Please follow these guidelines when using a school owned vehicle:

All staff members interested in operating a school owned vehicle must have an MVR Report on file with the Bellefonte Area School District. If the report is not on file, please submit a form to the Transportation Office. For information visit the Transportation website and click on "Motor Vehicle Record (MVR)" (<http://www.basd.net/Page/6779>) to find the form and instructions.

Due to the BASD insurance carrier request, all staff members interested in driving a school owned vehicle must have a Motor Vehicle Record that must be checked on a yearly basis. This will be done automatically for those who have submitted the original request in a prior year(s).

Those who wish to be taken off of the driver list should notify the Office of Transportation at the number above.

Vehicles are limited by availability. Vehicles are assigned on a first-come, first-served basis.

Once you have been assigned a vehicle, you will need to pick up the keys and vehicle pre-trip inspection form from the Clerk in the Student Office at the Bellefonte High School. The Student Office is open between the hours of 7:30 a.m. and 3:30 p.m. The operator will be responsible for picking the vehicle up and returning it to the parking area behind the High School. You are required to do a complete pre-trip vehicle inspection prior to the use of the vehicle. Should you find the vehicle unsuitable to operate, please report your findings to the Transportation Office and another vehicle will be assigned if one is available. The vehicle will be fueled by the transportation staff prior to your departure. If your destination suggests the need to re-fuel, you will be assigned a fuel credit card and instructions for its use. Please remember, **YOU MAY NOT FUEL A VEHICLE WHEN STUDENTS ARE ON BOARD.** Upon return, please return the keys and credit card to the Student Office or place them in the gray key box which is located on the outside brick wall at the rear of the high school near the van parking spaces. If you do not have access to the building upon your return and cannot locate the key box, please lock the keys in the vehicle.

Breakdowns and Emergencies

1. Contact the Transportation Office at 355-4814, ext. 3033 or, if you are a member of AAA, you may use your membership for roadside assistance. AAA has informed us that any individual member is covered regardless of whose vehicle they are driving. (They will not issue the school district memberships.)
2. You are required to carry a copy of your roster with you while in transit.
3. Report all incidents or accidents (regardless of how minor) that occur while you are using a school vehicle.
4. You are expected to return the vehicle in top shape. Please be certain no items are left behind, including trash.
5. Report any and all concerns you may have regarding the condition of the vehicle you have used. Because there are several users of the vehicles, instead of one particular driver, it is important for you to call our attention to potential problems with these vehicles.
6. Please feel free to contact the Transportation Office at any time. We want your trip to be safe and comfortable.
7. Remember you must be an approved school district driver to operate a school district vehicle. If you intend to operate a school owned vehicle, your MVR (Motor Vehicle Record) must be on file.

If an emergency should occur after hours, please contact Mr. Kenneth Bean at (814) 280-2339.

Please familiarize yourself with the on-board safety equipment including the fire extinguisher, first aid kit, and body fluid kit.

During school hours you may use the communications system to communicate with school officials during your trip.

It is strongly recommended that staff members refrain from transporting students in their own vehicles. Please see building administration for further discussion in this regard.

If you have any questions please contact the Transportation Office by email at transportation@basd.net

Board Policies Referenced

- BASD Policy #229, Student Fundraising
- BASD Policy #246 – Student Wellness
- BASD Policy #618 – Student Activity Funds
- BASD Policy #810 – Transportation
- BASD Policy # 810.1 – Transportation in School Owned Vehicles
- BASD Policy #810.3 – School Bus Video Surveillance
- BASD Policy #915 – Booster Clubs