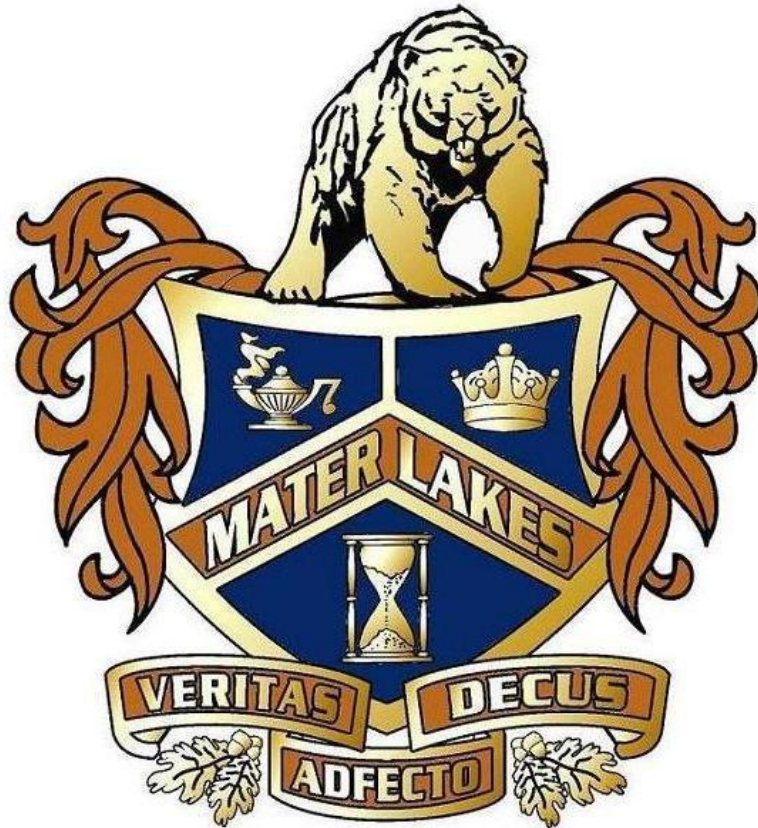


Mater Lakes Middle/ High School

2018 – 2019



Activities & Finances Handbook

Ana Sanchez
Activities Director

Andrea Romeo
Treasurer

SECTION I: RESPONSIBILITIES OF ACTIVITIES & FINANCE

ACTIVITIES DIRECTOR

- Develop the master calendar to coordinate all school-sponsored activities
- Assist the principal in identifying and selecting club and organization sponsors
- Coordinate all school fundraising activities in conjunction with the Business Manager
- Assist in compiling and coordinating school and community projects
- Develop a handbook for club/organization sponsors in conjunction with the Business Manager
- Assist/ organized field trips by ensuring that all Mater Lakes Academy policies/procedures are followed
- Assume responsibility for the "opening exercises" and school announcements
- Organize & direct assemblies, pep rallies, and selected award presentations
- Coordinate and present a leadership seminar for all club/organization sponsors and officers in conjunction with the Business Manager
- Plan and organize graduation ceremonies
- Review and provide information to update this handbook annually
- Perform other duties as assigned by the Principal/Designee

BUSINESS MANAGER

- Maintain the financial responsibility and records of all school funds, including those of the clubs/organizations, athletic teams, and all other school-related fundraisers
- Coordinate all school fundraising activities in conjunction with the Activities Director
- Organization of all financial records, such as recap sheets, receipts, check requisitions, purchase orders, and financial obligations for lost textbooks, class and lab fees, and other required fees
- Develop a handbook for club/organization sponsors in conjunction with the Activities Director
- Assist in organizing field trips by ensuring that all Mater Lakes Academy Middle/High School financial policies/procedures are followed
- Coordinate and present a leadership seminar for all club/organization sponsors and officers in conjunction with the Activities Director
- Review and provide information to update this handbook annually
- Perform other duties as assigned by the Principal/Designee

ACTIVITIES ROLE IN ATHLETICS

The athletic program affects a large number of students and is an essential part of the total school program. Scheduling to avoid areas of conflict between athletic events and school activities is of utmost importance. Therefore, the Activities Director should work closely with the Athletic Director. The Athletic Director is responsible for providing the Activities Director with schedules of all athletic events so that they may be placed on the official school calendar. The Athletic Director should consult with the Activities Director to anticipate post-season play in each sport.

The development of school spirit is another area in which the Activities Director assists the Athletic Director. Usually, the Activities Director plans and coordinates pep rallies, homecoming, spirit week, and other festivities that promote the athletic program and enhance school spirit.

Fund-raising projects are often conducted by individual teams. This may be done by following administrative mandated procedures, or through an established booster club. **A coaches' responsibility is to update their specific sports section on the school website, go through field trip form process for their season, and turn in fundraising requests for any collection of money.**

SECTION II: MASTER CALENDAR

One of the most important documents in any school's activities program is the master calendar. All activities that occur on the campus both during and after school hours, with the exception of regular classes, MUST be scheduled on the master calendar.

The master calendar serves the following purposes:

- Avoids conflicts in conducting the activities, as well as the athletic programs in scheduling the number and time of activities, and the use of school facilities.
- Provides immediate information concerning all activities held on school campus, and school sponsored activities held off campus.

- Provides clearance for all activities sponsored by school groups conducted both on and off campus and for all activities sponsored by non-school groups conducted on campus.

School events calendar can be viewed on our website: www.materlakes.org.

* Dates and times are subject to change without notice.

PROCEDURES FOR SCHEDULING ACTIVITIES ON THE MASTER CALENDAR

1. You must completely fill out the appropriate online form **30 SCHOOL DAYS IN ADVANCE**. If the activity is a fundraiser, you must fill out a **Fundraising Request Form (physical copy) and an Event Request Form**. If not, you must fill out an **Event Request Form Online**. All information must be provided, including specific dates, times, and purpose. All forms must be typed.
2. If the activity is approved, you will receive confirmation of approval the Activities Director, Business Manager, and Administration via email.
3. If facility or bus is required for your event, then please submit online request through school's website.

Note: DO NOT start planning your activity, sign any contracts or documents until you have received approval confirmation.

- Only fully-approved activities will appear in the monthly calendar.
- Activities **WILL NOT** be approved for dates on which testing and other required school-wide activities are taking place.

MEETING DAYS

General Faculty = 2nd Tuesday of the month

Department = TBA

EESAC = 3rd Tuesday of every other month

PTSO = after ESSAC

Club/Organization = see club calendar (Activities Director must be informed of meeting location and time)

SECTION III: FIELD TRIPS

For a complete approved charter bus list please visit the website below.

http://procurement.dadeschools.net/field_trips/index.htm

For a complete approved private school bus list please visit the website below.

Dot.dadeschools.net/privatebus.htm

Overview – Rules & Regulations

- Requests for in-county field trips should be processed a **MINIMUM OF 3 WEEKS** prior to the scheduled date of the trips with final approval or disapproval being granted by the Principal. Please include an field trip expense report if your field trip involves charging the students money.
***Field Trip forms are considered a legal binding document; DO NOT print these forms on recycled paper.**
- Permission for students to participate in all events listed on the Florida High School Athletic Association calendar, and in all regularly scheduled interscholastic athletic events within the state, may be granted by the Principal.
- Requests for students groups to leave the county for events not pre-approved by the Activities Director shall be directed to the Administration for approval or disapproval prior to the formulation of plans for the trip.
- Field trips for students are permitted which have value in meeting educational objectives, are directly related to the curriculum or are necessary to the fulfillment of obligations to the interscholastic athletic and activity program.

- In the planning of field trips, absences from school should be restricted to the least number of school days possible. Provisions must be made for students to make up assignments for classes missed due to participation in field trips.
- The educational purpose, length, and necessary funds for the field trip must be approved by the Activities Director, Business Manager, and Administration.
- Provisions should be made to finance the field trip through club/organization fundraising activities. Approval must be provided by the Business Manager.
- The amount of money collected from students for a field trip must only include actual expenses for the trip (*i.e., transportation, admission, lodging, etc.*), including a provision to cover the expenses of chaperones. The amount may be rounded to the nearest dollar, but may not exceed that. **YOU MAY NOT CHARGE FOR LUNCHES. STUDENTS & CHAPERONES ARE RESPONSIBLE FOR PROVIDING THEIR OWN LUNCH.**
- No 'in-house' field trips or entertainment for which students are charged a fee for admission or participation may be conducted on school grounds during normal hours.
- **Students shall not be denied the privilege of participating** in a field trip because of financial need.
- The Bear Point System with the Dean of Discipline requires review of students attending trip.
- Provisions must be made for the proper supervision of students by school employees. Parents and volunteers are permitted to assist in such supervision. Volunteers must be cleared by the School Volunteer Program as appropriate for the trip.
- **All chaperones must be at least 21 years of age.**
- The adult/student ratio shall be 1:15 or less in/out-county and 1:6 or less out-of-country.
- Students are not permitted to transport other students on field trips.
- Do not vary from approved itinerary except in the event of an emergency, but devise an alternative plan if a situation should arise that would create a disruption of the normal routine.

IMPORTANT NOTE:

NO FIELD TRIPS WILL BE APPROVED BEFORE SEPTEMBER 12TH OR AFTER APRIL 30TH NOR DURING TESTING DATES

VOLUNTEER POLICIES

School-site employees of the school sponsoring the field trip as well as volunteers who have been **cleared by the M-DCPS School Volunteer Program** (*application completed, entered online, background check processed and approval received by the school*) are permitted to serve as chaperones for field trips, so long as the person is aged **21 or older**. In addition, any school site employee's spouse or relative that will be chaperoning a trip would need to become a Level II MDCPS Volunteer.

Employees at M-DCPS work locations other than the one sponsoring the field trip **must** complete the **School Volunteer Program** clearance process prior to chaperoning any field trip that is not sponsored by their work location.

All volunteers will undergo a background check.

VOLUNTEER LEVELS

- Pending: registered, but are not yet cleared
- Level II: cleared volunteer who is limited to positions that are not "HIGH SECURITY" (no fingerprinting required). A Level II volunteer can chaperone a field trip that is **NOT** an overnight trip involving hotel or similar accommodations.
- Level III: cleared volunteer who can volunteer in any capacity, including "HIGH SECURITY" positions **and** overnight trips involving hotel or similar accommodations (fingerprinting required)

PROCEDURE TO BECOME A VOLUNTEER: For additional inquires please call the district office 305-995-2995.

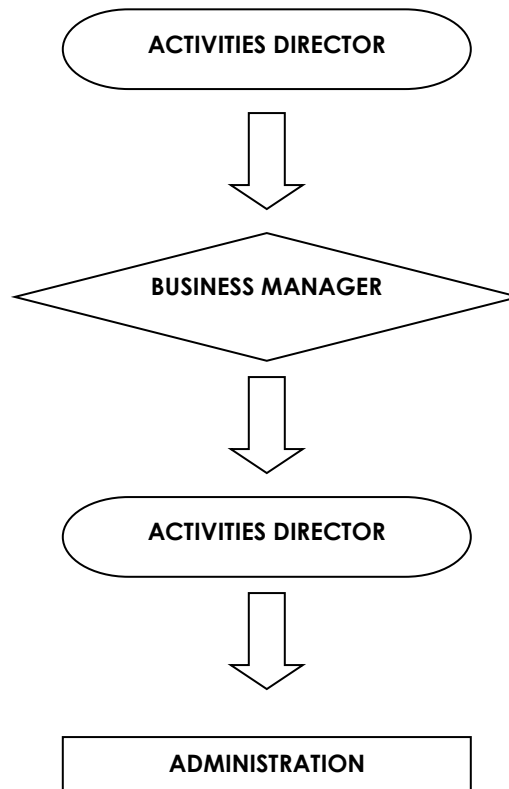
1. Using your parent or community account credentials (user name and password) log into one of the listed portals:
 - o Parents will log into (Parent Portal);
 - o M-DCPS Students (Student Portal)
 - o M-DCPS Employees (Employee Portal) and;
 - o all other volunteers will log into the (Community Portal).
2. Click the Services and Sites tab at the top
3. Click on the "Be a School Volunteer!" link
4. Choose your school(s) and activity(ies) in which you wish to volunteer
5. Go to your selected school/location and show your identification

CHAPERONE/VOLUNTEER POLICIES

- Chaperones/volunteers must leave preschoolers or children not registered at the school for which they are volunteering, at home.
- Chaperones/volunteers may not be left alone to supervise students. The visual and auditory presence of an M-DCPS employee must be maintained at all times.
- Chaperones/volunteers must wear an identifying badge whenever serving as a volunteer.
- Chaperones/volunteers must sign in and out every time they serve the school.
- Chaperones/volunteers must immediately report to someone in authority any safety concerns or emergency issues relating to students.
- Chaperones/volunteers must be appropriately dressed at all times.
- Chaperones/volunteers must follow the Board Rules for Employee Student Relationships and Responsibilities and Duties.
- **Chaperones/volunteers must not discipline students, inappropriately touch students, give students gifts, rewards, or food items of any kind without the teacher's/parent's permission.**
- Chaperones/volunteers must always serve as positive role models using appropriate language and discussing only age-appropriate matters with students.
- Chaperones/volunteers are responsible for student safety above all else.
- Chaperones/volunteers must check attendance and know the whereabouts of students at all times.
- **Chaperones/volunteers must be 21 years of age or older**, even if the person is an M-DCPS employee.
- Chaperones must be divided in gender equally throughout the students ex. Boy and girl chaperone per bus
- Chaperones/volunteers on out-of-town or overnight trips assume 24 hour-a-day responsibility. **YOU ARE ALWAYS "ON DUTY."**
- Chaperones/volunteers are prohibited to share a room with students.
- Chaperones/volunteers are to remain with the group at all times.
- Chaperones/volunteers are **PROHIBITED FROM CONSUMING ALCOHOLIC BEVERAGES**, or using mood modifiers at any time.

**It is imperative that sponsors and chaperones remain with the group during travel.
Any exceptions are at the discretion of the principal.**

Field Trip Approval Chain



TRANSPORTATION

For information regarding approved private school bus or charter bus companies, you must visit the Activities Office for a current list or visit online through [dadeschools website](http://dadeschools.com).

PRIVATE VEHICLE

The use of private vehicles for transportation of students is discouraged.

When use of privately owned cars is absolutely necessary, there must be:

- signed parental consent on the parental permission form;
- (2) Approval by the Principal in writing on the prescribed form specifying: date of use; points of departure and return; name of vehicle owner; owner's insurance coverage; and the amount of any compensation to be paid by the school.
- **Additionally, students are not to transport other students.**

Only school-site employees and cleared (Level II or III) volunteers may transport students on field trips when the following procedures are followed:

- *Consent Form to Use Private Vehicle for Transporting Students* is completed.
- A copy of the employee/volunteer's driver's license and insurance information is submitted with consent form for verification.
- The vehicle meets the Federal Guidelines for transporting students.

- The Principal has approved the use of the private vehicle, indicated by his/her signature on Consent Form to Use Private Vehicle for Transporting Students.
- Only the vehicle and driver approved by the Principal on consent form may be utilized.

According to Florida State Statute 1006.24 (2)(c)(3), **“When approval is granted for the transportation of students in a privately owned vehicle, the provisions of s. 1006.24 regarding liability for tort claims are applicable.** District school board employees who provide approved transportation in privately owned vehicles are acting within the scope of their employment. Parents or other responsible adults who provide approved transportation in privately owned vehicles have the same exposure to, and protections from, risks of personal liability as do district school board employees acting within the scope of their employment.”

Florida law has been amended to permit the transportation of students in multipurpose vehicles (MPVs) such as vans and minivans, subject to certain requirements and exceptions.

Specifically, Section 1006.24 (1)(d), “When the transportation of students is necessary or practical in a motor vehicle owned or operated by a district school board other than a school bus, such transportation must be provided in designated seating positions in a passenger car not to exceed 8 students or in a multipurpose passenger vehicle designed to transport 10 or fewer persons which meets all applicable federal motor vehicle safety standards. Multipurpose passenger vehicles classified as utility vehicles with a wheelbase of 110 inches or less which is required by federal motor vehicle standards to display a rollover warning label may not be used.

When students are transported in motor vehicles, the occupant crash protection system provided by the vehicle manufacturer must be used unless the student’s physical condition prohibits such use.”

In addition to private passenger vehicles, minivans, and approved yellow school buses, some sport utility vehicles are authorized for use in a school function or event under the following conditions:

1. The function or event is a single event that is not part of scheduled services or a sequence of events to the same location.
2. Transportation is not available, or use of a school bus is not practical.
3. Each student's parent or guardian is notified in writing and written consent is given before a student is transported in any privately owned vehicle.
4. The sport utility vehicle (SUV) has a wheelbase greater than 110 inches. Consult the district's list of approved SUVs before approving the use of the vehicle. (Risk Management 305-995-7133)

The use of private vehicles for transportation of students is discouraged. When use of privately owned cars is absolutely necessary, the following must be done:

- *Complete a Private Vehicle Use for Transporting Students form.
- *Provide a copy of the driver’s license and insurance information.
- *The vehicle must meet Federal Guidelines for transporting students.
- *Administration approval via signature on form

Rental vehicles must meet the same safety guidelines as specified for a private vehicle and the rental company must be an approved vendor.

Visit the Activities Office so that you may find out about approved private and rental vehicles.

RENTAL VEHICLE USE

- When a vehicle is rented to be used to transport students on any field trip, the *Request for Travel Expense Advance/Reimbursement* (FM-1104) must be submitted for approval by the Principal and the Region Center.
- All rental vehicles must meet the same safety guidelines as specified in the Private Vehicle Use section (above).
- The rental company must be an M-DCPS approved vendor preferably Avis.

SECTION IV: CLUBS & STUDENT ACTIVITY GROUPS

Mater Lakes Academy Middle/High School recognizes the contributions of school clubs and organizations. First and foremost, they must have the approval of the Principal. Secondly, the supplemental pay for the sponsor must be recommended by the Principal. Lastly, the club must provide school and/or community service.

Guidelines have been developed for the purpose of assisting faculty & staff members in their roles as adult advisors to student groups. The sponsor can be the motivator needed to spark a group of students into action and to direct them toward positive results.

In identifying a successful student group, several characteristics should be evident. They are as follow:

1. Purpose
2. Organization
3. Commitment

The school's student activities are grouped under five headings:

- Elective Office (Student Council & Class Government)
- Honor Clubs
- Service Clubs
- Interest Clubs
- Others

In order to receive supplemental pay for the club/organization, sponsors must see to it that their clubs conform to the following guidelines:

1. One general membership meetings per month
 - 12 or more meetings per school year (including officer meetings)
 - Activities Director must be notified of time and location of meeting for the Activities Monthly Calendar
2. Active membership of at least 15 students
3. Up-to-date folder in the Activities Office including Quarterly Reports with minutes attached
4. Two school/community project per school year with ICC Community Service Report turned in within a two week span after community event occurs. Competing Clubs have to go to at least one competition a year.
5. Proper handling of all monies
6. Attend monthly sponsor meetings w/Activities Director & Business Manager
7. Have a representative attend an ICC meeting every month.
8. Quarterly Reports are to be turned in at the ICC Meeting that follows the quarter end date as per A/B school calendar.
9. Keep your club's section on school's website up to date.

It is the sponsor's responsibility to oversee the club in the following manner:

- Follow all ICC Contract Requirements as per possible fines when it comes to deadlines
- Sponsors **MUST** be present at **ALL** meetings and functions.
- Check activity area at its completion to be sure that it is left in order
- Prevent students from wandering out of the meeting/activity area into unauthorized areas of the building.
- Support and participate in the Homecoming Week activities or any other school wide event
- Guide the club officers so that they may develop leadership qualities
- Encourage students in the area of service, for both school and community

Activities Folder

All club sponsors must continually check with their officers to keep the activities office up-to-date. Have all information printed and given to the Activities Director. The documents must contain the following if not there will be fines:

1. Club/Organization Constitution
2. ICC and Sponsor Contracts
3. Elected Officers
4. Membership List with ID number (Students must have a 2.0 cumulative GPA or higher in order to participate in the club.
5. Minutes of monthly meetings **(MUST BE TYPED NEATLY) with Quarterly Report**
 - Minutes must be filed by the organization secretary. If they are not available to do it, then another officer may do it for them.
6. Copies of ALL Activities and Finance documents
7. Community Service Reports
8. \$20 Club Fee every year to be used for supplies for school events

REMEMBER: All of this is important for both your organization's files and for the administration of your supplemental pay.

IMPORTANT INFORMATION

- Any student who during the preceding three grading periods has no failing grades and no conduct grade below "B" should be eligible to seek Elective Office.
- Requirements for membership in honors clubs of national scope originate at the National level. Requirements for other honors clubs, including academic area-related clubs, are based on scholarship, leadership, and service.
- Interest and satisfactory conduct should be the only requirements for membership in service clubs.
- **FRIDAYS ARE CLUB/CLASS T-SHIRT DAY!** Students can show their spirit by wearing their special club, sport, or class t-shirt! Students MUST still adhere to the dress code in terms of pants, shoes, etc.
- Please inform them that this is a privilege that they can lose!

GUIDE FOR PLANNING THE SCHOOL YEAR'S ACTIVITIES YEARLY CALENDAR FOR CLUBS

August/September

- Officer Meetings
- Establish Officer Responsibilities
- Assign major duties to officers
- Recruit new members
- Plan for Club Week
- Check Qualifications of All Members
- Orientation
- Members complete Member Data forms
- Develop goals for the year
- Plan yearly calendar
- List projects to be accomplished
- Finalize yearly calendar- Report to Activities Office
- Set up Activities Folder
- Develop a system for communication

October

- Collect dues, if any
- Plan, organize, and complete Homecoming decorations
- Prepare for Homecoming Week

November

- Participate in Homecoming
- Update membership list
- Check budget
- Update file in Activities Office
- Plan November activity

December

- Plan December activity

January

- Evaluate active membership
- Pay yearbook fees
- Recruit new members
- Plan January activity

February

- Plan elections for next year
- Plan events for the remainder of the year

March

- Evaluate progress with goals
- Plan Spring activity
- Plan banquet and/or awards ceremony- Schedule with Activities Office

April

- Evaluate progress with goals
- Check budget
- Tie up loose ends
- Hold elections for next year

May

- Banquet/Awards ceremony
- Old and new officers meet and draw up outline for next year
- Close out budget
- Close out activity file

June

- Plan summer projects
- Develop calendar for next year

CLUB ACCOUNTING/FUNDRAISING POLICIES

1. **THE ACTIVITIES DIRECTOR MUST PRE-APPROVE ALL FUNDRAISING ACTIVITIES.** Forms for fundraising are available on the schools website. The Principal has overall authority for approving these activities. In most cases, the only requirement is that they be scheduled ahead of time. **Always include your club's or team's account number on the fundraising request.**
2. All financial transactions related to student activities are to be properly recorded in the internal funds of the school. See Section V – Finance.
3. Any collection of money other than class fees requires a fundraising request form to be completed and turned before the actual collection of money begins.
4. Each organization is to keep accurate records of all financial activities. All funds collected are to be deposited with the Treasurer or Activities Director in a timely manner.
5. Collections for performances, dances, or services rendered (car washes) must be controlled by tickets. Be sure to record beginning, ending, and voided ticket numbers series. **ONLY THE ACTIVITIES DIRECTOR CAN ISSUE TICKETS FOR SUCH EVENTS.** If you want specific tickets or wristbands, you can order in the Activities Office within a month before your event to allow enough time for arrival and must be paid by club's account that is requesting. All unused tickets must be attached to closing reports.
6. It is recommended that the club/class secretary meet with the Activities Director and the club/class treasurer meet with the Business Manager to verify that proper activities and accounting procedures are being followed.

THINGS TO REMEMBER

- **NO** sales are to take place during the **first two weeks or last month of school.**
- Snacks/foods are to be sold before or after school. No Homemade Items. Items such as coffee needs to be decaffeinated.
- A fundraising application must be completed and approved in advance. Items must not be bought without approval.
- Close out your fundraising activity by completing a Student Activity Operating Report within 5 days.
- Collect and deposit monies from sales each and every day.
- No clubs can sell the same items at the same time (does not apply to sports)
- Keep Activities Office informed of all events.
- Always count merchandise when it is received and check the total against the amount order and the invoice.
- NO panhandling on street corners or at street intersections.

SECTION V: FINANCE GUIDELINES

This section has been prepared to acquaint teachers/athletic coaches/school organization sponsors with the policies and procedures for the handling of money.

The sale of any item on school property is expressly prohibited without the prior approval of Ms. Melissa Stonestreet, Activities Director, Mrs. Yemma Estevez, Business Manager, and Mr. Rene Rovirosa, Principal. All employees must comply with all procedures in the Activities/Finances Handbook when conducting or participating in fundraising activities.

NOTE: ALL PURCHASES OVER \$1,000 REQUIRE THREE COMPETITIVE BIDS.

These must be submitted to the Activities Director /Business Manager before completing a Purchase Order Request.

OVERVIEW – RULES AND REGULATIONS:

- NO purchases of materials and supplies are to be made without approval from the Business Manager and Principal.
- **7-10 Business Days** for Checks and POs from the day stamped by treasurer.
- **NO Sales Tax** may be paid on materials and supplies purchased.
- A complete **Recap of Collections** form must be completed, typed, and presented with **each deposit**. No money should be left in classrooms overnight. Money should be dropped off to Treasurer or in the drop down safe. If money is not recapped yet, leave the money in a money bag with detailed information regarding to whom it belongs to. Any money left in safe after a week of not claiming it will go to the schools general account.
- All monies collected by teachers must be turned over to the Business Manager on the day collected. If the Business Manager is not available, both the money and the Recap of Collections form **MUST** be turned in to an administrator.
- **PERSONAL CHECKS ARE ACCEPTED AS OF THE 2008-2009 School Year.**
- NO payments or purchases may be made from any money collected.
- DO NOT leave any money in your classroom, regardless of the amount.
- DO NOT make any students responsible for money, regardless of the amount.
- NO copies of forms will be accepted; we must have all original signatures.
- **ALL CLUB TREASURERS** MUST ATTEND A TRAINING SESSION AT THE START OF THE SCHOOL YEAR WITH THE BUSINESS MANAGER.

PROCEDURES FOR THE COLLECTION OF MONEY

1. Once the money has been collected, you must complete a **Recap of Collections form**. The form must indicate the account name, i.e. Chess Club, source of collections, i.e. August 20th Bake Sale, and amount collected. The name of the originator (teacher/coach/sponsor) must be printed and signed.
2. All monies and forms must be turned in by the originator/ club sponsor/ coaches and given to the school Business Manager intact; in the same way in which it was collected and on the same day it was collected.

Finance Office Drop-Off Time

Anytime in Drop-Down Safe (No students are allowed to drop off money)

RECEIPT BOOKS

All teachers, school organization sponsors, and athletic coaches will be issued receipt books by the Business Manager. **You MUST issue a receipt for purchases of \$15.00 and over.**

Each receipt book includes three copies; the white receipt is issued to the student, the yellow is stapled to the Recap of Collections form and turned in to the Business Manager along with the money, and the pink stays in the receipt book as an audit copy.

All issued receipt books must be returned once completed. For school accounting purposes, a completed receipt book must be returned to the Business Manager before a new receipt book can be issued.

Procedures for the Purchase of Supplies/Materials

The Principal has the sole responsibility for authorizing all internal fund purchases. If an approved purchase order is not on file with the Business Manager prior to the time of purchase, the purchase **WILL BE DENIED** and the payment will become the originator's personal responsibility.

1. You must obtain a Purchase Order form from the Business Manager.
2. The form must contain the following information:
 - Name and complete mailing address of vendor
 - Description of item(s) being purchased (code number, catalog definition, and any other pertinent information that will assist in receiving what you order)
 - Quantity
 - Unit Price
 - Total Price for each item
 - Total Amount of Purchase (including shipping & handling or any other vendor charges)
3. Depending on the purpose of your purchase, submit the completed form to the proper person. *See the Purchase Approval Chain below.*
4. The approved purchase order will be returned to you by the Business Manager by request only. **Allow 15- 30 BUSINESS days for a purchase order to be processed and approved.**
5. At that time, you may submit the purchase order along with a copy of the school's tax exemption form to the designated vendor.
6. Once the purchased item(s)/service(s) have been received, you must fill out a Check Requisition Form so that the vendor may receive payment. See the section below for information on Check Requisition forms.

PROCEDURES FOR CHECK REQUISITIONS

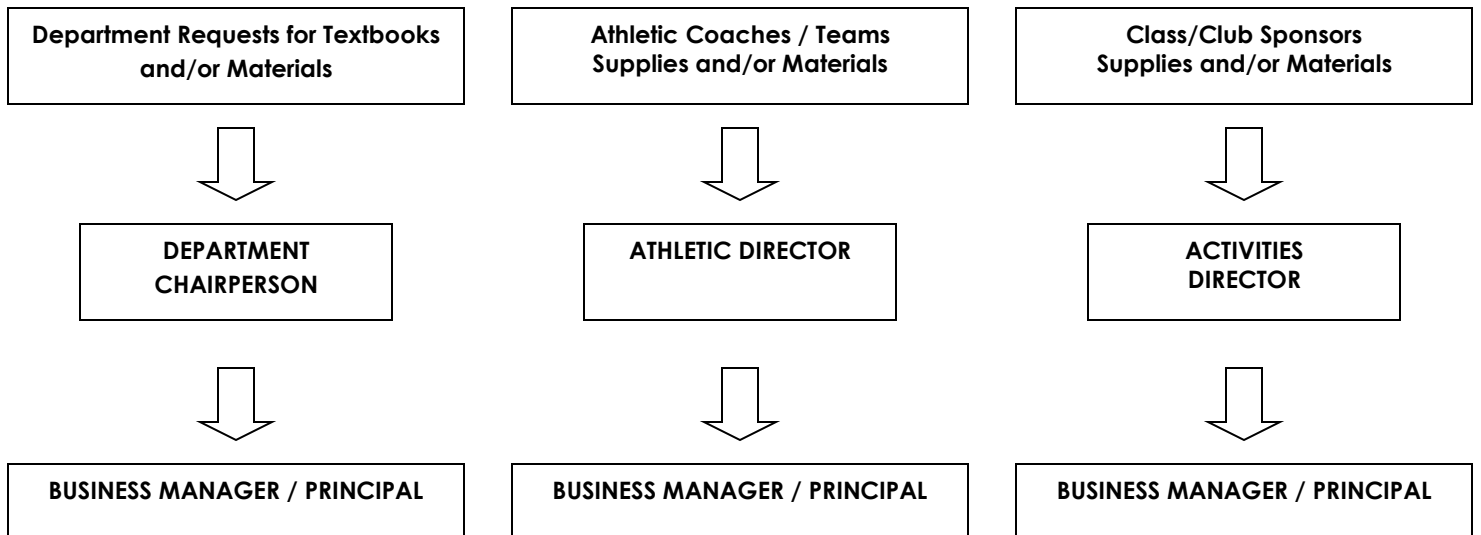
Check Requisition forms are used for the payment of a purchase order for which you have already received the items/service and for the reimbursement of items purchased with personal funds.

For personal reimbursements, you must receive authorization in advance from the Business Manager or Principal. If purchases are not approved in advance, the Business Manager will **NOT** issue a reimbursement check for the purchases. **Checks WILL NOT be issued without a completed check requisition and minimum of 15 BUSINESS days notice.**

1. You must obtain a Check Requisitions form from the school website.
2. The typed form must contain the following information:
 - A copy of the invoice attached along with the invoice number
 - An explanation of items received
 - The invoice must include the signature noting "receipt of items"
 - The multiplication and addition on the invoice must be checked prior to submitting the form to the Business Manager for payment.
3. Depending on the purpose of your purchase, submit the completed form to the proper person. See the Purchase Approval Chain below. **Check Requisitions must be received by the Business Manager at least 15 BUSINESS days in advance.**

4. The check will be given to you by the Business Manager. **Allow at least 15 BUSINESS days for a check requisition to be processed and approved.**

PURCHASE ORDER/CHECK REQUISITION APPROVAL CHAIN



IMPORTANT!

Every faculty and staff member **MUST** observe these procedures when collecting money or purchasing materials using the school's internal funds. Any deviations from these procedures will result in a faculty member being held liable for the amount of the purchase.

Procedures for Financial Obligations

If a student owes money for any of the following, they must be given a Financial Obligation Slip:

- Lost/Stolen Textbooks
- Lab/Class Fees
- Athletic Fees (Uniforms, Team Dues, etc.)
- Activities Fees (Club Dues, T-Shirts, etc.)

1. You must obtain a Financial Obligation Booklet from the treasurer.
2. Completely fill out the receipt form, print legibly.
3. Issue a copy of the form to any student who has not fulfilled a Financial Obligation. (See examples listed above.)
4. Return the original to the library, and keep a copy in the booklet and return to Business Manager.

TEACHERS: it is your responsibility to return these forms; DO NOT give this responsibility to the student!

SECTION VI: ANNOUNCEMENTS & ADVERTISING

The procedures for P.A. announcements are as follow:

For an announcement to be made, a completed **P.A. Announcement Request Form** must be submitted to the Activities Office **48 hours prior** to the announcement date via online. The **ONLY** exceptions are announcements from the Administration, testing department, and from coaches with game score results. Announcements, along with the morning exercises, will be made during homeroom only. Afternoon and daytime announcements will be limited to the Administration only.

All P.A. Announcement Forms **MUST** be approved by the Activities Director.

The procedures for advertising are as follow:

- All advertisement/ flyers must be approved by the Activities Director **BEFORE** they are posted. If they are posted without approval, they will be taken down and discarded.
- Advertisements/ Flyers are **NOT** to be hung on walls or other painted surfaces. Do not nail or tape to wood surfaces.
- Posters and flyers may **ONLY** be posted on your club's bulletin board or Bear News Board. Large banners may be stapled to the walls, but staples must be used sparingly.
- Posters, flyers & Banners must not convey violent or derogatory messages. They must be "positive" in nature.
- Flyers and posters are to be placed in classrooms or windows when permitted by the teachers.
- Advertisements, Flyers & posters should give minimal credit to the organization but maximum importance to the idea, ideal, moral, or special event being promoted.
- It is the responsibility of the teacher/sponsor/coach and club/team members to remove the flyers, banners, and posters once the event has ended.

NOTE: When removing advertisements, please remove ALL paper and staples or anything else that does not add to the maintenance of our school.