

Tolleson Union High School District #214
Student Activities Handbook
2023 – 2024



Table of Contents

Introduction 4
Being an Effective Sponsor 5
Duties of Club Sponsors 6
CLUB - TEAMS 7
Starting the New School Year 7
Starting a New Club..... 8
Chartering a New Club 8
Club Charter Application 9
The Constitution and By-Laws 10
Club Management..... 12
Agenda and Minutes of the Meeting 12
Managing Activities and Sales..... 14
Club Activity Requests..... 14
Guidelines for Conducting Sales 15
Check List for Sales..... 17
List of Allowable Governing Board Approved Student Activities Fund-Raising Events 2023-2024 19
Poster and Sign Guidelines 21
Student Activity Funds 22
Introduction 22
General Policy 23
Working with Vendors 24
DJ Purchasing Ethics Policy 24
Purchase Requisitions 25
Authorizing Payment of a Purchase Order 25
After-the-Facts 26
Cash Handling..... 28
TUHSD Student Activities Policies 29
Procedures 31
Travel Request Process 31
Travel Request Process for CTE Travel 32
Transportation Travel Estimate Request 33
Parent/Guardian Field Trip Permission Form 34
Student Excusal-Travel Roster 35
Travel Request Approval Flow Charts - General 36
Travel Request Approval Flow Chart - CTE..... 37

District Field Trip Transportation Procedures.....	38
Store Card Checkout	40
<i>Frequently Asked Questions (FAQ'S)</i>	41
Food Related Fundraiser or Event – FAQ and Flow Chart	41
Forms	44
Meeting Agenda Format	44
Student Activities Requisition Request Form	45
Club Minutes	46
Request for Activity/Fundraiser Form	48
Sales Report	49
Cash Box Request.....	50
Ticket Sales Report.....	51
Request for Approval of Gift/Donation Form	52
Loan Contract.....	53
Extracurricular Tax Credit Determination Chart and Justification Form	54
After the Fact	55
Travel Request Form	56
Student Meal Money	57
Student Activities Handbook Signature Page	58
Club Project Number Listing	59

Introduction

The Tolleson Union High School District #214 believes that a dynamic program of student activities is vital to the educational development of the student. The district offers extensive opportunities for all students to participate in the activities of their choice as an integral part of their total school program. Club and class experiences are designed to help satisfy the recreational, social, and extended academic needs and interests of all students.

A comprehensive and balanced activities program is an essential complement to the basic program of instruction. The activities program should provide opportunities for youth to further develop interests, talents, and leadership opportunities in athletics, fine arts, and academic-related areas. Participation in these activities should provide students with a lifetime basis for personal values for work and leisure activities.

The district believes that the opportunity for participation in a wide variety of student-selected activities is a vital part of the students' educational experience. Such participation is a privilege that carries with it responsibilities to the school, activity, student body, community, and students themselves.

The purpose of this manual is to provide guidelines and procedures for the operation and management of student activities. All sponsors will be held accountable for the contents of this manual.

Forms, procedures, and handbooks referenced in this handbook are all available on the [S:\Student Activities\FY2024](#).

Being an Effective Sponsor

Being an effective sponsor carries a great deal of responsibility. Many students do not yet understand how to effectively organize and run a club. A sponsor will teach them how to be responsible while giving them the opportunity to make decisions and chart the course of the organization.

It is very important that District and school policies and procedures be followed in all the activities, which take place throughout the year. At times, the activity program will create an inconvenience for the classroom teacher. In order to keep this inconvenience to a minimum, and to continue receiving the support of the faculty and administration, organization is imperative. It is important that you read this handbook carefully and make certain that you and your fellow members are familiar with District guidelines.

Your assistance in providing students with the opportunity to participate in extra-curricular activities is appreciated; this provides students with another area for growth. It also provides you with the opportunity to provide a leadership-training program to the club officers and members.

The expectation of each sponsor is to communicate with the Student Activities Assistant Principal/Athletic Director (AD), or site administrator designated by the principal, in a timely manner regarding events, fundraisers, and activities.

The following tips may be helpful:

- Encourage participation and leadership on the part of all members.
- Always be there to assist in, but not to dominate, the meetings and activities.
- Keep in mind that some of the greatest benefits for the students will come when they themselves assume the responsibility for student activities.
- Do what you can to help plan and schedule meaningful meetings and activities. Having nothing to do or doing something that is not perceived as worthwhile will quickly turn students away.
- Be sure to have a plan to communicate meetings and activities with club members.
- Be ENTHUSIASTIC about the club or organization you are sponsoring! If you are enthusiastic, students will also be enthusiastic.
- Show members that you are interested in them individually, as well as in the group collectively.
- Become familiar with the rules and procedures listed in this handbook, as well as the constitution and by-laws of the club you are sponsoring.
- Be supportive of other clubs and school activities.
- Remember that the setup, cleanup and after-action steps are as important to the activity as the actual activity.
- There should be no alcohol, tobacco, or other inappropriate substances at any school activity, whether on or off campus. This includes consumption by adults at an event.

Good luck and we are appreciative of all that you do.

Duties of Club Sponsors

Teachers are asked to help sponsor student clubs as a regular part of their professional concern for students. This sponsorship is with the understanding that:

1. A sponsor must attend a mandatory sponsor training and turn in a completed Student Activities Handbook Signature page before the club may begin meeting with the sponsor. This training will include a review of this handbook, purchasing procedures, and an explanation of all forms.
2. By September 1st, sponsors must provide a copy of the club constitution to the Athletic Director and/or Administrative Assistant. That copy will be provided to the Bookstore Manager for their files. The sponsor must also show the Athletic Director and/or Administrative Assistant their notebook/binder as further explained on [CLUBS – TEAMS Starting the New School Year](#). At the end of every school year, the notebook/binder will be returned to the Athletic Director and/or Administrative Assistant as part of the check out process.
3. The number of club meetings should be limited. School affiliated clubs should normally meet not more than once a week.
4. Nighttime meetings should be limited. Exceptions must be approved by site administration.
5. Plans for social events, dances and other activities should be limited to an appropriate and reasonable expense.
6. Activities and fundraisers are carefully monitored by Student Government (StuGo) and the AD, or other site administration as designated by the site principal. The official school calendar is kept in the office of the AD, or other site administration as designated by the principal. Any club, class, or student organization which plans to schedule an activity, should check the calendar for available dates. All fundraising projects, on or off the campus, by the student club or organization must be pre-approved through StuGo and the AD, or other site administration as designated by the principal. Request for Activity/Fundraiser forms must be submitted to StuGo at least three (3) weeks prior to the event for approval.
7. To remain compliant with Federal free/reduced meal policies, food sales of any kind will not be permitted during the school day, which is defined as midnight before to 30 minutes after the end of the instructional day according to the Arizona Department of Education (ADE) Smart Snacks program.
8. The club sponsor(s), or sponsor substitute, must be present at each official meeting and at all club activities/fundraisers. Sponsors are responsible for supervising students until they leave the event.
9. The sponsor(s) from any school club desiring to take a field trip will need to make necessary arrangements with the Athletics Office. See the Travel Request Process for details.
10. Student clubs are prohibited from participating in any events, activities, etc., that are in violation of Arizona Interscholastic Association (AIA) or 4A/5A Conferences rules and the rules of the district.
11. Extra- curricular activities will be encouraged when and where they provide worthwhile objectives.
12. Sponsors are responsible for ensuring accurate record keeping and the adherence to all school and District procedures.

CLUB - TEAMS

Starting the New School Year

Follow these steps **IN ORDER** to start off the school year.

1. Set up your Club - Team **NOTEBOOK**:

- a. REQUIRED SECTIONS in the Notebook
 - i. Constitution
 - ii. Agendas/Minutes
 - iii. Sign-In Sheets
 - iv. Purchase Orders
 - v. Invoices/Receipts

2. Have your first Club - Team meeting of the year. (*EVEN IF YOU ARE OUT OF SEASON*)

- a. Amend your constitution:
 - i. New dates - 2023-24
 - ii. New officers - Names and Positions of Officers
 - iii. Sponsor - Name of Club Sponsor
- b. 1 set of Minutes with the following motions to approve:
Make a separate **motion** for each of these agenda items:
 - i. *"Approve the 2023-24 Constitution as amended."*
 - ii. *"Approve payment of Food Handlers cards for Club Sponsor and Officers"* (if needed)
- c. Have a **STUDENT** complete the **MINUTES FORM** with all appropriate signatures.
- d. Have **ALL STUDENTS** attending the meeting sign-in on the meeting **SIGN-IN FORM**.

3. Bring the Notebook, Minutes, Sign-In sheet and a printed copy of the Constitution to your Administrative Assistant-Athletics

(Remember: always keep a copy of **everything** for your notebook)

Starting a New Club

Chartering a New Club

Policies and Standards

The TUHSD Governing Board recognizes the value of student participation in student organizations and activities that provide educational, recreational, and social opportunities. School administration is responsible for all such organizations and activities to determine that they conform to the policies and procedures of the District. All school-chartered clubs will have a faculty sponsor assigned by the school administration.

Organization of a School Club

Student clubs and organizations may be formed in District schools and operated under their direction when sufficient evidence would indicate the justification for such a club or organization. Each club or organization must have a minimum of three charter members, faculty sponsor and an approved constitution, a copy of which must be on file with the AD and StuGo. The AD or site administrator designated by the principal must approve all organizations.

1. Secure a member of the certified staff as a club sponsor before any organizational meetings are scheduled.
2. Obtain a Club Charter application from the AD. Schedule an appointment with the AD to discuss the purpose of the club. Complete the application and return it to the AD.
3. Draft a constitution during the first few meetings of the organization, spelling out the club's purposes, membership activities, and operating procedures (see sample constitution). Submit the constitution to the AD, which will be kept on file by StuGo.
4. The organization will receive appropriate recognition and will become a regular part of the total activity program once it is approved by StuGo and site administration.

Approval of School Clubs

School clubs are approved provided:

1. Sponsorship is by a member of the certified staff upon approval of the Student Activities Assistant Principal, Administration, StuGo, and the Bookstore.
2. The clubs have open membership; i.e. published membership qualifications not based on sex, race, religion, or national origin.
3. Students who meet the membership qualifications and are interested will be automatically admitted to membership on a first-come, first-serve basis, subject only to numerical limitations.
4. Such clubs have worthwhile, education and social purposes, which provide for the desirable growth of students.
5. There is not already an outlet for students to reach the desired goals of the club.
6. They hold their regular meetings on the school campus and the faculty member must be present. A sponsor must be present at any event/program in which club, class or organization members are involved.
7. The activities of the club are not anti-social, unlawful or such that incense or outrage the public.
8. The club complies with all other rules established by the local school and District. Refer to these rules located on [page 28](#).



Tolleson Union High School District #214

Club Charter Application

Name of Club or Organization: _____

Charter Members (Minimum 3 members required)

Name	Name	Name
_____	_____	_____
_____	_____	_____
_____	_____	_____

Purpose Statement

Membership

Number in Organization: _____

Qualifications for Membership: _____

Screening Procedure: _____

Organization

Officers Name

Position

Meetings

Location: _____

Time: _____

Activities

Planned: _____

Proposed: _____

Signature: _____
President of Organization Date

Signature: _____
Sponsor Date

Signature: _____
StuGo Representative Date

Signature: _____
Administration Representative Date

The Constitution and By-Laws

All organizations need a committee to draft a constitution. The constitution should include:

1. A statement as to the purpose of the organization.
2. Qualifications for membership.
3. Process for electing and removing officers.
4. The procedures for amendments.

The StuGo must receive and approve the organization's constitution and list of officers.

All constitutions must be reviewed and revised, if necessary, on a yearly basis during a club meeting.

A copy of the current constitution must be filed with the StuGo, AD, and Bookstore Manager no later than September 1st of each school year.

- A constitution is a written set of laws or governing principles of an organized political body. The constitution defines the limits of authority of the group and gives a sense of order and purpose for conducting business.
- Constitutions should be stated in simple terms, which are easily understood by students. They should be constructed to include only necessary items. They should be developed in cooperation with the school staff and student body. Amendment should be simple. A constitution must be studied regularly and adjusted to be vital, meaningful, and real.

Check List

Yes	No	A Suggested Form for a Constitution	
<input type="checkbox"/>	<input type="checkbox"/>	Article I	Statement of the name of the organization for which the constitution works.
<input type="checkbox"/>	<input type="checkbox"/>	Article II	The general purposes of the organization.
<input type="checkbox"/>	<input type="checkbox"/>	Article III	Powers vested in the organization. The right of veto by school administration.
<input type="checkbox"/>	<input type="checkbox"/>	Article IV	Definition of the membership of the organization.
<input type="checkbox"/>	<input type="checkbox"/>	Article V	Establishment of the time, methods and procedures of nomination and election.
<input type="checkbox"/>	<input type="checkbox"/>	Article VI	Frequency of meetings and provision for special sessions. [This may be omitted in the body of the constitution if included in the by-laws.]
<input type="checkbox"/>	<input type="checkbox"/>	Article VII	The duties and responsibilities of the organization as delegated by the school administration; the officers and members responsibilities; and committees, if not in the by-laws.
<input type="checkbox"/>	<input type="checkbox"/>	Article VIII	Method and procedures for ratification of the constitution.
<input type="checkbox"/>	<input type="checkbox"/>	Article IX	Provisions by which the constitution may be amended.
<p>By-laws are a series of laws or regulations made by an organized group for the purpose of managing its internal affairs and standardizing its meeting procedures.</p>			
		A Suggested Form for By-Laws	
<input type="checkbox"/>	<input type="checkbox"/>	Article I	The number of members needed to constitute a quorum.
<input type="checkbox"/>	<input type="checkbox"/>	Article II	Establishment of standing committees and provisions for the formation of special committees as the need arises.
<input type="checkbox"/>	<input type="checkbox"/>	Article III	Regulations for conducting club and class elections, if not included in the constitution itself.
<input type="checkbox"/>	<input type="checkbox"/>	Article IV	Procedure for filling an office that has been vacated during the school year.
<input type="checkbox"/>	<input type="checkbox"/>	Article V	Procedure for amending the by-laws.
<input type="checkbox"/>	<input type="checkbox"/>	Article VI	Definition of the rules of order for conducting business.

StuGo has Constitutions on file for reference if a sample is needed. Many National organizations provide basic Constitutions online also for reference or use in starting a new chapter.

Club Management

Agenda and Minutes of the Meeting

A well-run meeting necessitates planning and an organized procedure. Basic parliamentary procedures should be followed when conducting a student club meeting. The following is an example of an agenda:

- Call to Order
- Roll Call
- Minutes of Previous Meeting – vote accepting minutes
- President’s Announcement
- Committee Reports
- Old Business
- New Business
- Adjournment

Here is a sample [Meeting Agenda Format form](#).

Holding Meetings

Club meetings must be open and available to all qualified members of a club. Please remember when scheduling meetings you may not:

- Take students out of class for meetings
- Schedule meetings at a time that keeps qualified members from attending
- Hold meetings off campus unless approved by administration
- Have a cost associated with attending meetings

Advertise all meetings at least one week prior to the meeting using the advertising channels available on your campus. The number of votes in the minutes must be reflected accurately based on the meeting attendance.

Students are to call the meeting to order, complete the club minutes, and are responsible for all record keeping.

Keeping a running account of financial transactions will not only be a double check on the iVisions system but will give the student club treasurer experience in bookkeeping and responsibility. The Sponsor should be aware of the record of money in the ledger and the current balance reflected within iVisions.

Use of the District approved [Club Minutes form](#) is required. For action items that include purchases, please remember to state the vendor, dollar amount approving, date of the fundraiser/travel and expiration date of the purchase order (PO) if applicable.

It is **REQUIRED** that a notebook or record book for minutes of meetings and current membership be kept by all clubs. A notebook would allow duplication, so that a copy of the minutes could be filed with the AD or with StuGo. Minutes are important for several reasons, but most importantly is having a record of group actions before funds are spent. For this reason, a copy of all minutes that discuss the use of funds must be attached to iVisions Requisitions.

Arizona State law requires school districts to follow specific records retention guidelines pertaining to student activities records. Although each document has a specific timeline for retention, in general, records are required to be kept for 5 years. Specific guidelines can be found at: <http://apps.azlibrary.gov/records/general.aspx>

Under View general schedules select Education K-12

Select Food Service/Student Activities/Auxiliary Operations

Managing Activities and Sales

Club Activity Requests

1. Check the official school calendar. Any student club or organization which plans to schedule an activity should check the calendar for available dates. This includes activities outside of the regular school day.
2. [Request for Activity/Fundraiser forms](#) will be available all year and must be provided to StuGo for approval at least three (3) weeks prior to the activity or fundraiser. These meetings will be open meetings and a faculty and student representative from all clubs with actionable items on the agenda should be present in order to offer clarification or mediation when needed.
3. Ensure the fundraiser is approved by the Governing Board and included on the [List of Allowable Governing Board Approved Student Activities Fund-Raising Events 2023-2024](#).
4. Online fundraising is allowed and must be clearly communicated with site administration. Like all fundraisers, there must be a completed Request for Activity/Fundraiser form as well as detail as to how the goods or funds are disbursed, the name used for the fundraiser, and if applicable the log in information to access information regarding the fundraiser.
5. After StuGo approves the request, it will be forwarded to site administration for review and placement on the school calendar.
6. Any off-campus venue used for club activities must have prior approval from the site Assistant Principal of Athletics to ensure that the location is appropriate for a high school event. Establishments that serve alcohol, promote tobacco use or other activities inappropriate for young adults are not acceptable for high school events.
7. If your activity involves school transportation, follow the [Travel Request Process](#) located on the SharePoint at the following: [TUHSD Transportation - Documents - All Documents \(sharepoint.com\)](#)
8. If your approved activity requires the use of any school facilities, please see your Athletic Director regarding the online FMX process (Facility Request processes may vary by site). Please remember that the condition of the facility after the event is the responsibility of the club/team. Pride in their campus and its appearance should be a guiding value for all student leaders.
9. Games of chance such as raffles, drawings, or lotteries are NOT ALLOWED.
10. Use of the cafeteria kitchen or its equipment or supplies is NOT ALLOWED.
11. If your activity requires proof of TUHSD insurance, submit your request to Elizabeth Mendoza at elizabeth.mendoza@tuhsd.org at least two (2) weeks prior to the deadline for providing proof of insurance.

FAILURE TO FOLLOW ACTIVITY/FUNDRAISER APPROVAL PROCEDURES WILL RESULT IN THE CANCELLATION OF FUTURE CLUB EVENTS AND REMOVAL OF FACULTY SPONSOR.

Guidelines for Conducting Sales

There are three types of sales: candy, food, and non-food items. Candy and food sales are not permitted during the school day. The definition of “school day”, according to the ADE Smart Snacks program, is midnight before to 30 minutes after the end of the instructional day. There will be no food related fundraisers during the school day. It is necessary that each club sell only the item designated for their sale and adhere to the approved timeframe of the sale.

- CANDY means candy bars, hard candy, gum, and suckers. (Candy items cannot be sold during the school day, which is defined as midnight before to 30 minutes after the end of the instructional day according to the ADE Smart Snacks program.)
- FOOD means any food item that is not included in the candy definition above. Examples are cookies, muffins, donuts, bagels, chips, drinks, and beef jerky. (Food items cannot be sold during the school day, which is defined as midnight before to 30 minutes after the end of the instructional day according to the ADE Smart Snacks program.)
- NON-FOOD means any item that is not edible such as spirit items, note pads, flowers, friend-O-grams and articles of clothing.

Any sales that involve the opening of pre-packaged food or the preparation of food require that the workers have valid Food Handlers Cards and are supervised by a licensed ServSafe Certified employee or Food Services Manager. Items may only be prepared and sold in areas that are permitted for concessions. The site administration should ensure that concession areas are annually permitted, but the club sponsor is responsible for ensuring that all workers handling food are properly certified.

Please see the [Food Related Fundraiser or Event FAQ](#) located under FAQ’s for further information. If you are going to request a food related fundraiser or event of any kind, you will need to complete the [Request for Activity/Fundraiser form](#), check the appropriate type of activity/fundraiser at the top of the page and submit the completed form to the Athletic Department to be emailed to the Director of Nutrition Services at Foodrelated@tuhsd.org for approval. The form should be submitted at least **two weeks prior** to the event.

All food related request expenses require object code 6616 to be utilized.

To take the food handlers card test visit:

<https://www.statefoodsafety.com/>

The cost is \$10.00 for the 1-hour video and test. Must have the ability to print certificate after test is passed. Must be ANSI certified program.

Do’s and Don’ts for Conducting Sales

- No two sales of the same type will be approved at the same time to eliminate competition.
- Be cautious about fundraising activities. Always be certain that the entire organization is committed to undertaking the project. In addition, be certain that you are dealing with a reputable vendor.
- For safety reasons, door-to-door sales are not recommended.
- Students are not allowed to commit the club to sales unless it has been fully approved by the club, sponsor, AD, and StuGo. **A PO must be established.**

- **DO NOT** order any goods or receive services without going through the appropriate procedures and obtaining a PO prior to committing to the order.
- It is required that students be involved in the planning of fundraising activities and their planned expenditures. In addition, monies raised during the school year should go to benefit the students who are raising the funds – there should be a maximum amount of \$1,500 carry over funds rolling from school year to school year in a club account.
- Funds from cash and check, as well as credit card revenue are typically made available on a weekly basis. Funds are posted based on reconciliation that is completed through the districts bank.
- Fundraising activities should be scheduled accordingly to ensure that funds will be received and posted in sufficient time to pay for the activity that the fundraiser is supporting.

SUFFICIENT FUNDING MUST BE SECURED BEFORE COMMITTING TO THE PURCHASE OF ANY ITEM(S). FAILURE TO HAVE A VALID PO BEFORE ORDERING GOODS AND/OR SERVICES MAY CAUSE THE SPONSOR TO PERSONALLY PAY FOR ITEMS THAT WERE ORDERED BEFORE THE PO WAS AUTHORIZED.

Check List for Sales

1. Ensure that the fundraiser is an allowable Governing Board approved fundraising event and that it has been site approved and placed on the fundraising calendar prior to the date of the event. Violation of this process, as well as others, will result in specific consequences. In this case, a penalty fee will be assessed to the organization found in violation. 10% of all monies earned from the non-approved sale will be turned over to the StuGo account to be used for activities that benefit the entire campus population. In addition, current scheduled sales may be cancelled and/or future sales un-allowed for one (1) semester.
2. Complete all necessary purchasing requirements. [Reference the Student Activity Funds section.](#)
3. Advertise the sale.
4. Set up strict accounting and inventory procedures for each sale. This is for the protection of the students, as well as the sponsor. If you will be charging students for lost/unreturned items, you must have an agreement with each student and parent/guardian(s) signature stating responsibility and acknowledgement of this prior to items being checked out.
5. Count and deposit money, intact daily, with the Bookstore Manager along with completing the [Sales Report](#).
6. Money collected should never be given directly to a vendor. Purchase orders need to be issued prior to vendors being paid. Vendors are to be paid by the district.
7. If a cash box is necessary, arrange with the Bookstore Manager at least three (3) days in advance with the completion of the [Financial Requisition \(Cash Box Request\) form](#). Cash boxes with requested startup funds will only be given if the club has an available balance to cover the dollar amount requested. The cash box will be available and ready for pick up on the day of the activity. Students should not be in possession of a cash box without District employee supervision.
 - All money collected should be turned into the bookstore on a daily basis. Money should not be stored in your desk, filing cabinet, vehicle, home, or any other location. Students should also turn in their money daily to the club sponsor and not leave it in their locker/backpack.
 - Payments made with check must include the check writer's name, physical address, phone number and the check must be commercially printed (no starter checks) to aid in collecting payment if the check is returned for any reason.
8. No private bank accounts, Venmo, Square or any other electronic banking methods are to be used for any student activities/clubs. Monies are to be received through the school.

YOU ARE ULTIMATELY RESPONSIBLE FOR THE MONEY!

9. Tolleson Union High School District utilizes digital ticketing via GoFan for events that require tickets. However, circumstances may require physical tickets to be utilized. The use of physical tickets must be approved by the Athletic Director/administration. Events where tickets are being sold: Tickets must be pre-numbered and a [Ticket Sales Report](#) showing the number of tickets sold must be included with the deposit of funds raised. A roll of tickets must be checked out from the bookstore and returned immediately upon completion of the event. Do not use a roll of tickets that have not been issued by the bookstore.
10. Keep accurate records.
11. **Completion of the Request for Approval of Gift/Donation (Fund 530) form is required for gifts and donations of any amount.** All gifts and donations, regardless of dollar amount or value, require Governing Board approval prior to use of those funds/goods. The gift and donation value will be recorded within the Gift and Donation fund restricted to the student club or activity as indicated on the [Request for Approval of Gift/Donation Form](#).

These funds are held in a separate account, fund 530. Not the 850 Student Activities account. In order to access Gift and Donation funds, the students and club sponsor will work with the principal's administrative assistant to utilize funds. Please submit all completed Request for Approval of Gift/Donation forms along with any monetary donation to your Principal's Administrative Assistant.

Failure to follow any of the above procedures may result in the loss of fundraising privileges.

List of Allowable Governing Board Approved Student Activities Fund-Raising Events 2023-2024

- Sell of yearbooks
- Ticket Sales (Prenumbered and set cost(s))
 - Dances/Prom
 - Performance/Concert
 - Talent Show
 - Lip Sync Battle
 - End of Year Events (LoboFest, Senior Experience, etc.)
 - Movie Nights
 - Etc.
- Various products such as, but not limited to, the following:
 - Bracelets
 - Cell Phone accessories
 - Stickers
 - Buttons
 - Cups/Tumblers
 - Sports Bottles
 - Flip flops
 - Candles
 - Apparel
 - Flowers
 - Etc.
- Discount Cards/Coupon Books
- Fair Share
- School Spirit Apparel/Accessories
 - on site, via order form or via the vendor's online store
 - Face painting, glow sticks, foam fingers, etc.
 - Senior Apparel
- Camps/Clinics
- Tournaments
- Staff Jean Day
- Extracurricular Field Trip (not to exceed the actual cost of the trip)
- "Gram's" (nonfood items unless otherwise approved by Director of Nutrition Services)
 - Valentine Grams
 - Boo Grams
 - Christmas Grams
 - Shout Out's
 - Song Dedications
 - Etc.
- Door Decorating/Poster Contest
- Silent Auctions
- Sports Physicals
- "A-thons"
 - Serve-A-thon
 - Hit-A-thon
 - 3 Point Contest
 - Pick Up Game Ex. teachers vs city police
 - Etc.
- 1 – 100 Fundraiser
- Car Washes (Prenumbered Ticket and set cost(s))

- CTE related services such as, but not limited to, Student Store, Photo Services (Photo Booth), Apparel, Catering, etc.
- Club Vendor Booth sales at school sanctioned events (Westview Glitters, LoboFest, Career Fairs, Trunk or Treat etc.)
 - Seasonal items (wrapping paper, ornaments, seasonal socks, etc.)
- Online Fundraisers
- Vending Machine Profit (refilling machines/working with Director of Nutrition Services)
- Restaurant fundraisers/% of sales goes to club

Some examples are listed below but not limited to:

- Peter Piper
- Panda Express
- Food trucks
- Etc.
- Candy/Food Fundraisers (not during the school day. School day is defined as midnight to 30 minutes after the last school bell rings.)

Some examples are listed below but not limited to:

- Concessions
- Water bottles
- Cookie Dough
- Popcorn
- Candy bar
- Donuts
- Catering
- Student Bistro
- Staff only catering (can be during the school day) Ex. Breakfast burritos, coffee.
- Etc.

If a fundraising event does not fall under one of the allowable Governing Board approved activities listed above and is “unique”, it will need to be submitted to the Governing Board for prior approval. After the Request for Activity/Fundraiser form has been approved by site StuGo and administration, the completed Request for Activity/Fundraiser form will be submitted to Auxiliary Operations and Student Activities Budget Analyst to place on the next Governing Board meeting agenda.

No student club event is allowed to include any raffles, bingo or other forms of gambling or games of chance as they are not legal events for student clubs.

Request for Activity/Fundraiser forms must be completed entirely, including a detailed description of the fundraiser.

Governing Board Approved: May 9, 2023

Poster and Sign Guidelines

1. Only school approved organizations may advertise with posters and signs on campus.
2. Posters and signs require pre-approval by sponsors or coaches and must be signed off by site administration. A copy of the poster/sign must be retained with the club sponsor or coach.
3. All posters and signs must be checked for accuracy and be appropriate for your campus.

Wording, statements, and drawings that are obscene and inappropriate, are not allowed. Sponsors/Coaches are responsible for approval of all posters and signs associated with their club or group.

PLEASE USE BLUE TAPE AND NOT SCOTCH OR MASKING TAPE ON THE FOLLOWING:

WINDOWS DOORS PAINTED SURFACES

4. The sponsoring club should furnish all supplies such as paper, pens, crayons, tape etc.
5. All signs, posters, and adhesive materials must be taken down immediately following the event. Signage will be monitored on the campus and violations will be reported to site administration.
6. Some after-school activities require the display of Student ID cards for admittance. Be sure such requirements are clearly outlined on the posters/signs.
7. Activities that have specific dress codes or other guidelines must be clearly outlined on all posters/signs.
8. Activity costs must be clearly outlined on all posters/signs.

These guidelines provide an orderly procedure for advertising school events and assist in the maintaining of school facilities.

See your site administration for additional advertising guidelines.

Student Activity Funds

Introduction

Student Activities funds are governed by the Arizona Revised Statutes (A.R.S.) and the Uniform System of Financial Records (USFR). The policies outlined in this handbook are in accordance with the laws of Arizona and other guiding practices outlined by Attorney General Opinions, Office of the Auditor General, or legal and/or auditor guidance.

It is critical that as a club sponsor or coach, you understand that you are responsible for abiding by practices that meet District and school policy. Operating outside these policies may result in criminal action.

WHEN IN DOUBT – ASK

General Questions/Guidance Melissa Chancey, Budget Analyst 623-478-4015

Purchasing/Vendor Liaison Lourdes Banuelos, Assistant Director of Business Services 623-478-4066

Account Information/Guidance Site Bookstore Manager

Policy Questions Site Principal

It is the responsibility of each club to be able to account for and balance all financial transactions. The District Office is allowed one bank account for all student funds so the records you keep allow for internal auditing of that account. Additionally, the District Office is required to show the Governing Board a monthly report of all activity. Any questions specific to expenditures or receipts will be directed to the sponsor/coach of the organization initiating those actions. The club/activity records must be available at the request of school/District officials.

Funds from cash and check and credit card revenue typically are made available on a weekly basis. Funds are posted based on reconciliation that is completed through the districts bank, Wells Fargo. Fundraising activities should be scheduled accordingly to ensure that funds will be received and posted in sufficient time to pay for the activity that the fundraiser is supporting.

General Policy

1. **Monies are to be expended in a manner beneficial to those students currently in school.** Students must actively participate in the management of funds. Carry over funds are allowed for a specific purpose outlined in writing before funds are raised. There may not be continual carry over due to over-fundraising.
2. Student Activity funds are raised by students, spent by students, and benefit the students.
3. The club must approve disbursements.
4. Funds raised through the efforts of students must be deposited and recorded as Student Activity funds.
5. Money should be deposited intact daily to the site bookstore for secured transport to the bank.
6. Capital items purchased by a student club must be donated to the district following the District Gift and Donation policy. Refer to the Forms section for the Request for Approval of Gift/Donation form. The Request for Approval of Gift/Donation form must be attached to the requisition for the items being donated and the original form sent to Kristine Escobedo at the District Office. Donations must receive Governing Board approval before acceptance and use.
7. The student council and each student club must have a sponsor that is an employee of the district and approved by the school Principal.
8. For insurance purposes, only employees of the district should assist students in handling cash.
9. Students shall not be pulled from instructional time to conduct business for club activities.
10. Student Activities monies will not be used to defray any normal District expenses.
11. Sufficient funds must be available before a PO is issued.
12. A contract for outside services should be prepared outlining the services being provided and the agreed upon fees. Governing Board policy stipulates that the Superintendent or the Superintendent's designee have the authority to sign contracts on behalf of the district/school. The Superintendent's designee is the site principal. A copy of the contract must be attached to the purchase requisition prior to the creation of the PO.
13. Purchases made without a PO and proper authorization are considered unauthorized. The district takes no responsibility for paying unauthorized debts. The individual who committed to the purchase will be held personally responsible.

A PO must be generated BEFORE goods or services are ordered or committed.

Working with Vendors

Always ask if the vendor will take a purchase order – this is the district’s commitment to pay. There are few cases where you cannot find a vendor that will accept a PO. It is your responsibility to ask and be aware of those vendors.

The general order of purchasing:

1. Find a vendor that accepts a PO
2. Get a quote for a price from the vendor
3. Submit a Purchase Requisition for the cost of the quote (outline the goods/services on the requisition)
4. A PO will be generated and sent to vendor by Purchasing Department
5. Turn in invoices, receiving copy of PO, packing slip (if applicable) to the Bookstore Manager with the OK to Pay, Signature and date, so that the PO can be paid and closed.

Notes:

- You may only purchase the items on the Purchase Order – no substitutions are allowed. If substitutions are necessary, a PO revision is required prior to purchase.
- You may not pay the vendor before the goods/services are received – this means no ‘check in hand’. There are few exceptions to this, check with the District Office if you feel you have a special circumstance.
- If the vendor is an employee of the District, a Governing Board member of the district, or a relative of an employee or Governing Board member, a Conflict of Interest form must be on file with the Purchasing Department before placing an order with this vendor. There are additional requirements based on specific purchasing details, you will be directed by the Purchasing Department how to proceed in these cases.

DJ Purchasing Ethics Policy

The District's Governing Board members and employees shall not use their offices or positions to receive any gifts or benefits.

A person who supervises or participates in contracts, purchases, payments, claims or other financial transactions, or a person who supervises or participates in the planning, recommending, selecting or contracting for materials, services, goods, construction, or construction services of a school district or school purchasing cooperative is guilty of a Class 6 felony if the person solicits, accepts or agrees to accept any personal gift or benefit with a value of three hundred dollars (\$300) or more from a person or vendor that has secured or has taken steps to secure a contract, purchase, payment, claim or financial transaction with the school district or school purchasing cooperative.

Soliciting, accepting, or agreeing to accept any persona or benefit with a value of less than three hundred dollars (\$300) is a Class 1 misdemeanor. Offering, conferring, or agreeing to confer any personal gift or benefit with a value of less than three hundred dollars (\$300) is a Class 1 misdemeanor.

A gift or benefit means a payment, distribution, expenditure, advance, deposit or monies, any intangible personal property, or any kind of tangible personal or real property.

A gift or benefit does not include food or beverage, expenses or sponsorships related to a special event (hosted by vendor) or function related to individuals identified in this policy, nor does this include an item of nominal value such as a greeting card, T-shirt, mug or pen. Adopted 9/18/2018 by TUHSD.

Purchase Requisitions

- A purchase requisition is a request for a purchase order (PO). Until you receive the approved PO from Purchasing, purchases or commitments to purchase cannot be made.
- Purchase requisitions will be entered into the iVisions system once the coach/sponsor provides all required documents to the site bookstore manager by using the Student Activities Requisition Request Form. Ensure all accurate information is provided when submitted to avoid any delay in receiving a PO.
- Requisition requests will be processed on a first come, first served basis so please plan accordingly.
- If any further information or documents are needed, you will receive an email from your site bookstore manager. It is imperative you respond to their request timely so that they can proceed with entering your request.
- If a PO revision is needed, coach/sponsor will work with the bookstore manager to revise the current PO.

Authorizing Payment of a Purchase Order

- Once goods or services have been received, provide the invoice/packing slip to the bookstore manager with the following information on it.
 - Authorized users' signature (first and last name), date and "Okay to Pay".
- Provide the invoice/packing slip to your bookstore manager, who will submit it to the Accounts Payable department at the District office for payment to be processed.

After-the-Facts

An After-the-Fact purchase is an unauthorized commitment of District funds.

An After-the-Fact procurement occurs when

- A PO was not issued prior to making a purchase.
- An invoice exceeds the amount stated on the purchase order; or
- Cumulative purchases exceed the not to exceed (NTE) dollar amount stated on an open PO.

An After-the-Fact purchase is a violation of,

- Arizona Revised Statutes
- Article 10 of the Arizona Administrative Code
- Uniform System of Financial Records for Arizona School Districts
- Tolleson Union High School District Governing Board Policy

Each After-the-Fact poses a risk of a potential audit exception for the district

Consequences for the District

After-the-Fact purchases will result in delay of payment to the vendor while additional paperwork is prepared. You will be asked to provide an explanation of why the After-the-Fact occurred and describe

preventative steps that will be taken to avoid the After-the-Fact in the future. Your site administration will have to approve the After-the-Fact. Delayed payment may affect the district's ability to use that vendor in the future. Late payments can also have a negative effect on the district's credit rating.

Consequences for you...

The district could deny the After-The-Fact justification form and hold staff personally liable.

A.R.S 41-2616 Violation; classification; liability; civil penalty; enforcement authority is partially summarized below:

(A) A person who contracts for or purchases any material, services, construction, or construction services contrary to the rules is personally liable for the recovery of all public monies paid **plus twenty per cent** of such amount and legal interest from the date of payment and all costs and damages arising out of the violation.

(B) A person who intentionally or knowingly contracts for or purchases any material, services, construction, or construction services pursuant to a scheme or artifice to avoid the rules is guilty of a **class 4 felony**.

The district could impose disciplinary action, up to and including termination of employment.

A PO is a Contract:

The Purchase Order signed and issued by the Purchasing Department is the legal contract between the vendor and the district. A requisition is a request for purchase. The purchase may not be made until a PO has been issued.

The Purchase Order contains specific terms and conditions which protect the district and the vendor during and after the purchase. Separate vendor contracts, approved by the district, may also be included with the Purchase Order to constitute a contract.

After-the-Fact Process

- [The After-the-Fact Purchase Form](#) is required to be completed and signed by you and site administration explaining and justifying the reason the After-the-Fact occurred. Your statement will also require you to explain how this will be prevented in the future. This form can be found on page 59.
- A new requisition will be entered, or a PO revision processed. The signed form will be attached to the requisition.
- At any time in the approval process, the After the Fact may be denied and the individual will be required to make payment.

Cash Handling

Consistent and well-defined procedures are in place to ensure maximum protection while handling cash. Any variance from these procedures may result in removal as coach or sponsor and/or other more serious employment or legal implications.

1. Monies must be safeguarded. When you cannot make a daily deposit to the bookstore, cash should be secured in the secondary safe on campus. Contact your site administrator to determine the process for making deposits after-hours.
2. There should be segregation of duties between cash handling and record keeping. There should never be only one count of the money collected. The appropriate individuals (at a minimum one club officer and coach/sponsor) should sign off all records.
3. All items purchased, must be shipped to the District Office warehouse or school site. Items cannot be shipped to a personal address.
4. Donations from clubs or teams to District employees are not allowed. Refer to the [Request for Approval Gift/Donation Form](#).
5. Defunct (inactive) club balances shall be transferred to the general student body account after the 2nd year of inactivity.
6. District approved forms for deposit slips, sales reports, and cash box requests should be used.
7. All receipts must be kept as a part of the procurement record.
8. Reimbursements are allowed in unique situations and require Principal approval. Shopping around is key to finding a vendor that will accept a PO. It is required to make the effort of finding and working with vendors that accept POs.
9. Intrafund transfers are allowed – ‘club loans’ must be supported by the minutes of the loaning and borrowing clubs and must include a contract signed by student club officers, coaches/sponsors, and site administration. The meeting minutes and contract must include at a minimum: club names, purpose of funds, amount of funds, and the deadline for repayment. Refer to the [Loan Contract form](#).
10. Joint fundraisers are allowed between a student club and a District endorsed booster club. Follow all rules outlined in the Booster Club Handbook when dealing with joint club-booster club fundraisers.

TUHSD Student Activities Policies

JJA © STUDENT ORGANIZATIONS

The Superintendent may approve the establishment of student organizations appropriate to grade levels within the district.

School activities shall not be held on Sundays unless they have been cleared with the Superintendent.

Adopted: date of manual adoption

JJB © STUDENT SOCIAL EVENTS

An integral part of the education process is the learning derived from participation in school-sponsored social activities. Such activities shall have approved school personnel as sponsors at all events.

The Superintendent may require each school to develop rules and regulations concerning such activities.

Adopted: date of manual adoption

JJC © STUDENT PERFORMANCES / EXHIBITS / COMPETITION

Any student or group of students planning to give public performances representing the district shall first secure permission from the principal. Such performances shall be in keeping with the general goals and objectives of the educational program and the following:

- Funds, if collected, shall be credited to the appropriate student activities fund account.
- The participation in the project will not deprive students of time needed in acquiring basic skills.
- The regular schedule will not be interrupted unless the majority of the students benefit through their participation.
- The activity shall contribute to the educational program.

Adopted: date of manual adoption

JJE © STUDENT FUND - RAISING ACTIVITIES

Fund-raising activities by students on school premises or elsewhere as representatives of the school will be permitted only for the types of fund-raising activities approved by the Governing Board and when connected with specific school activities approved by the Superintendent.

Participation in contests or fund-raising activities shall be governed by the following criteria:

- The aim of the activity shall benefit youth in educational, civic, social, and ethical development.
- The activity shall not be detrimental to the regularly planned instruction.

The proceeds of all fund-raising activities shall be deposited in the Student Activity Fund, and funds from such activities shall be used only as specified in the Uniform System of Financial Records.

Adopted: March 27, 2012

LEGAL REF.:

A.R.S.

[15-1121](#) through [1123](#)

CROSS REF.:

[DIC](#) - Financial Reports and Statements

[JJF](#) - Student Activities Funds

Procedures



Chief Operations Officer
Derek Fahleson
9801 West Van Buren Street
Tolleson, Arizona 85353
(623) 478-4028

SUPERINTENDENT
Jeremy Calles

TRAVEL REQUEST PROCESS

(Any person taking TUHSD students off of their campus, must follow this process.)

- A- Complete the [REQUEST FOR FIELD TRIP ESTIMATE](#) and submit to your site Activity/Athletic Office for processing.
- B- Complete the [TRAVEL REQUEST FORM](#) and submit to the Activity/Athletic Office.
 - 1- Attach a DRAFT of the [PARENT/GUARDIAN FIELD TRIP PERMISSION FORM](#).
 - 2- Attach a DRAFT of the [STUDENT EXCUSAL - TRAVEL ROSTER](#).
- C- Activity/Athletic Office submits the [TRAVEL REQUEST FORM](#) to the Principal's Office for approval.
- D- Principal's Office submits the [TRAVEL REQUEST FORM](#) to the Superintendent if overnight or out-of-state.
- E- Once approved by Principal/Superintendent, form is returned to the Activity/Athletic Office.
- F- Activity/Athletic Office returns signed [TRAVEL REQUEST FORM](#) and DRAFT documents to the sponsor.
- G- Sponsor completes the process:
 - 1- Get an approved [PURCHASE ORDER #](#) by completing a [REQUISITION](#) for the cost of travel.
 - a. If paid with Club/Auxiliary funds, work with bookstore manager to include needed documents.
 - i. Approved Travel Request
 - ii. [MINUTES/SIGN-IN](#) Sheet (club funds)
 - iii. Transportation Quote
 - iv. Other Documents (tax credit determination, class fees, etc)
 - b. If paid by M & O or Gift/Donation funds, work with the Principal's administrative assistant.
 - 2- Work with Activity/Athletic Office to arrange transportation on Triptracker using a [PURCHASE ORDER #](#).
 - 3- Communicate with Principal's Office to arrange for substitute teacher using AESOP.
- H- Sponsor collects signed [PARENT/GUARDIAN FIELD TRIP PERMISSION FORM](#) to produce final [TRAVEL ROSTER](#).
 - 1- Sponsor submits final [TRAVEL ROSTER](#) to Activity/Athletic Office 24 hours prior to trip.
 - 2- Sponsor notifies Activity/Athletic Office upon departure of any students that DID NOT go on the trip.
- I- Activity/Athletic Office will inform staff and Attendance Office of student absences.
- J- At the conclusion of the trip, You will be asked to sign **OK TO PAY** on the driver's trip sheet and that sheet will be used to create an invoice. The Athletic Administrative Assistant at your site will then receive an invoice from the Transportation Department. You will be given this invoice and asked to sign **OK TO PAY**. The Athletic Administrative Assistant will forward the signed invoice to AP for payment.

NOTE: Students do not drive themselves to events/activities.
Parents do not drive students to events/activities.



TRAVEL REQUEST PROCESS FOR CTE TRAVEL

- 1) Traveler completes the [TRAVEL ESTIMATE REQUEST](#) and submit to your site Athletic Office for processing by Transportation.
- 2) The Athletic Office:
 - a. Reviews Travel Estimate Request
 - b. Communicates Travel Estimate Request to Transportation
 - c. Provides Traveler the processed QUOTE once received from Transportation
- 3) Traveler completes the Traveler(s), Date(s), Location, Name and Purpose sections of the [TRAVEL REQUEST](#). Send the Travel Estimate Request and Travel Request to CTE Office for completion of the Total Cost and Funding sections.
- 4) CTE Office will provide you with the completed Travel Request once finished.
- 5) Traveler gives the CTE approved Travel Request to the Activity/Athletic Office.
 - a. Attach a DRAFT of the [PARENT/GUARDIAN FIELD TRIP PERMISSION FORM](#).
 - b. Attach a DRAFT of the [STUDENT EXCUSAL - TRAVEL ROSTER](#).
- 6) Athletic Office submits the Travel Request to the site Principal's Office for approval.
- 7) Administration approves Travel Request and sends to Traveler
 - a. Principal's Office approves the Travel Request (forwards to Superintendent if applicable)
 - b. Superintendent's Office approves for Out-of-state and/or Overnight travel
- 8) Principal/Superintendent approves the Travel Request and form is returned to the Traveler(s) and the Athletic Office.
- 9) Traveler communicates with CTE to assist in completing additional steps for travel:
 - a. Purchase Orders for Travel, Meals, Motels and Registrations
 - b. Athletic Office enters Travel Request into Triptracker. (Purchase Order # when available)
 - c. Collect signed Parent/Guardian Field Trip Permission Form to produce final Travel Roster.
 - i. Submit final Travel Roster to Athletic and CTE Office 24 hours prior to trip.
 - ii. Notify Athletic and CTE Office upon departure of any students that DID NOT go on the trip.
 - d. Communicate with Principal's Office to arrange and confirm a Substitute Teacher if applicable.
 - e. Purchase Orders for any incidentals from a CTSO or Auxiliary account.
- 10) Athletic Office will inform staff and Attendance Office of student absences.
- 11) Traveler will sign TripTracker Trip Slip after returning from trip. Trip Slip goes to Transportation to produce an Invoice. CTE Office will receive that Invoice from the Transportation Department. CTE Office will sign OK TO PAY/CLOSE and forward the signed Invoice to AP for payment.

NOTE: Students do no drive themselves to events/activities.
Parents do not drive students to events/activities.



TOLLESON UNION HIGH SCHOOL DISTRICT OPERATIONS

9801 W. Van Buren, Tolleson, AZ. 85353

Scheduling Trips 623-478-4138 Billing Questions 623-478-4106



TRANSPORTATION TRAVEL ESTIMATE REQUEST FORM

SCHOOL REQUIRING TRANSPORTATION
(Check Box & Fill in Appropriate blank lines.)

CEA/Lighthouse CCHS LCHS

TUHS SLHS UHS WHS

Other _____ WPHS

TRIP TYPE

Athletics with PO Charter Bus

Classroom Field Trip Grants

School Club SpEd

Other: _____

Club or Group: _____ Today's Date: _____

Destination: _____ No. of Vehicles: _____

Destination Address: _____ Type of Vehicle: _____

Name of Person Requesting: _____ Phone Number & Ext.: _____

No. Students: _____ No. Wheelchairs: _____ No. Adults: _____

PLEASE NOTE:

Any trip scheduled during school hours and does not return by 1:30pm back to school-may be handled as a drop off / pick up and will **double** your cost.

Trips that are scheduled to return after 1:30pm run the risk of being picked up **after** PM routes. These trips will be handled on an individual basis.

Departure from school	Return to school
Date: ___/___/___	___/___/___
Time: ___:___ AM	___:___ PM
Arrive at destination	Leave destination
Date: ___/___/___	___/___/___
Time: ___:___ AM	___:___ PM

Does the driver need to stay with the group?

Time requested for driver to return: _____ AM / PM

Print Name: _____ Signature: _____

Additional Information/Itinerary:

List all additional stops or requirements such as meals, chaperone, & storage requirements

NOTE: THIS IS ONLY A REQUEST FOR AN ESTIMATE. NO TRIP WILL EVER BE SCHEDULED OR ASSUMED WITHOUT A FORMAL REQUEST VIA TRIPTRACKER OR A VEHICLE USE REQUEST SUBMITTED VIA EMAIL. ALL REQUESTS VIA EMAIL WILL TYPICALLY BE CONFIRMED WITH A TRIP # WITHIN 72 HOURS.

Revised 04/20/23



TOLLESON UNION HIGH SCHOOL DISTRICT PARENT/GUARDIAN FIELD TRIP PERMISSION FORM

(Form Must Be Returned Before Daughter/Son Will Be Permitted To Attend)



NAME OF STUDENT : _____ STUDENT ID # : _____

CLUB/ORGANIZATION/TEAM : _____ DATE OF FIELD TRIP : _____

DESTINATION/PURPOSE OF TRIP : _____ DEPARTURE TIME : _____

COACH/SPONSOR/TEACHER : _____ RETURN TIME : _____

EMAIL : _____ PHONE NUMBER : _____

I, the undersigned parent/guardian of the student named above, do hereby give my permission for my daughter/son to participate in the above named field trip. I give and grant, unto medical doctor or hospital, my consent and authorization to render aid, treatment or care necessary to an emergency.

PARENT/GUARDIAN SIGNATURE : _____ PHONE NUMBER : _____

EMERGENCY CONTACT : _____ PHONE NUMBER : _____

MEDICAL CONCERNS - ALLERGIES : _____ DATE : _____

Class "A" trip includes any field trip related to the course, curriculum, and content with a maximum loss of three (3) hours of regular class time. Any field trip exceeding three hours will be considered a Class "B" trip.

Class "B" trip covers organization and career related activities. If exceeding three (3) lost classroom hours, sponsoring staff must receive a teacher approval signature form for each student. Signatures should be obtained outside of regular class time.

PERIOD 1 : _____ PERIOD 4 /5 : _____

PERIOD 2 : _____ PERIOD 6 : _____

PERIOD 3 : _____ PERIOD 7 : _____

STUDENTS NEED TO RETURN THIS PART TO THE COACH/SPONSOR/TEACHER

PARENT/GUARDIAN - TEAR OFF AND SAVE THIS PART FOR YOUR RECORDS

CLUB/ORGANIZATION/TEAM : _____ - _____ DATE OF FIELD TRIP : _____ - _____

DESTINATION/PURPOSE OF TRIP : _____ - _____ DEPARTURE TIME : _____ - _____

COACH/SPONSOR/TEACHER : _____ - _____ RETURN TIME : _____ - _____

EMAIL : _____ - _____ PHONE NUMBER : _____ - _____

ADDITIONAL INFORMATION : _____

LOCATION OF DEPARTURE : _____

LOCATION OF RETURN : _____

Department of Athletics/Safety/Security
May 2019

START

TRAVELER

(Complete Travel Request and Pricing
(Transportation Quote)
(Parent Permission Form, Travel Roster)

→

ATHLETICS

(Sign)

PRINCIPAL

(Sign)

→

SUPERINTENDENT

(Sign for Out-of-State or Overnight Trips)

→

ATHLETICS

(Complete TripTracer)

→

TRAVELER

(Submit Meals, Mobsis, Transportation, Registration and Incidentals PO's)

→

BOOKSTORE

ATHLETICS

(PO # in TripTracer BEFORE Trip)

ATHLETICS

(Final Travel Roster 24 hrs Prior to Trip)

ATHLETICS

(Communicate any MISSING Students When Leaving)

ATTENDANCE/STAFF

(Excuse in Synergy, Email Staff)

ATHLETICS

(Get Invoice from Transportation AFTER Trip)

TRAVELER

(Sign OK to Pay & Close PO, Send to Accounts Payable)

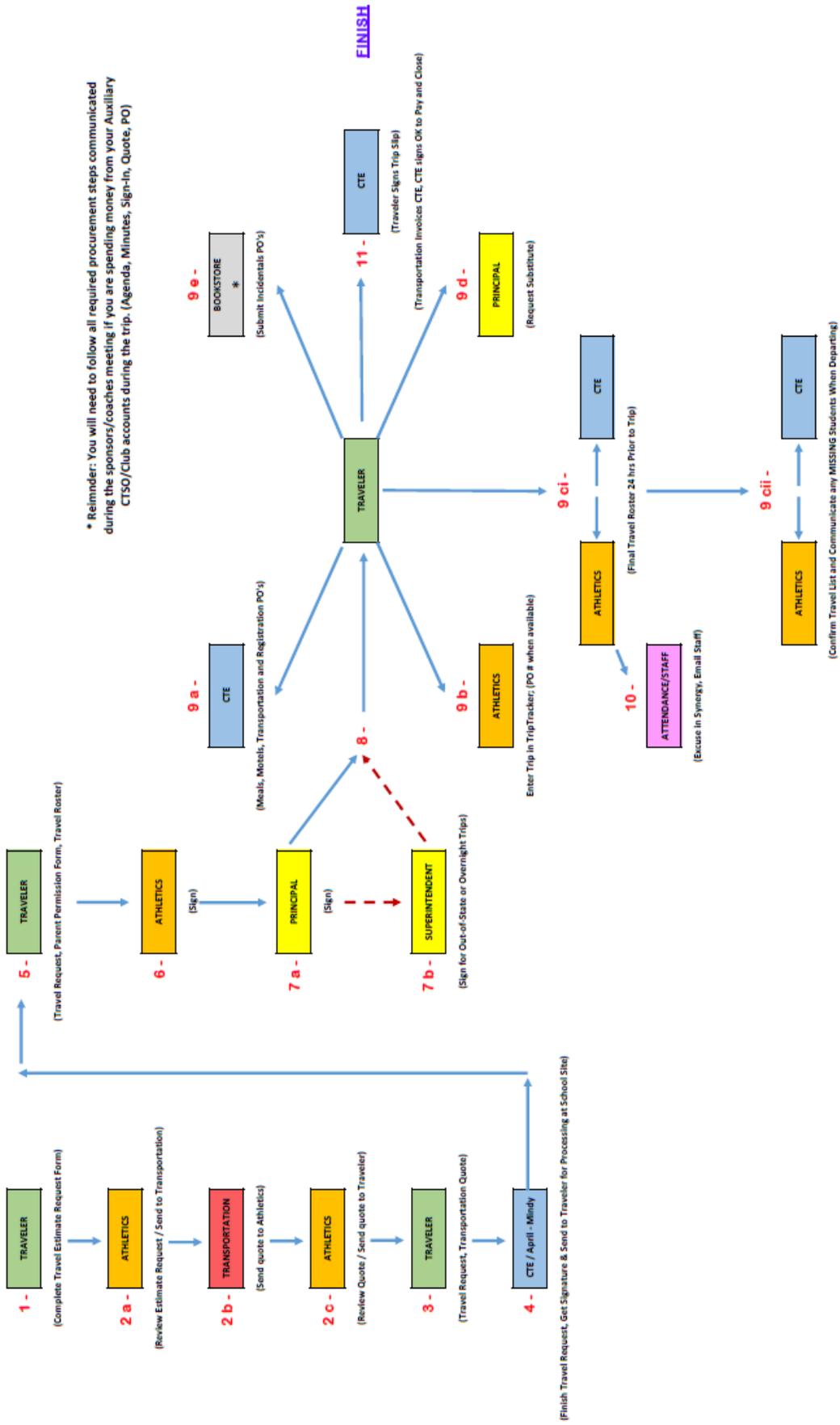
FINISH

START

CTE APPROVAL

(Estimated CTE approval time: 5 days)

SCHOOL APPROVAL



* Reminder: You will need to follow all required procurement steps communicated during the sponsors/coaches meeting if you are spending money from your Auxiliary CTSO/Club accounts during the trip. (Agenda, Minutes, Sign-in, Quote, PO)

TOLLESON UNION HIGH SCHOOL DISTRICT

TRANSPORTATION DEPARTMENT

DISTRICT FIELD TRIP TRANSPORTATION PROCEDURES

Our goal is to assign drivers and schedule trips at least **4 WEEKS IN ADVANCE**, but we need your help to make this process flow. We understand that things may happen and changes may need to be made so please know that the following are our MINIMUM requirements:

1. For events that require pre-planning, including permission slips and requisitions for POs, these requests are to be entered into Triptracker at least **4 WEEKS IN ADVANCE** and the PO emailed to me **AT LEAST 5 BUSINESS DAYS PRIOR** to the trip date.
2. For AIA events, requests must be entered **4 WEEKS IN ADVANCE** of the beginning of the regular season and **changes must be made at least 2 WEEKS IN ADVANCE**. When an emergency arises, email alyssa.mckee@tuhsd.org and call transportation at EXT. 4138 right away.

Triptracker is set to not accept requests with less than a **72-hour** notice in ALL cases. This is done as we need more than a 72-hour notice to process any changes should a last minute emergency arise.

FREQUENTLY ASKED QUESTIONS

WHAT IS THE FIRST STEP IF I WANT TO SCHEDULE A FIELD TRIP?

1. First, determine if you will have the funds available and how you want the students transported.
 - a. White Bus 1-14 passengers \$1.79 per mile \$0 hourly charge
 - b. Yellow Bus 15-56 passengers \$2.61 per mile \$25.68 per hour
 - Trips with wheelchairs will require a bus monitor for assistance at \$24.91 per hour.
2. NOTE: A white bus requires that you provide a **CERTIFIED DRIVER** (a short training course is provided by the district and is available once a month) and a yellow bus requires a 2-hour trip charge and any trips exceeding 8 hours will be billed at \$43.75 for the additional hours.

HOW DO I OBTAIN AN OFFICIAL ESTIMATE?

Submit an estimate request by email to alyssa.mckee@tuhsd.org.

Forms are available in the Sharepoint file, [TUHSD Transportation - Documents - All Documents \(sharepoint.com\)](#).

NOTE: Estimates typically take **3** business days to process.

HOW DO I PAY FOR MY TRIP?

Check your account balance in iVisions to ensure sufficient funds are available and enter a requisition in iVisions. If you have questions, please contact your **BOOKSTORE MANAGER**.

DO I NEED TO OBTAIN SITE ADMINISTRATION AND DISTRICT APPROVAL?

Yes! In order to obtain site administration and district approval, please review the Student Activity Handbook and follow the direction of your Athletic Department for further instructions.

I NEED TRANSPORTATION; DID REQUESTING AN ESTIMATE MEAN THAT A BUS WILL JUST SHOW UP?

No! An estimate is just that; registered users may put the request into our web-based trip program called Triptracker. Please ask your Athletic Department **if you will be driving a White Bus** and need to be registered. Instructions will be emailed to you when registration is complete. Instructions are also available on the S Drive in the Sharepoint file, [TUHSD Transportation - Documents - All Documents \(sharepoint.com\)](#).

CAN I STILL SUBMIT MY TRANSPORTATION REQUEST EVEN IF MY PO HAS NOT BEEN APPROVED?

Yes, BUT you must have a requisition in place.

The Transportation Department is considered an internal vendor and we must get the potential request on our calendar as early as possible. All other site approvals are required by this stage.

WHAT IF MY REQUISITION DOES NOT GET APPROVED AND TURNED INTO A PO BY THE DEADLINE?

Your trip will be cancelled and there will not be a bus arriving for your trip.

WILL I BE NOTIFIED IF MY TRIP IS CANCELLED?

The Triptracker software is designed to email you when the status of your request is changed, but it is ultimately **YOUR RESPONSIBILITY** to keep track of your requests and to follow up as needed. Because the software is accessible on-line, you have 24-hour access to it from any internet browser.

WHAT HAPPENS AFTER MY TRIP?

You will be asked to sign **OK TO PAY** on the driver's trip sheet and that sheet will be used to create an invoice for your bookstore and our AP department. You should receive an email when the trip is invoiced, and you can always login to Triptracker to follow the invoice to payment status.

If you have any questions, please see your Administrative Assistant to Athletics or if they are unable to assist you, you may contact Alyssa McKee, District Transportation at 623-478-4138 or by email at alyssa.mckee@tuhsd.org.

Frequently Asked Questions (FAQ'S)



Tolleson Union High School District #214

Food Related Fundraiser or Event – FAQ

Anytime we serve students, staff or the general public the District must adhere to guidelines. These rules are not new and we strive to make sure that all campuses are in compliance.

To be compliant with the Arizona Department of Education (ADE) Smart Snacks Standards and the U.S. Department of Agriculture regarding food fundraisers and/or activities, food sales and/or related activities on Tolleson Union High School District (TUHSD) campuses are not permitted during the school day. ADE defines the 'school day' as **midnight before to 30 minutes after the end of the instructional day.**

All food related activity... fundraiser or not, regardless of the time of day, may require those serving the food to have a valid Food Handlers Card and a licensed Food Service Manager/ServSafe Certified employee present.

A list of approved food vendors can be found at S:\Student Activities\Food Activity Vendor List. It is the user's responsibility to ensure that the vendor is update to date on all required documents prior to submitting their request.

1. Can our club have a food related fundraiser during the school day?

NO. There are no food fundraisers during the school day. As defined above, the ADE defines the 'school day' as **midnight before to 30 minutes after the end of the instructional day.**

2. Our club wants to have a food related fundraiser, what do we need to do to ensure compliance?

- A Request for Fundraising/Food Related Activity Form needs to be completed and approved by Student Government, Administration, and Nutrition Services. The form should include details to the arrangements of how your food related fundraiser will be distributed outside of the school day.
- If the food item requires preparation or is packaged but requires being kept at a specific temperature, valid Food Handlers Cards for those handling the food and a ServSafe Certified employee will need to be present to oversee the receiving and distribution of the item.
- ServSafe employees that agree to be present at an event will need all the details of the activity.
- A requisition must be completed prior to the beginning of sales. Quotes from the vendor as well as the Request for Food Related Fundraiser or Event Form must be attached to the requisition. Object code 6616 must be utilized for all food related expenses. Food related requisitions will be approved in the workflow by the Director of Nutrition Services prior to review and approval by the Business Services Department.

3. Can we take food related fundraising orders at school?

No, this includes presale of food related fundraisers as well.

4. Can we deliver the preordered food fundraising item at school?

No. Delivery must be at least 30 minutes outside the end of the school day. Those distributing the preordered food should have a valid Food Handlers Card. If applicable, a ServSafe Certified employee must be present for the activity.

5. Can we have a commercial company (Kona Ice, Jamba Juice, etc.) come on campus to sell/serve during the school day?

No. Under the National School Lunch Program (NSLP), a Local Education Agency (LEA) may not, under any conditions, have a commercial company come into a school and sell product directly to students.

6. Student Government would like to grill hotdogs at the next home football game as thank you to the community and student body for the support they have shown. Is this ok??

No, TUHSD facilities do not hold grilling permits. No grilling/barbecuing for distribution/selling to the public or students is permitted on District site property.

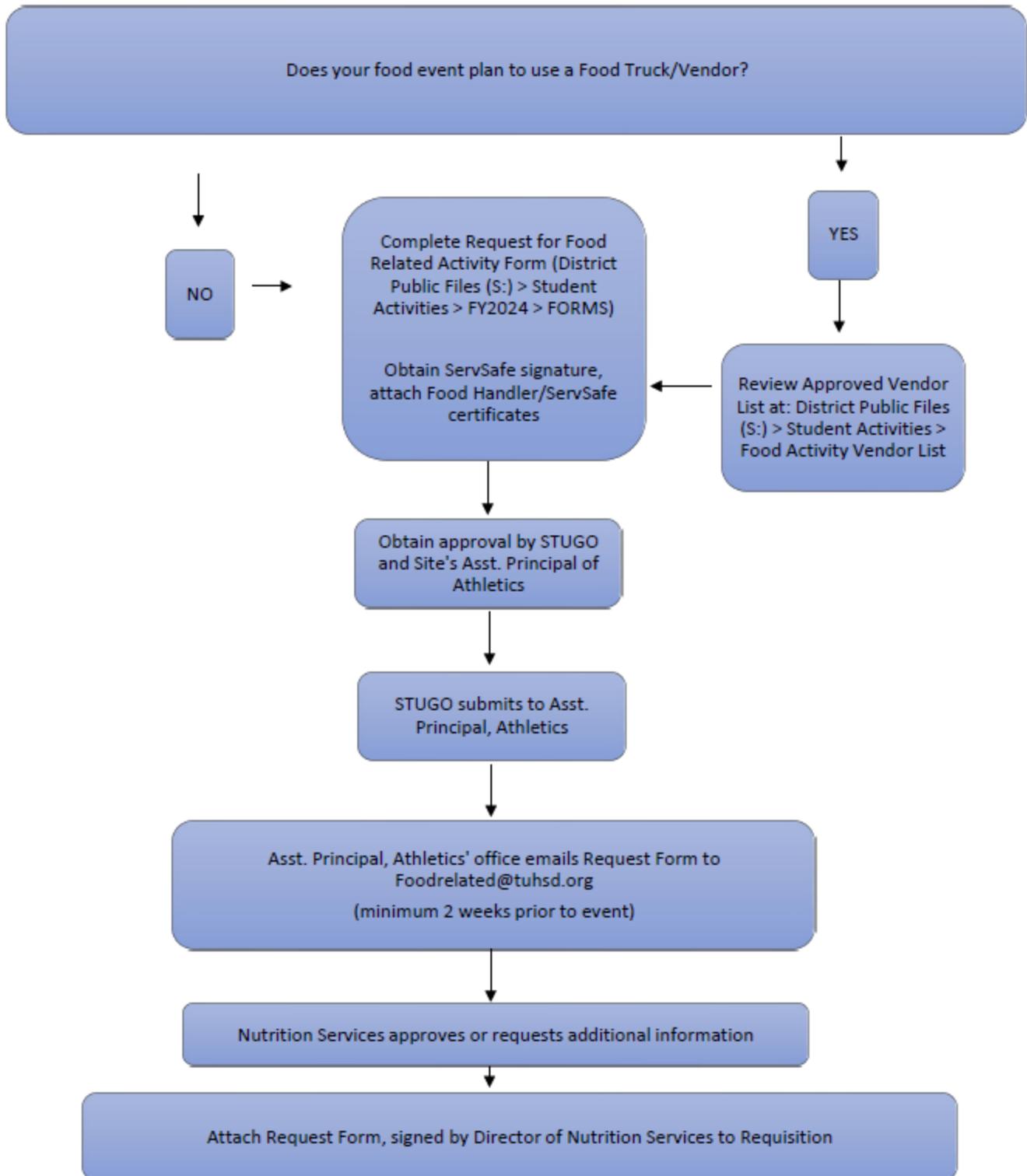


Tolleson Union High School District #214

7. **Our club has purchased a large container of prepackaged cookies from Costco to sell at concessions as a fundraiser. Would a ServSafe Certified employee be required to oversee the activity?**
Prepackaged means the manufacturer has packaged the item for individual sale. Items prepared in bulk from a commercial kitchen are not considered prepackaged and should be considered as unpackaged items. If the cookies are packaged in a sealed container but once opened, all are open, this is not considered prepackaged for individual consumption. The cookies would need to be individually wrapped and packaged in order to be considered a prepackaged item that only requires a valid Food Handlers Card.
8. **Our club would like to have a potluck for our banquet, is this allowed?**
Potlucks are not allowed for any District related activity in which students are participating.
9. **We would like to have our banquet catered by an outside company or restaurant, would Food Handlers Cards and a ServSafe Certified employee be required to oversee the activity?**
- If the outside company or restaurant is preparing, delivering, and serving the food for the banquet, the company must be on the approved vendor list. No TUHSD employee Food Handlers Cards or a ServSafe Certified employee would be necessary.
 - If the company is only preparing the food but the sponsor is responsible for picking up and serving the food, both the Food Handler's Cards and a ServSafe Certified employee is required. This is to ensure that food is kept at the appropriate temperature during transport up to the time the food is consumed.
10. **Our club would like to purchase premade food from Costco to serve at our banquet/event. Would Food Handlers Cards and a ServSafe Certified employee be required to oversee the activity?**
Yes, Food Handlers Cards and a ServSafe Certified employee will be required to be present at the activity. Some questions to ask yourself:
- How will the food be transported and kept at the appropriate temperature?
 - Where will the food be stored until consumed?
 - How long will it be until the food is consumed?
11. **We are hosting a student event and are having snow cones, cotton candy, and popcorn machines. Do we have to have Food Handlers Cards and a ServSafe employee present at the activity?**
Yes, unless the company is offering the services of running and catering the machines. In that case the responsibility would be on the company to have appropriate permits, food handlers and ServSafe Certification and be on the Approved Vendor list. As a reminder, this type of event may not occur during the defined instructional day.
12. **Would we need Food Handlers and a ServSafe Certified employee even to sell/distribute coffee?**
Yes.
13. **Do the same rules apply to the Booster Clubs?**
Yes, if operating on our campus.
14. **What type of permits does the District hold? Does it vary by site?**
Currently the District holds concessions permits to sell prepackaged items and foods that require minimal prep, such as, nachos with cheese and jalapenos only, premade commercial pizza delivered to the concession stand, rotisserie hot dogs, etc.... Preparation of meats from a raw state are not allowed.

Most culinary programs on our campuses hold catering permits.
15. **How soon should I submit the requisition for the food related fundraiser/activity?**
Your requisition should be submitted **at least two (2) weeks** prior to the fundraiser/event taking place.

Request for Food Related Event Flow Chart



August 23, 2023

Forms

Meeting Agenda Format

Club: _____

Secretary: _____

President: _____

Sponsor(s): _____

1. Call to Order

Day: _____ TIME: _____

2. Number of Members: _____

3. Introduction of Guests:

4. Treasurers Report:

5. Approval of Minutes (written):

Amendments:

Yes:

No:

Abstain:

6. Committee Reports:

7. Old Business:

8. New Business:

9. Announcements:

Adjournment Time: _____



Tolleson Union High School District #214 Student Activities Requisition Request Form

Sponsor: Date given to BSM: _____
BSM: Date Received: _____

School Name:
Club Name/Project #: _____ Sponsor Name: _____
REQUEST FOR (check one): Purchase Order Check (applies to meal money only)
Vendor Name: _____
Address: _____ City/State: _____
Zip Code: _____

Check List of Required Completed Documentation:

If Activity/Fundraiser: Request for Activity/Fundraiser Form
Club Minutes
Quote/Flyer

In addition, some of the following documents will be required if applicable to the request:

If New Vendor: New Vendor Packet
If Travel: Travel Request Form
If Meal Money: Meal Money Request Form
If Building/land improvement: Email approval from Superintendent/Director of Facilities
If After the Fact: After the Fact Form
If Goods/Services being Gifted to the District: Gift and Donation Form
If tax credit funds being utilized: Extracurricular Tax Credit Determination Chart and Justification Form

Please review and initial the following statements:

As club sponsor/coach, I acknowledge that no merchandise or services have been received. If this is an after the fact purchase, I acknowledge that I may be personally responsible for all costs.

As club sponsor/coach, I acknowledge that if food related, items will not be sold or consumed during the school day, which is defined by the National School Lunch Program as midnight, to thirty (30) minutes after the last school bell rings.

As club sponsor/coach, I acknowledge that I am responsible for returning all receipts (and cash if applicable) to the site BSM. The receipt must include my full signature, date, PO number and "OK to Pay" for payment to be processed.

BSM Use ONLY:

Date Emailed Sponsor Listed if further documentation is needed: _____

Date Requisition Entered: _____ Requisition #: _____

*Attach completed form to requisition and retain original with club documents.

7/2022

CLEAR FORM



Tolleson Union High School District #214

Club Minutes

31. _____	32. _____	33. _____
34. _____	35. _____	36. _____
37. _____	38. _____	39. _____
40. _____	41. _____	42. _____
43. _____	44. _____	45. _____
46. _____	47. _____	48. _____
49. _____	50. _____	51. _____
52. _____	53. _____	54. _____
55. _____	56. _____	57. _____
58. _____	59. _____	60. _____
61. _____	62. _____	63. _____
64. _____	65. _____	66. _____
67. _____	68. _____	69. _____
70. _____	71. _____	72. _____
73. _____	74. _____	75. _____
76. _____	77. _____	78. _____
79. _____	80. _____	81. _____
82. _____	83. _____	84. _____
85. _____	86. _____	87. _____
88. _____	89. _____	90. _____
91. _____	92. _____	93. _____
94. _____	95. _____	96. _____
97. _____	98. _____	99. _____
100. _____		



Tolleson Union High School District #214

Request for Activity/Fundraiser

Please Check One: Non Food Related Activity/Fundraiser Food Related Activity/Fundraiser

Name of Club/Organization: _____ Current Date: _____

Type of Activity/Fundraiser Desired: _____

Location of Activity/Fundraiser: _____ Time of Event: _____

Desired Date of Activity/Fundraiser: _____ Second Choice: _____

Detailed Description of Activity/Fundraiser: _____

Purpose of Fundraiser - Use of Profits: _____

Selling Price: _____ Expected Profit: _____

COMPLETE THIS SECTION ONLY IF YOU CHECKED FOOD RELATED ACTIVITY/FUNDRAISER ABOVE.

Number of event workers w/food handler cards at event: _____ Email food handler's certificates to Foodrelated@tuhsd.org.

POTENTIALLY HAZARDOUS FOOD REQUIRE A SERVS SAFE SIGNATURE.

ServSafe Certified Employee at event (signature): _____ Position: _____

***ALL REQUISITIONS FOR FOOD RELATED ACTIVITIES OR FUNDRAISERS MUST BE CODED TO OBJECT CODE 6616**

Club Action

President's Name (printed): _____ President's Signature: _____

Sponsor's Name (printed): _____ Sponsor's Signature: _____

**Sponsor or co sponsor must be in attendance and be responsible for the group. Must be TUHSD certified staff.*

Nutrition Services Action (Only required for any food related activity/fundraiser)

Director of Nutrition Services Signature: _____ Date: _____

StuGo Action

Approved Disapproved

Approved Date for Activity: _____

Date of Action: _____

StuGo President Signature: _____

Reasoning of disapproval or changed date: _____

Administrative Action

Approved Disapproved

Approved Date for Activity: _____

Date of Action: _____

Administrator Signature: _____

Reasoning of disapproval or changed date: _____



Tolleson Union High School District #214

Ticket Sales Report

DATE: _____
 EVENT: _____
 TICKET SELLER: _____

OPPONENT TEAM: _____
 LOCATION: _____

STAPLE FIRST STUDENT TICKET ON ROLL HERE

STAPLE LAST STUDENT TICKET ON ROLL HERE*

STAPLE FIRST ADULT TICKET ON ROLL HERE

STAPLE LAST ADULT TICKET ON ROLL HERE*

STUDENT TICKETS		DENOMINATION	AMOUNT ISSUED	AMOUNT RECEIVED
LAST TICKET # SOLD: _____		CHECKS		
FIRST TICKET #: _____		TOTAL CHECKS: _____		
TOTAL SOLD: _____		CURRENCY		
PRICE: _____		\$100.00		
RECEIPTS (A): _____		\$50.00		
		\$20.00		
		\$10.00		
		\$5.00		
		\$2.00		
		\$1.00		
		COIN		
		DOLLARS \$1.00		
		HALVES \$0.50		
		QUARTERS \$0.25		
		DIMES \$0.10		
		NICKELS \$0.05		
		PENNIES \$0.01		
		TOTAL		
		LESS CHANGE ISSUED		
		NET COLLECTIONS (C)		

TOTAL RECEIPTS (A+B) _____
NET COLLECTIONS (C) _____
OVER/SHORT _____

BEGINNING INITIAL FUNDS VERIFIED BY: _____
 ENDING TICKET SALES REPORT COMPLETED BY: _____
 DEPOSITS CONFIRMED BY: _____

COMMENTS: _____

TICKETS AND CHANGE FUND ISSUED TO:

CHANGE FUND, TICKETS, CASH RECEIVED BY:

 CLUB OFFICER/SPONSOR SIGNATURE

 BOOKSTORE MANAGER OR DESIGNEE

 DATE

 DATE

*Last ticket on roll (stapled in designated area) is first unsold ticket.



Tolleson Union High School District #214

Extracurricular Tax Credit Determination Chart And Justification Form

Date: _____ Campus: _____

Activity Being Used For: _____

Completed By: _____ (print name) Signature: _____

Site Administration: (signature) _____ Date: _____

In accordance with A.R.S. § 15-342(24) and § 43-1089.01 (H)(3):		Yes	No
1.	Is the activity sponsored by the district/school?		
2.	Is the activity for enrolled students?		
3.	Is the activity optional?		
4.	Is the activity non-credit?		
5.	Does the activity supplement the district/schools educational program?		
6.	If the activity fee is charged is it paid directly to the district/school?		
7.	If an activity fee is charged, was the fee for this activity adopted by the Governing Board at a public meeting after notice to all enrolled students?		
8.	If the activity fee is charged, has the Governing Board authorized the principal to waive all or part of the activity fee if it creates an economic hardship for a student?		

OR: Is the activity a character education program (PBIS or Character Counts only) as defined in A.R.S. § 15-719?

At a minimum, the character education program must include the following:	Yes	No																		
1. Does this program give instruction in the definition and application of at least six of the following character traits? Please check all that apply. <table border="1" style="width: 100%; margin-top: 5px;"> <tr> <td><input type="checkbox"/> Truthfulness</td> <td><input type="checkbox"/> Attentiveness</td> <td><input type="checkbox"/> Compassion</td> </tr> <tr> <td><input type="checkbox"/> Responsibility</td> <td><input type="checkbox"/> Orderliness</td> <td><input type="checkbox"/> Citizenship</td> </tr> <tr> <td><input type="checkbox"/> Diligence</td> <td><input type="checkbox"/> Forgiveness</td> <td><input type="checkbox"/> Integrity</td> </tr> <tr> <td><input type="checkbox"/> Sincerity</td> <td><input type="checkbox"/> Virtue</td> <td><input type="checkbox"/> Obedience</td> </tr> <tr> <td><input type="checkbox"/> Trustworthiness</td> <td><input type="checkbox"/> Fairness</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Respect</td> <td><input type="checkbox"/> Caring</td> <td></td> </tr> </table>	<input type="checkbox"/> Truthfulness	<input type="checkbox"/> Attentiveness	<input type="checkbox"/> Compassion	<input type="checkbox"/> Responsibility	<input type="checkbox"/> Orderliness	<input type="checkbox"/> Citizenship	<input type="checkbox"/> Diligence	<input type="checkbox"/> Forgiveness	<input type="checkbox"/> Integrity	<input type="checkbox"/> Sincerity	<input type="checkbox"/> Virtue	<input type="checkbox"/> Obedience	<input type="checkbox"/> Trustworthiness	<input type="checkbox"/> Fairness		<input type="checkbox"/> Respect	<input type="checkbox"/> Caring			
<input type="checkbox"/> Truthfulness	<input type="checkbox"/> Attentiveness	<input type="checkbox"/> Compassion																		
<input type="checkbox"/> Responsibility	<input type="checkbox"/> Orderliness	<input type="checkbox"/> Citizenship																		
<input type="checkbox"/> Diligence	<input type="checkbox"/> Forgiveness	<input type="checkbox"/> Integrity																		
<input type="checkbox"/> Sincerity	<input type="checkbox"/> Virtue	<input type="checkbox"/> Obedience																		
<input type="checkbox"/> Trustworthiness	<input type="checkbox"/> Fairness																			
<input type="checkbox"/> Respect	<input type="checkbox"/> Caring																			
2. Are there activities, discussions, and presentations to illustrate and reinforce the application of the character traits?																				
3. Are there presentations by teachers or mentors who demonstrate the character traits reference above?																				

If you answered NO to any of these questions, then the activity is not tax credit eligible. If you are not certain how to answer any of the above questions, consult Financial Services Department at extension 4015 before offering tax credits for the activity. This completed form must be attached with each purchase requisition that is submitted when requesting Extracurricular Tax Credit funds.

Tolleson Union High School District #214
ACKNOWLEDGMENT OF AFTER-THE-FACT PURCHASE

Pursuant to Arizona School District Procurement Laws and District Policy, authorized Purchase Orders must be obtained before procuring any goods or services. Any action of ordering or receiving goods or services prior to obtaining an authorized Purchase Order constitutes an after-the-fact violation.

Explain in detail the following:

Requisition Number or Purchase Order Number: _____

Vendor Name: _____

Reason for purchase of goods or services: _____

Reason why an authorized Purchase Order was not obtained before purchase: _____

I, _____, acknowledge that I procured goods or services prior to
(Print Name of Responsible Party)
having an authorized Purchase Order in place, which is a violation of Arizona School District Procurement Laws and District policy.

Furthermore, I acknowledge and understand that:

- It is my responsibility to ensure that an authorized Purchase Order is in place prior to ordering goods or scheduling services.
- Ordering goods or scheduling services prior to receiving an authorized Purchase Order is a personal contract between me and the vendor.
- Future after-the-fact violations may result in personal payment by me for the goods and/or services obtained without a Purchase Order in place.

Signature of Responsible Party _____ Date _____

Signature of Supervisor _____ Date _____

Attach completed form to Requisition



TRAVEL REQUEST FORM

ALL STAFF and/or STUDENT TRAVEL

(PLEASE TYPE ALL INFORMATION INTO THE FILLABLE FORM)

TRAVELER/S: (Do not include student names) List school name, names of staff from your site and number of students participating from your site.	School: _____ Names of Staff: _____ # of Students: _____																		
DATE/S: (including travel days)	Beginning Date: _____ Ending Date: _____																		
LOCATION:	Facility: _____ City: _____ State: _____																		
NAME OF CONFERENCE/ WORKSHOP: (Attach copy of brochure/registration form)	Event: _____																		
PURPOSE/RATIONAL FOR ATTENDING: (Be specific; how will this help students and you in your position and/or what can be shared with other staff)	Justification: _____																		
COST ESTIMATE:	Registration/Entry Fee: _____ Travel/Mileage: _____ Motel(s): _____ Meals: _____ Other-1: _____ Other-2: _____																		
FUNDING CODE PER COST: (Account Code(s) or funding source for each cost. 001.100.2320.6580.500, Boosters, Student, etc.)	<table border="0"> <tr> <td>Registration/Entry Fee:</td> <td>Code:</td> <td>_____</td> </tr> <tr> <td>Travel/Mileage:</td> <td>Code:</td> <td>_____</td> </tr> <tr> <td>Motel(s):</td> <td>Code:</td> <td>_____</td> </tr> <tr> <td>Meals:</td> <td>Code:</td> <td>_____</td> </tr> <tr> <td>Other-1:</td> <td>Code:</td> <td>_____</td> </tr> <tr> <td>Other-2:</td> <td>Code:</td> <td>_____</td> </tr> </table>	Registration/Entry Fee:	Code:	_____	Travel/Mileage:	Code:	_____	Motel(s):	Code:	_____	Meals:	Code:	_____	Other-1:	Code:	_____	Other-2:	Code:	_____
Registration/Entry Fee:	Code:	_____																	
Travel/Mileage:	Code:	_____																	
Motel(s):	Code:	_____																	
Meals:	Code:	_____																	
Other-1:	Code:	_____																	
Other-2:	Code:	_____																	

Department Approval: (if applicable)

 Director

 Date

Site Approval:

 Athletics

 Date

 Principal

 Date

Superintendent and Governing Board must approve all OVERNIGHT and/or OUT-OF-STATE travel.

District Approval:

 Superintendent

 Date



Tolleson Union High School District #214

Clear Form

INVOICE Student Meal Money

School Site

Funding Source

**Revolving account for Emergency only*

Date:

Make check payable to:

Coach/Sponsor Name:

Coach/Sponsor Address:

City, State, Zip:

- Hold check at District Office for pick-up
- Send check by interoffice mail to the

DESCRIPTION	AMOUNT	EXTENDED
Club/Org/Team: <input type="text"/>		
Event Name: <input type="text"/>		
Event Location: <input type="text"/>		
Departure Date: <input type="text"/>		
Return Date: <input type="text"/>		
# students		
<input type="checkbox"/> Breakfast	\$ 9.00	\$ 0.00
<input type="checkbox"/> Lunch	\$ 9.00	\$ 0.00
<input type="checkbox"/> Dinner	\$ 9.00	\$ 0.00
Steps to Request Check		
1. Complete Student Meal Money Invoice		
2. Create requisition and attach:		
a. Student Meal Money Invoice		
b. Roster		
c. Travel Request, if required		
Steps to Receive Check		
1. Confirm PO is issued		
a. Print Student Meal Money Invoice		
b. Stamp OK to Pay, add PO number, and sign		
c. Submit to Accounts Payable via Red Folder		
i. <i>In an emergency, email a copy to ap@tuhsd.org and send original via Red Folder</i>		
TOTAL		\$ 0.00

Reconciliation *(Complete upon return & attach receipts)*

Amount Received _____ - Receipt Total _____ = Amount Due *(overage/shortage)* _____

Coach/Sponsor Signature: _____ Date: _____

Funding Source Signature: _____ Date: _____



Tolleson Union High School District #214

Student Activities Handbook

Signature Page

This page is to be completed by the employee and given to the Assistant Principal of Student Activities/Athletic Director (AD). The AD will maintain a copy and forward a signed copy of this Signature Page to the Budget Analyst at the District office. A copy should be provided to the employee for their records. Questions concerning information presented in the handbook should be submitted to the Budget Analyst.

I, _____, (printed employee name) hereby acknowledge that I understand how to access the Tolleson Union High School District #214 Student Activities Handbook located on the District shared drive at: <S:\Student Activities\FY2024\2023-2024 Student Activities Handbook.pdf>. I also understand all District Policies are available in the Principals office or can be accessed on the Arizona School Board Association website at www.azsba.org for review as needed.

I verify I can print a copy of this handbook if I desire a hard copy, or I may request a hard copy from my supervisor.

I understand it is my responsibility to familiarize myself with the contents of this handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document. The information in this handbook is subject to change. I understand changes in district policies may supersede, modify, or eliminate the information summarized in this handbook.

As the District provides updated policy or procedure information, I accept responsibility for reading and abiding by the changes.

I also accept responsibility for contacting my principal/supervisor if I have any questions, concerns, or need further explanation of information presented in this handbook.

Signature: _____

Date: _____

Campus: _____

Club/Club#: _____

Team/Team #: _____

Club Project #'s

Code/Project	Description/Club	Code/Project	Description/Club
0283	A CAPPELLA	0282	EDUCATORS RISING ARIZONA
0135	ACADEMIC BANQUET	0296	ENGINEERING
0136	ACADEMIC DECATHLON	0297	ENGINEERING - SKILLS USA
0170	AFTER SCHOOL FITNESS	0251	ENTRANCE FEES
0176	ALL STYLES DANCE	0265	ESPORTS COMPETITIVE GAMING
0212	AMBASSADORS	0263	EUROPEAN STUDENT UNION
0250	ANATOMY	0131	F.I.T. (FITNESS, INDUSTRY AND TRAINERS)
0194	ANIME CLUB	0150	FASHION_FCCLA
0161	ANTHROPOLOGY	0214	FBLA
0259	ANTI-DEFAMATION LEAGUE	0299	FBLA - MEDIA
0292	APP DEVELOPERS	0192	FCA (FELLOWSHIP OF CHRISTIAN ATHLETES)
0307	ARCHERY	0252	FEMINIST CLUB
0144	ART	0233	FIELD TRIPS
0258	ASTRONOMY CLUB	0269	FILM CLUB
0224	AUTO	0177	FLAG FOOTBALL; GIRLS
0132	AZTEC ARMY	0127	FLAG LINE/COLOR GUARDS
0145	BALLET/FOLKLORICO	0246	FLY FOOTWORKES/HIP HOP
0146	BAND	0110	FOOTBALL
0123	BASEBALL	0278	FORENSICS
0117	BASKETBALL; BOYS	0163	FRENCH CLUB
0118	BASKETBALL; GIRLS	0215	FUTURE EDUCATORS OF AMERICA
0213	BE A LEADER	0220	FUTURE NURSES
0243	BEST BUDDIES	0225	GAMERS
0281	BEYOND 10	0267	GAMERS UNPLUGGED
0196	BLACK STUDENT UNION/CLUB EBONY	0137	GIFTED AND TALENTED
0175	BOOK CLUB	0114	GOLF; BOYS
0178	BRETT HOLBROOK MEMORIAL	0115	GOLF; GIRLS
0208	CEA	0290	GRAPHIC DESIGN
0238	CEA STUDENT COUNCIL	0156	GREEN GROUP/CONSERVATION
0232	CERAMICS	0184	GSA
0268	CHEMISTRY CLUB	0264	GUITAR CLUB
0235	CHESS CLUB	0286	HELP EVERY ANIMAL LIVE (H.E.A.L)
0308	CHINESE CLUB	0227	HIKING CLUB
0309	CHINESE DRAGON DANCE CLUB	0280	HIP HOP CLUB
0147	CHOIR	0271	HORTICULTURE/GARDENING
0191	CHRISTIAN	0285	HUMANITIES
0100	CLASS OF 2010;2020	0158	INFO TECH
0101	CLASS OF 2011;2021	0253	INTERNATIONAL CLUB
0102	CLASS OF 2012;2022	0141	JAG
0103	CLASS OF 2013;2023	0142	JAG; FR/SOPH
0104	CLASS OF 2014;2024	0143	JAG; JR/SR
0105	CLASS OF 2015;2025	0155	JAG; SOPH-JR/MULTI-YEAR
0106	CLASS OF 2016;2026	0231	KEY CLUB
0107	CLASS OF 2017;2027	0279	KINDNESS CLUB
0108	CLASS OF 2018;2028	0274	KOREAN CLUB
0109	CLASS OF 2019;2029	0284	LATINX STUDENT UNION
0168	CLOSE UP CLUB	0216	LEADERS IN ACTION
0165	COMMUNITY SERVICE	0291	LEADERSHIP ACADEMY
0293	COMPUTER SCIENCE HONOR SOCIETY	0236	LETTERMANS CLUB
0270	COURAGE CLUB	0209	LIGHTHOUSE ACADEMY
0172	CREATIVE WRITING/MAGAZINE/APROPOS	0182	LIGHTS CAMERA ACTION
0234	CRIMINAL JUSTICE	0217	LOBO BOARD
0112	CROSS COUNTRY	0198	M.E.Ch.A.
0151	CULINARY_FCCLA	0272	M.E.S.A.
0148	DANCE	0152	MARIACHI
0134	DECA	0256	MARTIAL ARTS
0248	DISNEY	0260	MATH
0247	DOSOMETHING.ORG	0138	MATHLETES
0149	DRAMA/THEATRE	0179	MEMORY BRICKS
0255	DRUMLINE CLUB	0244	MUD HEADS
0240	EARLY CHILDHOOD_FCCLA	0164	MUN (MODEL U.N.)
0171	ECONOMICS	0199	NATIVE AMERICAN

Code/Project	Description/Club
0188	NEW GLOBAL CITIZENS
0173	NEWSPAPER
0139	NHS
0193	NO CUSSING
0195	OMEGA YOUTH LEADERSHIP
0185	OUR TOWN/ACTIVISTS/BTC
0197	PACIFIC ISLANDER/ASIAN
0218	PEER LEADERSHIP
0153	PHOTO
0154	PIANO
0275	POETRY CLUB
0276	POM
0239	PREMED CLUB
0237	PRIMARY VENDING
0162	PROGRAMMING
0159	ROBO KREW
0128	ROTC/DRILL TEAM
0180	RYAN SMITH MEMORIAL
0221	S.A.D.D.
0229	S.N.A.P./HAND TO HAND (Sp)ED VENDING
0222	S.O.S.
0157	SOCIAL JUSTICE
0160	SCIENCE.TECHNOLOGY
0289	SHPE STEM
0262	SIGN LANGUAGE CLUB
0257	SKATEBOARD CLUB
0287	SKILLS USA
0120	SOCCER; BOYS
0121	SOCCER; GIRLS
0124	SOFTBALL
0226	SPANISH CLUB
0288	SPANISH NATIONAL HONOR SOCIETY
0140	SPEECH & DEBATE/FORENSICS
0116	SPIRITLINE
0129	SPORTS MEDICINE/AZHOSA
0245	STAND TALL
0230	STEP UP
0242	STRINGS
0130	STUDENT ATHLETIC LEADERSHIP COMMITTEE
0167	STUDENT COUNCIL/STUGO
0133	STUDENT VENDING/STUDENT FUNDS
0294	SURPRISE SQUAD
0113	SWIMMING
0273	TEA TIME CLUB
0166	TEEN COURT
0125	TENNIS; BOYS
0126	TENNIS; GIRLS
0298	THE FRENCH NATIONAL HONOR SOCIETY
0241	TOLLESON HEAT
0122	TRACK & FIELD; BOYS
0249	TRACK AND FIELD; GIRLS
0181	TRADITIONAL GAMES
0223	TWIRLING CLUB
0219	UHS STUDENT ADVISORY
0186	UNITOWN
0261	VOCATIONAL ED-BASIC GRANT
0111	VOLLEYBALL
0295	WEIGHT LIFTING/POWER LIFTING
0187	WHAT'S UP
0119	WRESTLING; BOYS
0277	WRESTLING; GIRLS
0174	YEARBOOK
0266	YOGA CLUB
0254	YOUTH SUPERIORS OF PEACE (YSOP)