



**STUDENT ACTIVITY  
FUNDS  
Procedures Manual**

**November 2019**

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## **FORWARD**

This manual has been prepared to provide guidance for the handling of student activity funds.

The procedures outlined in the manual comply with statutory requirements and policies as established by the Board of Education of the Van Buren School District. Through these procedures, it is hoped that all student activity funds of the District will be managed and accounted for in a responsible, effective manner.

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Dr. Harold Jeffcoat  
Superintendent of Schools

## **Mission Statement**

Van Buren School District will serve the Van Buren Community by providing a learning environment that enables students to attain their full potential and that promotes lifelong learning.

### **We believe:**

- Everyone can learn
- Education is learner-centered
- Education prepares learners for solving real life problems
- Continual personal and professional growth is vital
- Technology is essential to education
- Education can actively link the community
- Assessment and evaluation are critical steps in the learning process
- A safe, nurturing and orderly environment is conducive to learning

## Statement of Assurance

I have read the Van Buren School District Student Activity Funds Procedures Manual and understand the procedures outlined.

As an activity sponsor, I understand that my obligation as an education professional and an employee of the Van Buren School District is to ensure that these procedures are followed.

Name \_\_\_\_\_

Date \_\_\_\_\_

## **Activity Funds - Definition, Purpose Responsibility and Record Retention**

### **Definition and Purpose:**

Certain Funds collected from students by district personnel are defined as Activity Funds and must be handled through the school Student Activity Funds accounts (Fund 7). Activity Funds consist of monies accumulated from various school approved, money-raising activities, receipt of student dues or fees, vending receipts, commissions, and donations. According to Arkansas law, Activity Funds may be used only to promote the general welfare of the school and the educational development and morale of all students. The source and purpose of the Activity Fund determines the use and rules for the fund and should be documented.

Fund-raising activities can provide valuable educational experiences for students if properly supervised, and the fund-raising can also provide the resources for useful projects. It is, however, important that all monies collected within the district's schools shall be handled in a proper fiscal manner and prudently safeguarded. (See Board Policy 7.10)

Money collected for any purpose will be submitted to the school Secretary or designee, who will provide for its proper deposit. Money should never be left in a desk, classroom, automobile etc. When a teacher or other school employee collects money from pupils for any purpose, that employee shall be held responsible for that money until the employee turns it over to a person responsible for receiving and depositing money.

All money raised becomes school funds when fund-raising activities:

- are in the name of the school
- involve a student body or school-sponsored group.

The money raised is for the school unless it is a PTA, or outside organization (i.e. Booster club) sponsored fund-raising activity (see Section 735).

These funds should be used for the benefit of the school-sponsored student group responsible for raising the money.

### **Approvals Required**

- All fund-raising activities must be approved in advance by the School Principal and Superintendent's Designee. (See Board Policy 6.3)
- Teachers/sponsors who wish to conduct a fund-raising activity must submit a **"Fund Raising Application"** to the Principal and Superintendent's Designee before starting the activity. A copy of this form is returned to the teacher/sponsor after necessary approvals are secured. The fund-raising event cannot begin until the teacher is notified that the activity is approved.
- Students or teachers may not initiate or conduct fund-raising activities in the name of the school without prior approval.
- Segregation of duties is required by legislative Audit. Cash handling and record keeping must be separate, e.g., sponsor and one other designated person.

### **Retention of Records**

It is recommended that Activity Fund records be kept on file at the school for at least five (5) years after audit completion. In the case of activities that run for multiple years, e.g., "Class of XX," records should be maintained for five years after completion of the activity. Records may be destroyed after the five-years-past-audit time frame.

## 710

### Receipting - By Someone Other Than the School Secretary

Teachers/Sponsors or other school personnel may collect money from students for fund-raising activities.

There are two acceptable receipting forms for proper Activity Fund accounting:

- A. **Class Receipt Record** -- Use this form for small, multiple collections as in the following:
  - Class Pictures
  - Library Fines
  - Trips
  - Symphony, Opera
  - Revenue from fund-raising activities such as candy sales
  - Puppy Pound T-shirts for VBSD Education Foundation
  
- B. **School Activity Fund Cash Receipt Book** -- Use this for collections where the payer requires a receipt for future reference:
  - Graduation fees
  - Club or class dues and fees
  - Parking fees
  - Collection for yearbooks and other commemorative items

A receipt Must ALWAYS be issued by the person receiving the cash to the person remitting the money. Use permanent ink on this form. Copies of all receipt records should be kept by the sponsor and a copy should be turned in with the funds to the appropriate school employee.

The following points are important:

- If you currently use a spreadsheet or a copy of the teacher grade book, these lists may still be used and stapled to the **Class Receipt Record** to be signed for verification of money collected and deposited.
- School employees will turn in money to the School Secretary on the same day it is collected. School employees should never keep money in their possession. All collections turned in to the School Secretary must be accompanied by either a **Class Receipt Record**, receipt book, or both.
- Monies should be recounted by the school secretary in the presence of the person turning in the cash. If that is not possible, the funds must be counted by two counters. The school secretary will sign the **Class Receipt Record** or cash receipt book, signifying agreement to the amount of funds turned in. The secretary must give a signed copy of **Class Receipt Record** or receipts to the person turning in the funds.

- Never substitute personal checks for cash collections. Submit all money to the School Secretary in the same form as collected.
- Do not remove money from school premises.
- Do not keep money for any reason.
- Do not deposit money in a personal account or bank deposit box.
- Do not spend any of the collections for any reason.

The School Secretary makes all payments for the Activity Fund utilizing the District requisition/purchase order system, or petty cash. Any time a teacher or other district employee collects money from a student or patron for a school related activity the District requisition/purchase order procedures apply.

## **720**

### **Disbursements - General Policies**

#### **Purchases from Activity Funds**

- Teachers must follow the same board policies and procedures as budgeted accounts. (See Board Policy 7.10)
- School personnel making any purchase in the name of the school without getting prior written authorization from the Principal and a requisition/purchase order is not empowered by the District to make any purchase on behalf of the District. In such cases, the employee is personally responsible for the purchase.

Do not make any purchase unless sufficient funds are available in the proper General Activity Fund account. Purchases can be made in advance for goods required in fund-raising activities. In this case, any activity deficit will be encumbered against the school General Activity Fund.

#### **Trips**

Monies raised by clubs, class/student groups to finance trips related to student activities for faculty sponsors and students may be expended with a Purchase Order with the approval of the Principal. (See Van Buren Public Schools Student Extended Travel Guidelines)

#### **Scholarships**

Student activity funds may be used to award scholarships to students on the basis of educational merit. The scholarship award should be paid to the educational institution of the recipient's choice, not to the individual.

#### **Awards and Prizes**

- Monies raised in the school's name may only be used to pay prizes for individuals when such awards are clearly delineated and approved in advance of the fund-raising activity. Cash awards or prizes that include currency, check, savings bonds, money orders, gift cards or any other medium that can be readily converted to cash are not allowed. Proof of receipt by the individual should be documented.



- Awards such as merit certificates, trophies, plaques or other means of recognition with reasonable value (less than \$50) may be purchased from student activity funds in recognition of scholastic, attendance or fund-raising achievements for students.
- Awards for Athletics are subject to Arkansas Code 6-20-415.

**Gifts**

Monies raised in the school's name by the student body or student groups may not be used to purchase gifts for school personnel. However, students may contribute personal money towards the purchase of a gift for school personnel.

**721**

**Disbursement Vouchers - Supporting Documents**

With the Principal's approval, the School Secretary will prepare a purchase order requisition to authorize the issuance of a check to a vendor for goods or services received.

Supporting documents needed for payments are:

- Signed purchase order
- Vendor's original, unadjusted invoice, and
- Proof of satisfactory receipt of goods or services
- Method of payment (Cash, check, credit card) for reimbursements (Refer to Section 723)

The vendor's original unadjusted invoice must include the vendor's name, address, and detailed description of items purchased. Examples include letters, acknowledgments, and cash receipts for reimbursements.

An authorized signature of a receiver constitutes evidence of receipt of the goods or services.

Examples of unacceptable documents include:

- Periodic statements
- Data processing cards that give an amount but lack information such as name of the company or invoice numbers.
- An in-house payment authorization form signed by the Principal with no other support.
- A VBSD purchase order form signed by the Principal with no other support.
- Delivery tickets or packing slips that show what and when but not how much received.

**722**

**Disbursements - Police, Security Guards, Physicians**

Payments to outside contractors (police, security guards, and physicians) for school events should be made utilizing the district's purchase order procedures. All payments shall be made by check, not cash or money order.

Under no circumstances are admissions or "gate receipts" to be used to pay for any goods or services at the event or at any time.

**723**

## Reimbursements and Refunds

### **Reimbursements**

Students and employees may be reimbursed by check for personal money spent for school purposes if:

- the purchase was previously approved in writing by the Principal on a Purchase Order, and
- proper documentation is submitted to support the expense (refer to Section 721).

The following are important points to remember about reimbursements:

- Keep reimbursements to a minimum as a safeguard against unauthorized purchases.
- School personnel may not be reimbursed for paying another individual for services. Only the district can pay the person (or company) performing the service with a district check.

### **Refunds**

Occasionally it may be necessary to make refunds due to cancellations of field trips, overcharges on books, or bus transportation, etc.

Make refunds only for money contributed directly by the student. No money raised in the school's name may be refunded or disbursed to students. All refunds must be processed through the Finance Office by preparing a check request and presenting proper documentation.

Proper documentation for refund requests includes:

- student's copy of cash receipt, or
- copy of **Class Receipt Record** which shows money received from a student.

Checks can be issued directly to students, parents, or as below for multiple/small refunds.

### **Multiple Refunds**

For multiple refunds, a single check may be issued to the Activity sponsor who will distribute the refunds to each student. Each person due a refund must sign a **Class Receipt Record** or receipt verifying that the refund was received and the date it was received. The activity sponsor will return the signed refund list and any undistributed funds to the School Secretary who will issue cash receipt for any money returned.

## **724**

### **Advance Payments**

Advance payments may sometimes be requested for necessary expenses expected to be incurred by athletic teams and other groups engaged in out-of-town travel.

Procedures in these cases are as follows:

1. The activity sponsor shall make a written request for an advance stating the amount needed, reason needed, and dates of trip. Submit the form for the Principal's approval and preparation of a check request authorizing the issue of a check or VBSD Visa card.
2. Within Five days of the completion of the activity, the sponsor shall send to the School Secretary **all** invoices, receipts, sales slips, etc., supporting the actual amount of expenses, and shall return any unused funds or VBSD Visa card.

3. The School Secretary will deposit any money returned and credited to the correct Student Activity Fund.

Remember the following important points regarding advance payment requests:

- The activity sponsor receiving an advance is responsible for any money advanced.
- Use advance payments only for the purpose approved by the Principal.
- Do not use advance payments to pay any person for services. Examples include payments to police or security guards, bus drivers, travel agents, game officials, or competition judges.
- Obtain itemized receipts for all advanced money spent.
- Return unspent money and receipts to the School Secretary at the completion of the activity and immediately upon return.
- The settlement of all advances must be completed no later than 4 days after termination of the activity.
- The teacher or club sponsor is personally responsible for undocumented money and money spent in violation of these procedures.

## 725

### **Payments to VBSD Employees for Services**

The Principal may occasionally agree to compensate teachers or other employees for additional services performed.

For work similar to regular duties the following applies:

- Pay teachers and counselors at their regular hourly rate.
- Pay nonexempt employees at their hourly rate.
- If the nonexempt employee exceeds 40 hours worked per week, he must be compensated at time and a half of the employee's current rate. Overtime situations must be approved in advance and documented on an Overtime Documentation form.
- Remember that the student activity accounts will be charged for retirement contributions on all payments plus FICA and Med FICA as required.

Examples for student activity fund payments include:

- additional Custodial services.
- additional Food services.

Activity funds may not be used to pay:

- teachers for activities which are part of the VBSD instructional day.
- stipends to employees for attending extra-mural activities.
- stipends to employees for being a departmental chairperson or sponsor of a school organization.
- hiring of school personnel on a permanent basis.

Payment to VBSD Employees will be made only by payroll check. Under no circumstance can a payment to an employee for supplemental services be made directly to the employee from cash collections such as gate receipts or from Petty Cash. Use the following procedures:

- A requisition should be submitted for a purchase order for the estimated cost of the employee's time
- The employee's time should be recorded on the time sheet for the current week.
- Submit the completed form to the School Secretary for approval and by the Principal, as usual.
- The School Secretary will send the time sheet to the Payroll Department.
- The amount to be paid for additional services will be added to the employee's regular payroll check.
- A copy of the employee's time card and the total cost will be present to Accounts Payable for payment along with the Purchase Order.

### **730**

#### **VBSD Education Foundation**

The VBSD Education Foundation partners with VBSD to support the educational programs for students and staff of the district. It is not considered as a district recognized Booster Club nor an outside organization but an extension of the district.

### **735**

#### **Money-Raisers – for activities administered by a VBSD PTA, a District-Recognized Booster Club or any Outside Organization**

**See Board Policy 6.3**

#### **VBSD PTA and District-Recognized Booster Clubs**

Fund-raising activities sponsored by a VBSD PTA or a District-Recognized Booster Club are allowable subject to the following:

- The VBSD PTA or District-Recognized Booster Club must complete a **“Fund Raising Application”** form in advance and be approved by the School Principal and Superintendent's Designee.
- The VBSD PTA or District-Recognized Booster Club initiates the activity and assumes responsibility for conducting it.
- The VBSD PTA or District-Recognized Booster Club may involve participation by the students (as a whole) and school personnel either as contributors (consumers) or workers (non-cash handling).

The Principal, School Secretary, Teacher, or other school staff cannot be involved with:

- Receiving goods for the VBSD PTA or District-Recognized Booster Club.
- Receipting, depositing, or accounting for money raised by the VBSD PTA or District-Recognized Booster Club.
- Paying vendors or otherwise disbursing money for these organizations.
- No money from the VBSD PTA or District-Recognized Booster Club should be left in the care of school personnel

Money raised by a VBSD PTA or District-Recognized Booster Club must be deposited to the account of the VBSD PTA or District-Recognized Booster Club, not the school's activity fund account.

Parent-teacher groups should cooperate fully with the Principal and/or activity director in planning activities or raising money.

Principals will use discretion in limiting such money-raising activities to that necessary for the school.

## **Outside Organizations**

Outside organizations should be valid, stand-alone organizations with their own identities. There should be no confusion of their identity with that of the school.

Fund-raisers by Outside Organizations:

- May not use the school's address, tax ID number, or names of school employees in conducting business.
- Shall manage and assume responsibility for their own finances.
- May make donations to the school or to a student club either for a specific purpose or at the discretion of the Principal.

The Principal, the School Secretary, sponsors, or other school staff cannot be involved with:

- Receiving goods for any Outside Organization.
- Receipting, depositing, or accounting for money raised by any Outside Organization.
- Disbursement of Outside Organization funds.
- Have signature authority on any bank account of an Outside Organization.
- Co-mingle money belonging to an Outside Organization in personal checking or savings account.
- Maintain a checking or savings account that contains money belonging to an Outside Organization.

## **740**

### **Sales Taxes – School Purchases**

The Van Buren School District is not exempt from sales tax except for items listed under Arkansas Rules GR-69 Exemption from Tax: Textbooks and other instructional materials.

## **750**

### **Competitive Bids Requirements**

Board Policy 7.5 and 7.13 relating to purchasing and payment procedures should be followed for all student activity purchases.

## 6.3—Fund Raising

All fund raising activities held in the Van Buren School District or in the name of the District must be pre-approved in writing by the principal and the Superintendent/designee. Approval will be predicated on the need and use of the funds to be raised as well as time and energy to be invested in the fundraising. Fund raising that conflicts excessively with and/or detracts from student or teacher instructional time in either the planning or the execution of the activity will not be approved.

Neither an individual school nor the District shall be liable for any contract between clubs or organizations and third parties.

Student participation in any fund raising activity shall:

1. Not influence or affect the student's grade; and
2. Be voluntary. Students who choose not to participate shall not forfeit any school privileges. It shall not be considered discriminatory to reward those who participate.

### Secondary Schools

Fund raising in the secondary schools may only be done by school activity programs, officially sanctioned student clubs, spirit groups, school PTAs, or parent booster clubs. Student clubs and spirit groups must receive written approval from their sponsor and the school principal before submitting the fund raising proposal to the Superintendent.

Door to door fundraising activities are generally discouraged. If approved, students wishing to participate who are under the age of eighteen (18) must return to their sponsor a signed parental notification and permission form.

### Elementary Schools

Fund raising in the elementary schools may only be done by the school or a school sponsored organization. Door to door fundraising activities are not allowed in Van Buren Elementary Schools. Schools must provide written notification of the following to parents or legal guardians of elementary students who participate in fund raising programs:

1. Student participation in fund raising programs is voluntary;
2. Students who do not participate will not forfeit any school privileges;
3. Students may not participate in fund raising programs without written parental permission returned to school authorities.

### Online Fund Raisers

All school-affiliated online fund raisers must be approved by the superintendent, or the superintendent's designee. The superintendent, or the superintendent's designee, shall act as the point of contact for all school-affiliated online fund raisers. An employee may be disciplined, up to and including termination, if the employee establishes:

- a. A school-affiliated online fund raiser without the permission of the superintendent, or the superintendent's designee; or
- b. The employee as the point of contact for a school-affiliated fund raised instead of the superintendent, or the superintendent's designee.

For purposes of this policy, a "school-affiliated online fund raiser" includes, but is not limited to, a fund raiser intended to raise funds for a particular teacher's classroom, grade, student club or organization, or athletic team.

Legal References:       A.C.A. §§6-18-1102  
                                  A.C.A §6-18-1104

Approved by Board of Education 03/12/19

## 7.5—Purchases and Procurement

Purchases shall be made in accordance with State laws and procurement procedures governing school purchases that are deemed to be in the best interest of the District and are the result of fair and open competition between qualified bidders and suppliers. No bids shall be taken for professional services.

### DEFINITIONS

“Commodities” are all supplies, goods, material, equipment, computers, software, machinery, facilities, personal property, and services, other than personal and professional services, purchased on behalf of the District.

“Micro-purchases” are purchases with a value of less than ten thousand dollars (\$10,000) when purchased with Federal funds.

“Professional services” are legal, financial advisory, architectural, engineering, construction management, land surveying professional consultant services, speech therapy, occupational therapy, physical therapy, lawn services, security services, audio visual services, plumbing, electrical, heating, ventilation and air conditioning services.

“Specifications” means a technical description or other description of the physical and/or functional characteristics of a commodity.

Purchases of commodities with a purchase price of more than \$10,000 require prior approval of the Superintendent and/or Business Manager. Purchases of commodities with a purchase price of more than \$100,000.00 require prior Board approval.

The district shall notify in writing all actual or prospective bidders, offerors, or contractors who make a written request to the district for notification of opportunities to bid. The notification shall be made in sufficient time to allow actual or prospective bidders, offerors, or contractors to submit a bid or other appropriate response. The board shall accept bids submitted electronically by email or fax for any and all district purchases, unless specified to be submitted by other means or methods, and except those bids which have been specified to have a designated date upon which the bids shall be opened. The superintendent shall be responsible for ensuring submitted bids, whether written, faxed, or emailed, are retained in accordance with policy 7.15—RECORD RETENTION AND DESTRUCTION.

The district will not solicit bids or otherwise contract for a sum greater than twenty-five thousand dollars (\$25,000) with vendors that are on the “excluded parties list” if the contract is to be paid from federal funds.

All purchases for a Federal program with an estimated purchase price between ten thousand dollars (\$ 10,000) and the state bid threshold amount and all purchases of commodities with an estimated purchase price that equals or exceeds the state bid threshold amount shall be procured by soliciting bids. Specifications shall be devised for all commodities to be bid that are specific enough to ensure uniformity of the bid and yet not so restrictive that it would prevent competitive bidding. The bid specifications shall not include the name or identity of any specific vendor. The Superintendent reserves the right to reject all bids and to purchase the commodity by negotiating a contract. In such an instance, each responsible bidder who submitted a bid shall be notified and given a reasonable opportunity to negotiate.

Bids shall be awarded after careful examination of the details of the bid to determine the best overall value to the District. Bidders submitting written bids shall be notified in writing of the bid award.

Whenever possible, a preference will be given to small and minority business; women’s business enterprises; and labor surplus area firms.

The District shall provide a preference to Arkansas residents whenever the District is accepting bids to purchase materials and equipment as part of a construction project if:

- a) One. (1) or more Arkansas residents who submitted bids made written claim for a preference at the time they submitted a bid; and
- b) An Arkansas resident's bid does not exceed the lowest qualified bid from a non resident by more than five percent (5%).

If the qualifications for the Arkansas resident preference are met, then the District shall take the lowest bid from an Arkansas resident regardless of whether the Arkansas resident was one of the individuals who requested the preference.

The following commodities may be purchased with State funds without soliciting bids provided that the Superintendent and/or Business Manager determines in writing that it is not practical to use other than the required or designated commodity or service, and a copy of this statement is attached to the purchase order:

1. Commodities in instances of an unforeseen and unavoidable emergency;
2. Commodities available only from the federal government;
3. Utility services;
4. Used equipment and machinery; and
5. Commodities available only from a single source.

Commodity purchases with Federal funds may be purchased without soliciting bids only when one or more of the following circumstances apply:

1. The item is available only from a single source;
2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
3. The Federal awarding agency or appropriate unit of the Division of Elementary and Secondary Education expressly authorizes the noncompetitive purchase in response to a written request from the District; or
4. After solicitation of a number of sources, competition is determined inadequate.

The District may purchase a new motor vehicle, other than a school bus, without soliciting bids if, at the time of the purchase, the:

- a. Purchase is from a motor vehicle dealer licensed in Arkansas;
- b. Purchase price of the motor vehicle does not exceed the fleet price awarded by the Office of State Procurement; and
- c. Motor vehicle to be purchased is the same make and model motor vehicle as the make and model the fleet price was awarded for by the Office of State Procurement.

Prospective bidders, offerors, or contractors may appeal to the district's superintendent if they believe the district failed to follow district bidding and purchasing policy or state law.

Any award of a contract shall be subject to revocation for ten (10) working days from:

- the initial awarding of the contract; or
- if an appeal is received, resolution of the appeal.

The intent is to provide prospective bidders, offerors, or contractors the opportunity to appeal the bid award if they believe the facts warrant an appeal. Any appeal shall be in writing by certified mail and received by the district office, "attention to the superintendent" within seven (7) calendar days following the initial and revocable award of the contract.



If the district receives an appeal of a bid award, they shall notify in writing those prospective bidders, offerors, or contractors who have made a written request to the district for notification of opportunities to bid that an appeal has been submitted. The notification shall state:

- that the contract award has been halted pending resolution of the appeal and could be revoked;
- the reasons for the appeal;
- that the recipient of the letter may respond to the protested issues identified in the appeal;
- the date the decision on the appeal will be made and notification sent;
- that if the appeal is upheld, the bidding process will start all over again;
- that if the bidding is re-opened, changes will be made to the request for bids as necessary to satisfy the reasons for upholding the appeal.

The sole authority to resolve any appeal relating to this policy shall rest with the superintendent. The superintendent's decision shall be final and conclusive. In the event the district upholds an appeal, the sole responsibility of the district to the aggrieved bidder(s) shall be the re-opening of the bidding process.

Except when prohibited by law, the District reserves the right to extend or renew a contract that was previously awarded under the process governed by this policy and law, provided the extension or renewal meets the following criteria.

1. The equipment and services provided under the extended or renewed contract meets or exceeds the specifications of the original bid.
2. The extended or renewed contract agreement complies with the state of Arkansas's documentation requirements.
3. The cost of the extended or renewed contract is the same or less than the original contract.
4. The extension or renewal is approved by the local school board.

Legal References:      A.C.A. § 6-21-301, 303, 304, 305, 306(b)  
                                 A.C.A. § 6-24-101 et seq.  
                                 A.C.A. § 19-11-801 et seq.  
                                 A.C.A. § 15-4-1301 et seq  
                                 A.C.A. § 18-44-503  
                                 A.C.A. § 19-11-259  
                                 2 C.F.R. §200.67  
                                 2 C.F.R. §200.319  
                                 2 C.F.R. §200.320  
                                 2 C.F.R. §200.321  
                                 2 C.F.R. §200.324  
                                 48 C.F.R §2.101

Ref: Act 639 of 1983 and Act 65 of 1987

Approved by Board of Education 02/09/88  
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Amended by Board of Education 11/14/17  
Amended by Board of Education 01/08/19  
Amended by Board of Education 11/12/19

## **7.10 – PURCHASING AUTHORITY**

The authority to purchase supplies, equipment, and services is given to the Superintendent and the Business Manager who shall have final responsibility for all purchases. Principals and Supervisors are also given responsibility to make purchases within the limits of approved school budgets and under the direction of the Business Manager and in accordance with district policy.

Through the budgeting process, certain monies are allocated for expenditure. Principals and/or Supervisors responsible for allocated funds are expected to maintain budget limits. Should funds be depleted from any specific budget category, prior approval for additional expenditures must be obtained in writing from the Superintendent.

Contracts or agreements which obligate the school or district must be signed by the Superintendent or his designee.

Principals and/or Supervisors are expected to follow all policies and procedures of the District concerning purchasing. They are to submit on approved district forms (i.e., Requisitions or Purchase Orders) requests for all purchases, with their signature of approval, to the Business Manager (or his designee) for final approval. District monies may not be disbursed unless this procedure is followed.

Non-budgeted District accounts such as Activity accounts or similar accounts or funds must adhere to the same policies and procedures as budgeted accounts.

Approved by Board of Education 3/8/05

Amended by Board 02/07/12

## **Student Extended Travel Guidelines**

The purpose of these guidelines is to provide general parameters for student extended travel on trips sponsored through the Van Buren School District. All students are entitled to an equitable opportunity to learn and experience a high quality education. The opportunity to travel and participate in a variety of activities can provide students with a chance to learn by further experiencing the world around them. When planning any student travel, equity of opportunity for all students must be a basic consideration, with full attention paid to social and economic circumstances that may impact a student's opportunity to fully participate in a specific travel. In order to meet district approval, each extended travel proposal must consider individual student economic and social circumstances and indicate how the needs of individual students will be accommodated so that no student is unable to participate in the travel due to social, economic or related circumstances.

### **Definition of a Student Extended Travel**

Student extended travel is defined as any trip out of state or any trip lasting more than 24 hours from the time of departure, and requiring an overnight stay of one or more nights away from Van Buren, Arkansas. This includes any trip where the means of transportation is not through the school district.

### **Purpose of Student Extended Travels**

All student extended travel must fulfill one or more of the following purposes.

1. Instruction: Student travel for the main purpose of participating in a specific educational event such as a conference, workshop, camp, museum visit, etc.
2. Performance: Student travel for the main purpose of participating in a performance such as a concert, marching event, etc.
3. Competition: Student travel for the main purpose of competing in a specific sporting event, tournament, music competition, forensics competition, FBLA competition, etc.

**NOTE:** All student extended travel (Instructional, Performance, and Competition) must include an activity of educational value (historical, cultural, etc.) and should not require absence from school for more than one day. Student extended travel may also include an entertainment activity. The educational activity and the entertainment activity may take place traveling to the specific event, returning from the specific event, or during the dates of the specific event. If the educational and entertainment activity takes place during the days of the focus event(s) of the trip, these activities must be within a reasonable distance of the location of the focus event of the travel and not interfere with participation in the focus event. Entertainment may not serve as the sole purpose of student extended travel.

### **Extended Student Travel Guidelines**

1. In general, student extended travel should be restricted to Arkansas and states contiguous to Arkansas.
2. All student extended travel should follow Arkansas Activities Association (AAA) guidelines. Under these guidelines, a group may spend no more than one school night *out of state* Monday through Thursday. This will allow out of state travel days on Thursday through Sunday or Friday through Monday during the regular school calendar. An exception to this guideline for organizations not subject to AAA regulations may be granted by district administration under extenuating circumstances. This guideline does not apply to travel during extended breaks including winter break, spring break and summer break.
3. All student extended travel requires the approval of the principal of each school involved in the travel and a district administrator. Out of country travel requires the approval of the Superintendent.
4. Under AAA guidelines, extended travel to athletic events exceeding 600 miles round trip requires National Federation approval. All other AAA guidelines also govern athletic events and competitive events sponsored by or including groups affiliated with the AAA including \*ASBOA and \*\*ARKCDA. Major athletic and competitive events that will draw participation from long distances often have prior approval from the National Federation. Contact the district athletic director for details on AAA and National Federation requirements.
5. All extended athletic travel must focus on interscholastic competition and shall be included in the contest limits (number of games or tournaments) allowed by the Arkansas Activities Association.
6. Sponsors of any proposed student extended travel must submit a Student Extended Travel Request Proposal to the appropriate building principal and district administrator at least 60 calendar days for in-state, 4 months for out-of-state and 1 year for out-of-country travel before the scheduled departure date of the travel. If the travel involves multiple schools, the proposal must be submitted to the principal of each school with students participating in the trips. The principal will submit each proposal to the appropriate district administrator. For certain trips scheduled for the fall

semester, this guideline may require that the travel proposal be submitted during the previous spring semester due to the extended summer break.

7. The use of school or district funds to support student extended travel is to be limited and must be approved by the principal and the appropriate representative of the district administration. The majority of the funding should be provided through other sources including but not limited to booster club donations, student fund raising activities, grants, individual student self-funding, etc.
8. No fundraising for student extended travel may begin before approval of the trip has been granted. All fundraising to support student extended travel must follow district fundraising guidelines and must be approved by the principal of each school with students involved in the trip and a district administrator.
9. Student extended travel sponsors may hold preliminary discussions with interested groups such as booster clubs to determine the feasibility of a specific trip, but student extended travels may not be announced or promoted formally or informally prior to full district approval of the proposed trip under these guidelines.
10. If required, chaperones for any student extended trip will be selected and names submitted to the building principal immediately after approval. Once per school year a full background check will be required for any chaperone **going on an overnight trip**. See Board Policy 6.4 Volunteers.
11. These guidelines apply to all student extended travel including travel taking place when school is not officially in session such as weekends and all extended breaks (winter, spring and summer breaks).
12. Waiver of these guidelines may be granted for specific extenuating circumstances. The request for a waiver of any of these guidelines should be made to the appropriate principal(s) and district administrator(s).
13. If approved, the sponsor must provide a copy of the Extended Student Travel form with attachments and any other requested information to the district travel office for arrangements to be made.

\*Arkansas School Band and Orchestra Association

\*\*Arkansas Choir Directors Association



# Fund Raising Application

*The information on this form should be completed, submitted and returned to the organizations with the approval of the principal and the superintendent before any commitments are made to do the fundraiser.*

Organization \_\_\_\_\_ Date \_\_\_\_\_

School \_\_\_\_\_

Describe the fundraiser \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tell, Specifically, the purpose for which funds are being raised \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature of Organization Representative \_\_\_\_\_

<b>OFFICE USE ONLY</b> <input type="checkbox"/> Request Approved <input type="checkbox"/> Request Denied _____ Principal Signature <span style="float: right;">_____</span> Date
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<b>OFFICE USE ONLY</b> <input type="checkbox"/> Request Approved <input type="checkbox"/> Request Denied _____ Superintendent's Signature <span style="float: right;">_____</span> Date
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