

# **STUDENT ACTIVITY ACCOUNTS**

## **GUIDELINES AND PROCEDURES**

## **TABLE OF CONTENTS**

- I. OVERVIEW**
- II. GENERAL INFORMATION**
  - A. Student Activity Accounts**
  - B. Agency Accounts V. Checking Accounts**
  - C. Relevant Laws**
- III. ORGANIZATIONAL MANAGEMENT**
  - A. Establishing A Student Activity Account**
  - B. Bonding**
  - C. Audits**
  - D. Training Sessions**
  - E. Tax Exempt Status**
  - F. Staff Funds**
  - G. Gifts**
- IV. OPERATING PROCEDURES**
  - A. Accounting Systems, Forms and Record Keeping**
  - B. Sub-accounts**
  - C. Receipts**
  - D. Insufficient Funds Procedure**
  - E. Earnings**
    - i. Interest**
    - ii. Commissions**
  - F. Purchases/Expenditures, Disbursements/Checks**
    - i. Purchases/Expenditures**
    - ii. Disbursements/Checks**
  - G. Prepayments**
  - H. Replenishment of Checking Account Funds**
  - I. Cash Boxes**
  - J. Field Trips**
  - K. Fundraisers**
  - L. Inactive Accounts**
  - M. Class Accounts at Graduation**
  - N. Student Activity Deficits**
- V. APPENDIX**
  - A. Related Forms**
    - i. Activity Proposal Form**
    - ii. Deposit Form**
    - iii. Check Request Form**
    - iv. Field Trip Application Form**
    - v. Fundraising On-line Electronic Request Form**
    - vi. Fundraising Financial Report**

**TABLE OF CONTENTS**

- B. School Committee Policy**
  - i. JJ: Co-Curricular and Extracurricular Activities
  - ii. JJA: Student Organizations
  - iii. JJE: Student Fund-Raising Activities
    - 1. School Committee Memorandum: Fundraising Policies and Procedures
  - iv. JJF: Student Activity Accounts
  - v. JJH: Student Late Night or Overnight Travel
    - 1. JJH-R: Student Travel Regulations

## **I. OVERVIEW**

The Chelmsford Public Schools have established procedures for School Principals, as well as other school administrative staff on the proper management and operation of student activity funds. These procedures are designed to ensure compliance with the state law governing student activity accounts, MGL Chapter 71, Section 47, as amended by Chapter 66 of the Acts of 1996. Additionally, these procedures are necessary to ensure sound financial practices, safeguard student funds and protect Chelmsford employees from allegations of wrongdoing.

The Chelmsford Public School System strives to provide guidelines and procedures for the creation, operation, control and public reporting of student activity accounts that are reviewed periodically and amended when necessary. The accounts by statute are the responsibility of the School Principal and thus it is the direct responsibility of the School Principal to ensure that the statute, School Committee policies, and administrative procedures are fully adhered to in all aspects of operating student activity accounts.

The Superintendent shall ensure that annually, all School Principals and approved Student Activity Participants, receive a copy of the School Committee Policy as well as a copy of these established guidelines and procedures.

## **II. GENERAL INFORMATION**

### **A. STUDENT ACTIVITY ACCOUNTS**

A student activity account shall be used for monies, raised by students or student activities, and which will be expended by those students or student activities for their benefit. MGL Chapter 66 of the Acts of 1996, which is codified in Section 47 of Chapter 71 of the General Laws of Massachusetts (MGL), as well as the policies of the Chelmsford School Committee governs monies deposited to a student activity account. Monies governed by any other laws, which specify other ways in which the money must be handled, cannot be deposited to a student activity account. (For example, athletic gate receipts are governed by MGL Chapter 71, Section 47 and must be deposited with the Town Treasurer and, therefore, cannot be deposited to a student activity account.) (Section II.C.)

All Student Activity Guidelines and Procedures should adhere to the Chelmsford Public School Committee Policies and applicable MGL's.

Only activities approved by the School Principal or Superintendent may raise and/or disburse monies through a student activity account. Further information on the approval process for a group to be recognized as a student activity can be found later in these procedures.

### **B. AGENCY ACCOUNTS V. CHECKING ACCOUNT**

The Chelmsford School Committee authorizes the High School and Middle School Principals to receive all student monies and to deposit such monies into an interest-bearing bank account, hereinafter referred to as the Student Activity Agency (Savings) Account,

duly established by vote of the Chelmsford School Committee to be used for the express purpose of conducting student activities.

In addition to such Student Activity Agency Accounts, the Chelmsford School Committee hereby authorizes the School Principals of each school to establish a checking account, designated the Student Activity Checking Account, to be operated and controlled by the School Principal and from which funds may be expended exclusively for approved student activity purposes. All expenditures from the Student Activity Checking Accounts may be approved only by the School Principal or his or her designee.

### **C. RELEVANT LAWS**

It is recommended that the users of these guidelines and procedures become familiar with the following MGLs as their applicability may closely approximate and relate to the student activity accounts. The list is not intended to be all inclusive of the laws that may apply, but is intended to be used for informational purposes only in assisting the user to reach a conclusion:

1. Chapter 66 of the Special Acts of 1996 – Student Activity Accounts
2. MGL 44, Section 53 – Lost Textbook Revolving Account
3. MGL 44, Section 53A – Grants and Gifts
4. MGL 44, Section 53E ½ – Revolving Funds
5. MGL 71, Section 17A – Revolving Funds for Culinary Arts Programs
6. MGL 71, Section 37A – Acceptance of Grants or Gifts
7. MGL 71, section 47 – Revolving Funds for Athletic programs and School Organizations
8. MGL 71, Section 71C – Community School programs revolving accounts
9. MGL 71, Section 71E – Adult Education and Continuing Education Revolving Accounts
10. MGL 74, Section 14B – Culinary Arts and Other Vocational Technical Revolving Funds
11. MGL 268A – Conflict of Interest
12. Chapter 548 of the Special Acts of 1948 – School Lunch Revolving Account

## **III. ORGANIZATIONAL MANAGEMENT**

### **A. ESTABLISHING A STUDENT ACTIVITY ACCOUNT**

To be approved, a new activity must submit a request with all the required information on the Student Activity Proposal Form (Appendix A.v.) to the School Principal. The required information shall include:

1. Name of proposed activity
2. Advisor(s) (NOTE: paid advisors require Chelmsford Teachers Union contract language and budget monies).
3. Description of the activity you are proposing
4. Major goals of this activity
5. How would this activity fulfill the CPS mission?
6. Type of meeting schedule (weekly, monthly, daily)
  - a. Where will the meetings take place?

7. List of student expectations for this activity
8. Proposed leadership structure
9. Any potential community outreach programs
10. How will this activity benefit the CPS students?

Annually, the School Principal will provide a list of approved activities and advisors to the Business Office. It is recommended that the School Committee annually review established and newly proposed student activity accounts to mitigate the risk of an improper account.

## **B. BONDING**

The City/Town/District Treasurer, with the Director of Business and Finance and applicable School Principal, will periodically review the options for providing this coverage and determine which is best suited to Chelmsford's needs.

If any additional cost is involved, it can be charged to each school's individual student activity accounts (interest earnings). The Superintendent shall make the determination as to whether the school budget can cover the cost, or if each school must cover its share of the cost.

## **C. AUDITS**

All student activity sub-accounts shall have an internal audit conducted semi-annually by the Director of Business and Finance or his or her designee. This internal audit should involve reviewing the monthly reports prepared by the individuals having daily oversight of the accounts; as well as a procedural review to ensure alignment with the Massachusetts DESE "Agreed Upon Procedures and Audit Guidelines: Student Activity Funds".

There shall be an external audit of the student activity accounts, arranged by the Director of Business and Finance or Superintendent, which shall be conducted in accordance with guidelines issued by DESE. If any additional cost is involved, it can be charged to each school's individual student activity account (interest earnings, based on availability of funds). The Superintendent shall make the determination as to whether the school budget can cover the cost or if each school must cover its share of the cost.

## **D. TRAINING SESSIONS**

The services/guidance of the Business Office should be made available to the School Principal's Office and any applicable staff to provide training on current laws, policies and procedures. It is recommended that an annual training be conducted for advisors, coaches and staff to review these guidelines and procedures, necessary forms and any changes that may have occurred.

Financial training should be made available on the necessary software, procedures, forms, authorizations and any other record keeping matters to accurately systematize an audit trail and prepare the proper reports.

## **E. TAX EXEMPT STATUS**

All Student Activity Account purchases will be under the tax-exempt number of the town, through the Town Treasurer's office.

Monies not under the control of the school system (i.e. PTO, Booster Clubs, staff monies, etc.); are not considered student activity monies. As such, they are not eligible to use the tax-exempt number, nor may they be maintained in the student activity accounts.

The Business Office can provide copies of the tax-exempt form upon request.

## **F. STAFF FUNDS**

A student activity account may be used for funds raised by student activities that will be expended by those students for their benefit. Funds raised or donated that are governed by laws other than the student activity laws cannot be deposited to a student activity account. In addition, funds belonging to staff through sunshine funds or vending machines or other activities not related to the students may not be deposited in the student activity account.

## **G. GIFTS**

Gifts are governed by MGL Chapter 44, Section 53A and MGL, Chapter 71, Section 37A and shall be processed in accordance with such.

If no specific purpose was indicated, the monetary gift shall be expended in accordance with the overall intent of the gift.

# **IV. OPERATING PROCEDURES**

## **A. ACCOUNTING SYSTEMS, FORMS AND RECORD KEEPING**

An accounting system for the student activity funds must be implemented and function in a sufficient manner to facilitate basic reconciliation and control procedures. An accounting system may be an off-the-shelf accounting application, a properly designed electronic spreadsheet or for smaller student activity accounts, a manual system. The determination of the appropriate accounting system will vary school by school based on a variety of factors including volume and frequency of student activity transactions and the skills of those in charge with administering the day-to-day accounting for student activities.

The goal by all staff, with regards to record keeping, is to leave a clear audit trail at all times. This will include, but not be limited to:

1. Use of standardized forms (Appendix A)
2. All disbursements must require an invoice or some type of receipt.
3. All deposits to the student activity bookkeeper require a school deposit slip stating the source of the monies, total amount being deposited, and a minimum of two signatures.

4. All bank account reconciliation reports should be done monthly with a copy of each sent to the Business Office. Sign-offs must be performed by the preparers and reviewers.
5. Every quarter, the bookkeeper will send a copy of each student activity sub-account to the appropriate advisor/coach; and a copy of the bank reconciliation to the Director of Business and Finance.
6. Advisors and coaches should report any corrections or discrepancies to the bookkeeper within 60 days of receiving their reports.

## **B. SUB-ACCOUNTS**

The School Principal shall maintain individual sub-accounts by activity within the student activity control account. This will allow proper matching of program expenditures against revenues that are collected for that purpose, as well as, allow for the efficient determination of the program balances.

Sub-accounts shall be maintained whenever the monies are raised by a specific group of students, (class, club or team), for their own activities. It is recognized that some monies, especially at the elementary level, will be raised for the entire school and a school-wide sub-account may be maintained.

## **C. RECEIPTS**

The area most susceptible to abuse is the receipts process, since cash is collected by many individuals School Principal's shall pay close attention to their building procedures for the handling of all receipts.

1. Any student activities receiving monies from any source (fundraisers, etc.) should deposit such money to the appropriate school associated student activity account within twenty-four hours.
2. No student or advisor shall take money home at any time. Money received outside of normal banking hours, shall be secured in a locked vault, safe, or other secured locked area.
3. Once money is deposited by a student activity, the advisor should turn in the school deposit form/bank receipt to the School Principal within twenty-four hours. This record should include the source of the monies, the amount of money being deposited, and a minimum of two signatures; the person turning over the money to the office and the School Principal, or his or her designee, that is reviewing the receipt. (Appendix A.i.)
4. The advisor should keep a copy of the school deposit form/bank receipt that was submitted to the office.
5. All monies must be deposited by the advisor to the bank designated by the Town Treasurer for deposit to the Student Activity Agency Account.
6. No deposits may be made into the checking account except the initial transfer from the Agency Account to open the Checking Account, a transfer from the Agency Account to increase the Checking Account maximum (set by the School Committee), or for replenishment of funds based on the submittal of receipts to the Business Office.
7. Residual funds from undesignated receipts that have existed for longer than one year



shall revert to the Student Activity General Student Body Fund account of that specific school unless otherwise designated.

#### **D. INSUFFICIENT FUNDS PROCEDURES**

The following procedure will be followed for the handling of checks deposited to Student Activity Accounts that are returned for insufficient funds:

1. The bank will notify the Town Treasurer when a check has been returned.
2. The Town Treasurer will notify the school department Business Office of the returned check by sending a copy of the bank's notification.
3. The Business Office bookkeeper will forward a copy of the bank notification to the appropriate advisor.
4. The advisor will attempt to collect the monies for the returned check, and money to cover the related bank charges and treasurer's fees.
5. If the money is recouped, the advisor will redeposit the money to the bank on a separate deposit slip indicating the amount of the original check and the amount of the bank charges and treasurer's fees.
6. The advisor will label the bank's deposit slip as money for a "replacement check" and will forward a copy to the Business Office, along with the appropriate deposit form and back-up.
7. The bookkeeper will adjust the student activity account balance at the time of the month-end bank reconciliations.

#### **E. EARNINGS**

##### **i. INTEREST**

Interest earned on Student Activity Agency Accounts and the checking accounts authorized by the School Committee, with student activity monies, must accrue to the student activity account. A separate record shall be maintained on all interest earnings.

The interest that is earned on such accounts shall be maintained in the Agency and Checking Account(s) respectively; and distributed annually to the Student Activity General Student Body Fund account.

Interest earned by such Student Activity Agency Accounts shall be retained by the fund and may be expended for the annual audit fee or any other fees or expenses associated with the operation of the account.

Interest earned, shall be for the benefit of the students participating in activities.

##### **ii. COMMISSIONS**

Any monies paid to the school or to a student activity as commission or revenue sharing, belongs to the students and shall be deposited into the Student Activity Agency Account. At no time shall such commissions be used to benefit staff. Commissions shall be used to reduce the cost of the item involved to each student (i.e. yearbook, senior class) and for use by that specific student activity.

## **F. PURCHASES/EXPENDITURES, DISBURSEMENTS/CHECKS**

MGL 71, Section 47 gives the enforcement of School Committee policies to the School Principals; such is the case with purchasing and disbursements. It is important that disbursement guidelines and procedures are sound, controlled, and designed to benefit only the students.

### **i. PURCHASES/EXPENDITURES**

1. No purchases or expenditures will be made without prior approval of the School Principal.
2. The practice of paying in advance with personal monies should be avoided whenever possible. If it is anticipated that payment in advance with personal funds may be necessary, prior approval shall be obtained from the School Principal or his/her designee. Student advisors, or others involved in purchasing through the student activity account, shall not in any way benefit personally from the purchase, either directly or indirectly. (This is important because of the potential "reward" benefits the credit card holder may accrue).
3. Equipment and supplies purchased with student activity account monies are the property of the activity, not of any individual student, advisor or other interested party.
4. Student activity monies shall not be used for any purpose unrelated to student activities or for the benefit of any staff person.
5. Purchases made with monies in student activity accounts are exempt from the provisions of MGL Chapter 30B, the Procurement Law. It is recommended, however, that School Principals follow the provisions of this law to the maximum extent possible to insure the most efficient use of these monies. It is recognized, however, that many purchasing decisions will be made by students, (particularly at the secondary level), and selection of the low bidder may not be reasonable. Students should be taught how to compare costs as part of their experience.

### **ii. DISBURSEMENTS/CHECKS**

1. All disbursements from student activity accounts shall be made by check.
2. A Request for Check from CPS Student Activity Account (Appendix A.ii.) should accompany all requests for check issuance. The form shall accompany the invoice and/or receipt, and/or all supporting documents, and must state to whom the check shall be payable, the reason for the payment, the amount of the check, the account to be charged and the approval signature of the advisor/coach/appropriate staff member and School Principal/Athletic Director.
3. All requests for replenishment to the School Principal interest checking account must be processed through the Town accounts payable warrant process.
4. No check shall be made payable to cash, unless for Cash Box (Section IV.I.)
5. Checks shall be signed only after they are completely prepared.
6. Check signature authority shall be in accordance with School Committee policy. (Appendix B.iv.)
7. A record of all checks issued will be maintained by the bookkeeper. The advisor should keep a duplicate of the Request for Check forms.
8. All checks shall be accounted for, including voided checks, which shall be retained and not destroyed.

## **G. PREPAYMENTS**

As a general guideline, payments are not to be made from Student Activity Accounts (either agency accounts or checking accounts) until the goods or services have been provided. Partial payments may be made for partial receipt of the goods or services in the amount that is in relation to the amount received.

Exception to the no prepayment guideline will be permitted for activities such as:

1. Performances (e.g. theater or musical performances)
2. Travel (e.g. transportation and/or accommodations for related activity travel)
3. Deposits (e.g. reservations, security deposits)

A School Principal must approve any such prepayments.

The staff and students involved must be notified that once a prepayment is made, there is no guarantee of a refund if the performance does not occur for any reason; the school activity fund takes the risk of loss of those monies.

If students are paying for the tickets (versus using general fundraising paying for the tickets), the parents must be notified in advance that there will be no refund of money if their child misses the performance (e.g. due to illness), unless the performance site refunds their money.

## **H. REPLENISHMENT OF CHECKING ACCOUNT FUNDS**

Each building Checking Account has a maximum balance approved by the School Committee. As checks are issued, the balance in the Checking Account will decrease. Periodically the School Principal should submit documentation to the Director of Business and Finance to account for the expenditures, along with a request to have monies equal to the total expended in the Checking Account transferred (via the warrant process) from Student Activity Agency Account to the student activity Checking Account. (Appendix B.iv.)

Such requests shall include a billhead, requesting replenishment of the account, accompanied by a copy of each school withdrawal slip. Original bills and receipts that backup each withdrawal slip will be maintained by the school in their files.

## **I. CASH BOXES**

A cash box may be maintained at a building in accordance with the following guidelines:

1. A cash box(es) may be needed during the year to make change during fundraising activities. At no time shall a cash box be used as a petty cash fund.
2. A check may be made to open a cash box at the beginning of each fiscal year. This will be done via a voucher "to open cash box for fiscal year 20XX". This check shall be cashed for change and placed in a locked cash box, which shall be kept in a locked vault, safe, or other secured locked area.
3. The cash box shall be signed out to student activity as needed for fund-raising. A log book shall be kept which records which group is using the cash box, the date signed out, the amount in the cash box and the signatures of both the person signing it out of the safe and the person receiving it. Upon return of the cash box, the log shall also

record the date returned, amount returned (which shall be equal to the amount signed out), and the signatures of both parties again.

## **J. FIELD TRIPS**

Field Trips should be held in accordance with School Committee policy.

All monies received through field trips shall be deposited in accordance with the preceding section on "Receipts".

A Field Trip Application Form (Appendix A.iii.) should request travel authorization and funding well in advance of the time the funds are needed.

All documentation related to field trips should be attached to deposit forms and check request forms.

## **K. FUND-RAISERS**

All Fundraisers must be approved by the School Principal or the Superintendent before money is collected and submitted with the standardized electronic fundraising form. (Appendix A.v.)

Results of fundraisers shall be reported to the School Principal within one week of the close of the fundraising activity on an approved form. (Appendix A.vi.)

All monies received through fundraisers shall be deposited in accordance with the preceding section on "Receipts". (Section IV.C.)

Expenditures related to fundraisers must be handled in accordance with the guidelines and procedures for all other student activity account expenditures.

## **L. INACTIVE ACCOUNTS**

Any student activity sub-account that has been financially inactive for a period of three (3) years or more, and for which there has been no receipts or disbursements recorded on their behalf, shall require the following to be closed:

1. Written notification by the advisor or student officers/treasurer to the School Principal that the activity will cease to be a viable account.
2. All assets of the recognized student activity shall be determined and stated in writing.
3. Any disposition of assets of an inactive recognized student activity shall be determined by the School Principal, but in no case shall the disposition benefit specific individuals. The primary goal in disposition should be to benefit the student body.
4. Residual funds from inactive student activities shall revert to the Student Activity General Student Body Fund account of that specific school unless otherwise designated.

#### **M. CLASS ACCOUNT AT GRADUATION**

Class accounts are established to benefit students currently enrolled in the school system. Once a class of students graduates; the school district is no longer responsible for these monies.

Class accounts shall remain open for a minimum of three months after graduation to ensure that all outstanding bills can be paid. Once a class has graduated from High School, their funds should be removed from the High School Student Activity Account no later than one year from the date of graduation.

Upon completion of the one year, the funds, if not withdrawn by the students or “willed” by the class to another student activity, shall be transferred to the General Student Body Fund account.

Class officers should be given a copy of this procedure during the course of their senior year to ensure their knowledge of their obligations to perform under this procedure.

#### **N. STUDENT ACTIVITY DEFICITS**

Individual activity accounts should not be permitted to be in a deficit position because such a position becomes a liability to other individual activities or possibly to future classes. Whenever a deficit exists that is not the result of timing, the Superintendent shall recommend remedial action.

## **Appendix A: Related Forms**

- i. Activity Proposal Form**
- ii. Deposit Form**
- iii. Check Request Form**
- iv. Field Trip Application Form**
- v. Fundraising On-line Electronic Request Form**
- vi. Fundraising Financial Report**

# CHELMSFORD PUBLIC SCHOOL STUDENT ACTIVITY PROPOSAL FORM

Today's Date: \_\_\_\_\_

Name of Proposed Activity: \_\_\_\_\_

\_\_\_\_\_

Advisor(s): \_\_\_\_\_

\_\_\_\_\_

(NOTE: paid advisors require Chelmsford Teachers Union contract language and budget monies)

Description of Activity you are proposing: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Major goals of this activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How this activity will fulfill the CPS mission: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Type of meeting schedule (weekly, monthly, daily): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Where the meetings will place: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List of student expectations for this activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Proposed leadership structure:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Any potential Community Outreach programs:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**How this activity will benefit the CPS students:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I VERIFY THE INFORMATION ON THIS REQUEST IS APPROVED.**

**Principal's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Superintendent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(If Applicable)



# DEPOSITS TO CPS STUDENT ACTIVITY FUND

(All monies should be deposited to Enterprise Bank)

Today's Date: \_\_\_\_\_

Club/Team/Activity: \_\_\_\_\_

(If this is a class field trip please write the name of the subject, not grade, and what the trip is.)

Person Depositing Funds: \_\_\_\_\_

Total Amount of Cash: \_\_\_\_\_

Total Amount of Checks: \_\_\_\_\_

Grand Total Amount of Deposit: \_\_\_\_\_

Source of the deposit (fundraiser, donation, etc.): \_\_\_\_\_

(Please provide detail. What type of fundraiser? Who gave the donation?)

## **I VERIFY THE ACCURACY OF THE AMOUNT BEING DEPOSITED.**

Staff Name (please print): \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Email: \_\_\_\_\_ Staff Phone Number: \_\_\_\_\_

## **I VERIFY THE INFORMATION ON THIS REQUEST IS APPROVED.**

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **PROCEDURE:**

- After preparing all monies and checks for deposit, it is your responsibility to hand deliver your deposit along with your white deposit form (leave yellow copy in the booklet) to **Enterprise Bank**.
  - o Deposits must be made by a staff member. Students can NOT go off campus to make a deposit.
- Your deposit will be processed by Enterprise and you will be given an "official" bank deposit receipt.
  - o This official receipt MUST be attached to this form for your student account to be credited.
  - o Please write the name of your club/team/activity on the official receipt.
- **Please attach a copy of the product/activity quote if this deposit is intended for a specific purpose.**
- **Please attach a copy of approved filed trip form. (If applicable)**
- This deposit form and ALL attached information must be submitted to the Main office for the student account to be credited. (The forms will be delivered to central office once a week.)

### **For Office Use Only:**

Date:

Checkbook:

Invoice:

Computer:

# REQUEST FOR CHECK FROM CPS STUDENT ACTIVITY ACCOUNT

Today's Date: \_\_\_\_\_

Club/Team/Activity: \_\_\_\_\_

Person Submitting Form: \_\_\_\_\_

Amount of Check Request: \_\_\_\_\_

Reason for Expenditure (please be detailed): \_\_\_\_\_

<p style="text-align: center;"><b>Make Check Payable To:</b></p> <p><b>Name of Vendor:</b> _____</p> <p><b>Vendor Address:</b> _____</p> <p>_____</p>
---

<p style="text-align: center;">Would you like to pick the check up in the <b>Main Office Copy Room</b> or have the check <b>mailed</b>? (check one) Pick up in Main Office _____ Please mail _____</p>
--

<b><u>I VERIFY THE INFORMATION ON THIS REQUEST IS ACCURATE.</u></b>	
Staff Name (please print): _____	
Staff Signature: _____	Date: _____
Staff Email: _____	Staff Phone Number: _____

<b><u>I VERIFY THE INFORMATION ON THIS REQUEST IS APPROVED.</u></b>	
Principal's Signature: _____	Date: _____
Athletic Director's Signature: _____	Date: _____
(Required for Athletic Teams Only)	

## **PROCEDURE:**

- **Attach a copy of the invoice/receipt that shows expense. (Quotes are not accepted)**
- **Attach a copy of approved filed trip form. (If applicable)**
- **If the check request is for personal reimbursement and not to a company that person must attach a copy of his/her bank statements showing purchase of the expense. All items unrelated to the expense being requested can be blacked out.**
- **If the student activity club or team does not have enough funds the request will NOT be competed.**
- **We are a tax-exempt government entity. Please present the tax-exempt forms to the vendor, we will NOT pay a vendor sales tax or reimburse a person if he/she has paid sales tax.**
- **Submit the completed form and ALL attached documents to the Main office for the request to be signed by the building Principal and then sent to Central Office for payment. (The forms will be delivered to central office one a week and checks will be issued within a week of receiving all information.)**

## **For Office Use Only:**

Date:

Checkbook:

Invoice:

Computer:

<p align="center"><b>FIELD TRIP APPLICATION FORM</b>  <b>CHELMSFORD PUBLIC SCHOOLS</b></p> <p align="center">230 North Road, Chelmsford, MA 01824  Phone (978) 251-5100</p>	<p>Teacher Sub(s) Needed:  YES _____ NO _____  _____ Full-Day Sub(s)  _____ Half Day Sub(s)  needed for: AM / PM</p>
---	--

Please fill out application form completely. Please print. \* Apply for only one trip per form.

**School Requesting Permission:** \_\_\_\_\_ CHS \_\_\_\_\_ PARKER \_\_\_\_\_ McCARTHY \_\_\_\_\_

\_\_\_\_\_ BYAM \_\_\_\_\_ CENTER \_\_\_\_\_ HARRINGTON \_\_\_\_\_ SOUTH ROW

**Day(s) of Week for Trip:** MON \_\_\_\_\_ TUE \_\_\_\_\_ WED \_\_\_\_\_ THR \_\_\_\_\_ FRI \_\_\_\_\_ SAT \_\_\_\_\_ SUN

**Trip Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **If Overnight Trip, Return Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Requests for school day field trips should be made at least thirty calendar days in advance. All overnight trip requests should be two months in advance and will be submitted to the School Committee for final approval.

**Faculty Trip Sponsor:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Grade, Group, Class(es) or Course(es):** \_\_\_\_\_

**Total Number of Students:** \_\_\_\_\_ **Number of Male** \_\_\_\_\_ **Number of Female** \_\_\_\_\_

**Number of Students Assigned Per Chaperone:** \_\_\_\_\_

**Total Number of Chaperones:** \_\_\_\_\_ **Number of Male** \_\_\_\_\_ **Number of Female** \_\_\_\_\_

Non-faculty chaperones must be over 25 years of age and must have a CORI submitted at time of application.

**Faculty/Chaperones (Names):** \_\_\_\_\_

\_\_\_\_\_ **Cell Phone #:** \_\_\_\_\_

**Faculty/Chaperone with Epi-Pen Designation (Name):** \_\_\_\_\_

If applicable

**Is a Nurse Needed?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Prior to booking a field trip, speak to your building school nurse to evaluate if there are individuals with special or medical needs participating in this trip. If yes, the nurse will need to evaluate whether a parent, staff member, or nurse will be required to attend the trip with student.**

**Reviewed by:**

\_\_\_\_\_  
Signature of School Nurse

\_\_\_\_\_  
Date

**Event:/Purpose of the Trip:** \_\_\_\_\_

**Curriculum Standard Addressed by Trip (Reason for the Trip)**

Destination: \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Facility Facility Telephone

Facility Street Address City State

Estimated Leave Time: \_\_\_\_\_ a.m. / p.m. Estimated Return Time: \_\_\_\_\_ a.m. / p.m.

No. of Regular School Buses Needed: \_\_\_\_ No. of Wheel Chair Accessible Buses Needed: \_\_\_\_

District Transportation Department will try to secure bus(es) from Transportation Company. Transportation to and from school takes precedent over any other field trip transportation request. After your bus request is processed, you will receive a quoted price and written confirmation from the Transportation Department. If no Chelmsford buses are needed, what are your alternate transportation arrangements?

**(Changes in plans must be reported to the Principal's Office before the day of the trip.)**

Bus Pick-Up Location (be specific) \_\_\_\_\_

Equipment Space Needed (such as music instruments): Yes \_\_\_\_ NO \_\_\_\_

Equipment: \_\_\_\_\_

Please indicate if bus space is needed for equipment. All equipment (athletic, music, or luggage) must be secured, must not obstruct the vision of the bus driver, and the bus aisle must be kept clear.

Meal Plans: \_\_\_\_\_

**TRIP COST/FUNDING**

Price per Bus: \$ \_\_\_\_\_ Total Cost of Bus Transportation \$ \_\_\_\_\_

Total Price of event \$ \_\_\_\_\_

Additional Costs \_\_\_\_\_ \$ \_\_\_\_\_

Total Cost of Trip \$ \_\_\_\_\_

School/Org. to pay for: \_\_\_\_\_ \$ \_\_\_\_\_

Student paying \$ \_\_\_\_\_ per person for: \_\_\_\_\_ \$ \_\_\_\_\_

Please list any other circumstances that may affect the trip:

Submitted by:

Signature of Trip Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by:

Signature of Dept. Head/Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Building Principal: \_\_\_\_\_ Date: \_\_\_\_\_

**If an overnight trip, attach an itinerary and lodging information complete with name, location, & phone**

# CPS Fundraising On-line Electronic Request Form

[https://docs.google.com/forms/d/e/1FAIpQLSfsi\\_LYE7mtS3LouXF49MpmNXI-7xM4X96jI-jDBndpiPeQaA/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfsi_LYE7mtS3LouXF49MpmNXI-7xM4X96jI-jDBndpiPeQaA/viewform)

This link can be found on the CPS Website under the “staff” tab please click “Fundraiser Application”.

## Application For Approval Of Fundraising Activity

Please fill out this form to have your fundraiser considered for approval.

Club or Team Proposing Fundraiser

Your answer

First Name of Advisor or Coach

Your answer

Last Name of Advisor or Coach

Your answer

Email address of Coach or Advisor

Your answer

Name of Fundraiser (Activity)

Your answer

Fundraiser Start Date

Date

mm/dd/yyyy

Fundraiser End Date

Date

mm/dd/yyyy

Will Chelmsford Public Schools facilities be used for the fundraising activity?

☐ Yes

☐ No

If YES, please also complete a separate "Use of Facilities" form on the CPS website. If NO, where will the fundraising take place?

Your answer

---

If you are only requesting tables and chairs outside of the cafeteria during lunch periods, how many tables and chairs do you require?

Your answer

---

Please provide a brief description of the proposed fundraising activity.

Your answer

---

What is the purpose of the fundraising activity and how will the funds raised be used to support your club or team?

Your answer

---

### Sign By Entering Your Name

By signing and submitting this application, the submitter agrees to abide by the policies, rules, and regulations of the Chelmsford Public Schools, the regulations of the Town of Chelmsford, and the laws of the Commonwealth of Massachusetts. The school principal, superintendent, and/or Chelmsford School Committee reserves the right to deny any application it deems improper or untimely submitted.

Your answer

---

**SUBMIT**

## FUNDRAISER FINANCIAL REPORT

<b>Fundraiser Name:</b>		<b>Fundraiser Date(s):</b>	
<b>Club Name:</b>		<b>Advisor or Coach:</b>	

Please list all of your **REVENUE**:

Source	Sub-total
Tickets Sold:    _____ @ _____	
Items Sold:        _____ @ _____	
Cash Contributions:	
Other Revenue:	

**TOTAL REVENUE:** \_\_\_\_\_

Please list all of your **EXPENSES**:

Source	Sub-total
Police:            _____ @ _____	
Custodial:        _____ @ _____	
Rental:	
Entertainment:	
Food:	
Transportation:	
Other Expenses:	

**TOTAL EXPENSES:** \_\_\_\_\_

<b>PROFIT:</b>	<b>LOSS:</b>
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Turn this report in with your Enterprise Bank deposit receipt(s).

## **Appendix B: School Committee Policy**

- i. JJ: Co-Curricular and Extracurricular Activities**
- ii. JJA: Student Organizations**
- iii. JJE: Student Fund-Raising Activities**
- iv. JJF: Student Activity Accounts**
- v. JJH: Student Late Night or Overnight Travel**
- vi. JJH-R: Student Travel Regulations**



## **CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES**

Various activity programs that include cultural, recreational, and/or vocational components will be offered to students. Participation in activity programs will be voluntary. However, students participating in extracurricular activities will be subject to the same rules of conduct and behavior as when in school.

Co-curricular and/or extracurricular activities may have fees associated with the students' participation. The Chelmsford School Committee shall annually review all fee structures for all activities and set the amounts for the following fiscal year.

See School Handbooks

Legal Reference: M.G.L. 71:47; 603 CMR 26.00

SOURCE: Chelmsford

## STUDENT ORGANIZATIONS

### Student Organizations

Student organizations in the District shall be encouraged when they meet the criteria of contributing to student self-esteem and performance and should operate within the framework of state statutes, School Committee policies, and administrative procedures.

Each building Principal shall develop general guidelines for the establishment and operation of student organizations within the particular school. Among other provisions, such guidelines shall require the approval of the Principal prior to the formation of any club or organization in the school and the assignment of at least one faculty or designated adult advisor to each approved student organization. Within such guidelines will be provisions for a periodic review of all student organizations.

The formation of any student organization that may engage in activities of a controversial nature shall require approval by the School Committee.

All student organizations shall be required to open membership to all interested and/or eligible students. Disruptive groups, secret societies, and/or gangs shall not receive recognition in any manner under this policy.

All forms of hazing in initiations shall be prohibited in a student organization. No initiation shall be held for a student organization which will bring criticism to the school system or be degrading to the student.

The faculty or designated adult advisor must attend every meeting of the student organization whether conducted on school premises or at another location.

### Student Organizations – High Schools

In addition to the above requirements, all clubs or organizations at the high school level will relate to the subject matter covered by the curriculum. The Principal is responsible for determining that the purpose of a student organization is related to the curriculum. The Principal is authorized to deny requests by unauthorized student organizations desiring to meet or form in a particular school; the Principal shall inform the group of the reasons for the denial. The students and/or group may submit a written request to the appropriate District administrator for review of the Principal's decision.

SOURCE: MASC

CROSS REF: JICF, Gang Activities/Secret Societies

LEGAL REF.: 603 CMR 26.00

## **STUDENT FUND-RAISING ACTIVITIES**

While the School Committee recognizes that fundraising activities have become a part of the school environment at all levels, the Committee wishes to ensure that students are not exploited by the process.

The Committee supports student involvement in the sale of tickets to scheduled athletic events, school dramatic and musical performances, and other school events where sales are required. Also, student publications which require the sale of advertising to sustain themselves and serve the student body and/or the community may involve students in such sales.

Charitable fundraising activities, especially those that are part of a community service event or program are encouraged provided such proposals are submitted to and approved by the building Principal or Superintendent.

Other fundraising activities that wish to involve students in the fundraising process shall be submitted to the building Principal or Superintendent for approval.

For safety reasons and because the School Committee recognizes that community members receive requests for support from many worthy causes, activities such as canning and door-to-door sales are discouraged.

No money collections of any kind may be held in the schools without the specific consent of the building Principal or Superintendent.

SOURCE: MASC October 2016

CROSS REFS.:       JP, Student Gifts and Solicitations  
                      KHA, Public Solicitations in the Schools

## STUDENT ACTIVITIES ACCOUNTS

The Chelmsford School Committee authorizes the High School and Middle School Principals to receive all student money and to deposit such money into an interest bearing bank account, hereinafter referred to as the Student Activity Agency (Savings) Account, duly established by vote of the Chelmsford School Committee to be used for the express purpose of conducting student activities.

Interest earned by such Student Activity Agency Account shall be retained by the fund and may be expended for the annual audit fee or any other fees or expenses associated with the operation of the account.

In addition to such Student Activity Agency Account, the Chelmsford School Committee hereby authorizes the Principals of each school to establish a checking account, designated the Student Activity Checking Account, to be operated and controlled by the Principal and from which funds may be expended exclusively for student activity purposes for student activities authorized by the Chelmsford School Committee. All expenditures from the Student Activity Checking Accounts may be approved only by the Principal, Assistant Principal, or High School Dean.

Administration and record keeping of said Student Activity Accounts shall be the responsibility of the Superintendent or designee. Unless otherwise directed by the Superintendent, the Principal/Bookkeeper/Secretary/ High School Activities Director shall maintain appropriate records for all student activity transactions. Residual funds from inactive student organizations shall revert to the Student Activity General Student Body Fund account of that particular school unless otherwise designated.

### Student Activity Checking Account Restrictions:

<u>School</u>	<u>Imprest Balance (Maximum)</u>	<u>Maximum Check Amount</u>
High School	\$75,000	\$20,000
McCarthy Middle	\$20,000	\$ 6,000
Parker Middle	\$20,000	\$ 6,000

In the event of a bonafide reorganization of a school, funds from Student Activity Agency Accounts will be redistributed proportionally to the percentage of students being reorganized.

Reference: M.G.L. 44:53- Deposits of Departmental Receipts in Town Treasury  
M.G.L. 71:47 - Student Activity Accounts  
Imprest Account Balances approved by School Committee vote on May 3, 2007.

SOURCE: Chelmsford

## STUDENT ACTIVITY ACCOUNTS

Student funds may be raised to finance the activities of authorized student organizations. Student activity funds are considered a part of the total fiscal operation of the District and are subject to policies established by the School Committee and the Office of the Superintendent. The funds shall be only for the benefit of students and managed in accordance with sound business practices, which include accepted budgetary, accounting, and internal control practices. The Superintendent shall ensure that, annually, all Principals and student organizations receive a copy of this policy as well as a copy of established procedures for control of receipts and expenditures that meet or exceed DESE guidelines.

In compliance with Massachusetts General Law Chapter 71, Section 47, the School Committee:

1. Authorizes the Principals to accept money for recognized student activity organizations, which currently exist, or as from time to time may be revised. All funds received for student activities must be deposited into the Student Activity Agency Account and no funds shall be directly deposited into a Student Activity Checking Account except from the Student Activity Agency Account.
2. Authorizes the Town or District Treasurer to establish and maintain a Student Activity Agency Account(s) which is to be audited as part of the Town's annual audit. The interest that is earned on such accounts shall be maintained in the Agency Account and distributed annually to the Student Activity General Student Body Fund account.
3. Authorizes Student Activity Checking Accounts for use by the Principals with specific maximum balances established annually for each school by vote of the School Committee. The interest that is earned on such accounts shall be maintained in the Checking Account and distributed annually to the Student Activity General Student Body Fund account. Payments for expenditures shall be made, whenever possible, by check, debit, or EFT directly from the Student Activity Checking Account. Reimbursements to personal credit card holders shall require the prior authorization of the building Principal. Signatory authorization for Student Activity Checking Accounts shall be restricted to the Principal, Superintendent or his/her designee, or Treasurer. Student Activity Checking Accounts shall be audited in accordance with DESE guidelines.
4. Directs Principals to provide the Treasurer with a bond in an amount agreeable to the Treasurer.
5. Shall annually, prior to the start of each school year, vote to establish or change the maximum balance that may be on deposit in each Student Activity Checking Account.

For accounts with maximum balance limits that exceed \$25,000, the School Committee shall consider, in accordance with DESE guidelines, that an audit be conducted by an outside audit firm every three years.

### **Graduating Class Funds**

Funds held on behalf of graduating classes are to be held within the Student Activity Checking Account for the High School. Such funds shall be designated by the class' Year of Graduation.

Once a class has graduated from High School, their funds should be removed from the High School Student Activity Checking Account no later than one (1) year from the date of graduation. It is the responsibility of the class officers to arrange for these funds to be removed from the High School Student Activity Checking Account. When requested, and once all outstanding financial obligations of the graduating class have been met, the remaining balance should be removed from the fund by check transfer payable to the Class of XXXX. Checks payable to individual members of the graduating class are not permitted.

Should the class officers not request to have their funds removed from the Student Activity Checking Account within one (1) year of their graduating, the funds will be forfeited by the class and will then be allocated in the Student Activity General Student Body Fund account by a vote of the School Committee.

Class officers should be given a copy of this policy during the course of their senior year to ensure their knowledge of their obligations to perform under this policy.

### **Inactive Student Activities**

When a student activity ceases to be active for a period of three (3) years or more the Principal or other authorized administrator shall require the following actions:

1. Obtain written notice from the faculty advisor or student officer that the activity will cease to be a viable account. If unable to obtain such notification the Principal shall request action to close the account from the School Committee.
2. Identify in writing all assets of the student activity. The disposition of any assets shall be determined by the School Committee and may not benefit specific individuals.
3. Annually notify all students of the required actions if an activity ceases to exist.

### **Student Activity Deficits**

Individual student activity accounts are not permitted to be in a deficit position. Whenever a deficit exists that is not the result of timing, the Superintendent shall recommend remedial action to the School Committee in a timely manner.

SOURCE: MASC March 2018

CROSS REFS: JJA – Student Organizations

File: JJF

**NOTE: DESE audit guidelines for Student Activity Checking Accounts require an annual audit. In regional districts these accounts may be a part of the annual audit by a third party auditor. In municipal districts the audits may be conducted by a district or municipal employee but not by the Principal, Treasurer, Superintendent, or any authorized signatory on the accounts. Districts with large numbers of schools may rotate the schools through the audit process.**

## **STUDENT LATE NIGHT OR OVERNIGHT TRAVEL**

All student trips which include late night or overnight travel must have prior approval of the School Committee. Initial approval by the School Committee is required before engaging students in fundraising activities. The School Committee will also consider the educational value of the trip in relation to the cost prior to granting initial approval. Overnight trips should offer significant educational benefits to students that clearly justify the time and expense of the trip. Such trips should be appropriate for the grade level.

Final approval will not be granted until all preparations for the trip have been completed including, but not limited to, all logistical details involving transportation, accommodation arrangements and fundraising efforts. The School Committee requires that final approval be sought no less than 30 days prior to the scheduled trip dates.

Teachers and other school staff are prohibited from soliciting for privately run trips through the school system and in the schools. The School Committee will only review for approval school-sanctioned trips. The School Committee will not review or approve trips that are privately organized and run without school sanctioning.

SOURCE: MASC March 2004

CROSS REFS.: IJOA, Field Trips

LEGAL REFS.: M.G.L. 69:1B; 71:37N



## STUDENT TRAVEL REGULATIONS

### 1. Transportation

The use of vans or private automobiles for trips planned to include late night or overnight student travel is prohibited. Late night or overnight trips will use commercial motor coaches.

Trips planned to include late night or overnight student travel will include a pre-trip check of companies, drivers, and vehicles. CORI and/or background checks will be conducted in accordance with Massachusetts General Laws and School Committee Policy.

The Superintendent or designee will ensure that the selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). The district will not contract with any carrier that has a safety rating of "conditional" or "unsatisfactory." FMCSA ratings are available at <http://www.saferys.org/>.

The contract with the carrier will prohibit the use of subcontractors unless sufficient notice is given to the district that allows verification of the subcontractor's qualifications.

### 2. Trip Scheduling

Overnight accommodations should be made in advance with student safety and security in mind. Whenever possible, trip schedulers should avoid planning student travel between the hours of midnight and 6:00 a.m., due to the increased risk of vehicular accidents during this time period.

Whenever possible, overnight trips should be scheduled on weekends or during school vacations to minimize lost classroom time. Non-academic field trips are considered "optional school programs" and do not count toward meeting structured learning time requirements (Refer to the Massachusetts Dept. of Elementary and Secondary Education publication Student Learning Time Regulations Guide).

Trip itineraries must leave enough time for drivers to rest in conformity with federal hour-of-service requirements.

Trip scheduling should take into account the likelihood of delays due to weather, traffic, stragglers, and other unanticipated factors.

If substantially all members of a class are participating in a trip, the school should provide appropriate substitute activities for any students not participating.

### 3. Fundraising

The amount of time to be devoted to fundraising should be reasonable and commensurate with students' obligations for homework, after-school activities, and jobs.

Group fundraising activities are preferred. Students should not be assigned individual fundraising targets.

If students are charged individual fees for participation, every effort should be made to provide scholarships where needed.

Additional Resources

Federal Motor Carrier Safety Administration (FMCSA)  
[www.fmcsa.dot.gov](http://www.fmcsa.dot.gov)

United Motorcoach Association – Student Motorcoach Travel Safety Guide (includes “Motorcoach Safety Checklist”)  
[www.uma.org/consumer/student-transportation/](http://www.uma.org/consumer/student-transportation/)

Department of Defense’s approved list of motor carriers  
[www.defensetravel.dod.mil/Docs/BusAgreementPOCs.pdf](http://www.defensetravel.dod.mil/Docs/BusAgreementPOCs.pdf)

SOURCE:	MASC
APPROVED:	March 10, 2004
CROSS REFS.:	IJOA, Field Trips ADDA Background Checks
LEGAL REFS.:	M.G.L. 69:1B; 71:37N; 71:38R 603 CMR 27.00