

 <p>ASB PROCEDURES MANUAL</p>	<p>RESTRICTIONS ON USE OF PUBLIC FUNDS</p>	<p>REVISED 10/18</p>
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INTRODUCTION

ASB funds are designated as public funds of the school district per RCW 28A.325.020 and RCW 28A.325.030. As public funds of the district, the district must control and account for student body money within the legal parameters governing public funds. This results in certain restrictions on the use of these funds.

PROCEDURES

Some particular restrictions on the use of public money that cause confusion are:


- ASB funds can only be used for legitimate activities of the Associated Student Body that are **CULTURAL, ATHLETIC, RECREATIONAL, OR SOCIAL** in nature.
- Student body funds cannot be used for any personal or private use.
- Student body funds cannot be used for anything under the general heading of gifts, including charitable donations, scholarship or student exchange.
- ASB fund must be spent on student activities or general ASB support.
- The use of ASB money for curricular activities is strictly prohibited. ASB money can only be used for optional, noncredit extracurricular events (activities) of the district (RCW 28A.325.010).

CHARITABLE DONATIONS & SCHOLARSHIPS

Expenditures for charitable donations, scholarships, and student exchange may be made only from legitimate ASB private, nonassociated student body money subject to board policy and specific controls. (See Fundraising Charitable - Private Money Section.)

GIFTS, AWARDS & INCENTIVES

While it is constitutionally prohibited (Article VIII section 7) to make a gift of public funds, it is legal for the ASB to give awards or incentives in recognition of achievement

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under certain conditions. The distinction between gifts and awards or incentives is made based upon the following:

- A gift is an item given to an individual or group of individuals which has not been earned and is given for the personal use of the individual(s).
- An award or incentive is an item given to a student or group of students in acknowledgement of attaining a specified level of achievement or in recognition for outstanding services.
- Allowable items cannot be of more than nominal value. For example, a plaque is not considered a gift if it is within reasonable cost for such an item. The determination of “nominal value” as defined by the Puyallup School District is \$25.
- **Cash awards and cash equivalents such as gift certificates/cards: Please refer to District Policy 3515R.**
- Items given to individuals should be of intrinsic sentimental value to the recipient and of no functional use to the individual. For example, a letter jacket or iPod would not be allowed, but an inexpensive pin, plaque, trophy, or athletic sew-on letter would be allowed since they are of nominal value and have no functional use or value except to the person receiving the award.
- If the item is of a personal nature and of greater than nominal value but will be retained by the Associated Student Body, it is not considered a gift. For example, spirit wear can be purchased for use during the club activities; however, individuals cannot retain them.
 - Awarding of Student Apparel:
Individuals in certain groups within the District’s ASB provide leadership, encourage sportsmanship and promote school recognition and school spirit within the school setting and community. In recognition of this service, apparel that no longer has a monetary value may be awarded to these individuals.

Some examples of payments that have been determined to be gifts and **NOT ALLOWED** are as follows:

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- An ASB club wants to purchase aprons for the food service workers as a gesture of appreciation. While the cost of the aprons may be nominal, this expenditure would not be appropriate as ASB funds should be used to support student activities.
- Flowers that were purchased for someone in the hospital or convalescing.
- The basketball team wants to award the Most Valuable Player for the season a pair of Nike basketball shoes. This would not be allowed as the shoes are not only greater than nominal value, but also have a functional use to the athlete. It would be appropriate to award the player a certificate of achievement or small trophy in recognition of his or her accomplishments.
- Food or clothing that was purchased for a needy family. Nonassociated student body funds raised by students in their private capacities may be used for such purposes provided they are permitted by district policy. (See Private Money section.)
- Refreshments purchased for teacher or staff (non-student) meetings.

Some examples of awards and incentives that would be appropriate are:

- A pin, plaque or trophy
- Certificate of Achievement
- Single rose