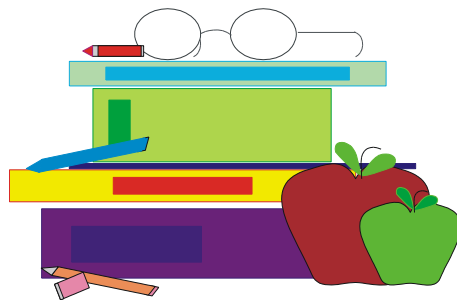


BELLEVILLE HENDERSON CENTRAL SCHOOL

EXTRACLASSROOM ACTIVITY ADVISOR'S HANDBOOK 2013-14



****THIS HANDBOOK IS TO BE RETURNED TO THE CENTRAL
TREASURER AT THE CONCLUSION OF THE SCHOOL YEAR****

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This memorandum of understanding is to be signed and returned to the Central Treasurer on or before September 30.

I have read and understand the contents of this Extracurricular Activity Advisor's Handbook.

I agree to abide by its policies and procedures.

Advisor's Signature & Date

DUTIES OF CLASS/CLUB ADVISORS

- A. One of the duties of student activity advisors is to ascertain that proceeds from any fundraising project are promptly deposited by the treasurer with the Central Treasurer and that all bills are paid. It is the responsibility of the advisor to review with the student treasurer, monthly, the class or club's financial activities to be sure they are reflected in the ledger kept by the student.
- B. Money collected from students for any fundraising activity should be placed in the school vault, every day, by the activity advisor or the student treasurer only. It will be left in the vault until the student treasurer completes a deposit form. There are often many people handling cash for a fundraiser. It is important that the advisor take necessary steps to safeguard funds. Money should NEVER be left in a teacher's room. No money will be removed from the vault unless approved by the Central Treasurer. If start money is needed to give change at a dance, the amount will be determined by the Central Treasurer and the advisor. Cash boxes should be requested at least two days prior to the activity.
- C. Please refer to pages 5 and 6 as a reference for deposit/payment of funds procedure. All request for payment (payment orders) must be accompanied by a receipt or an invoice. NO FUNDS WILL BE DISBURSED WITHOUT PROPER DOCUMENTATION.
- D. After each deposit or payment, the advisor will receive the activity treasurer's copy to enter in the ledger. Every transaction (receipt and payment order) is recorded showing the balance on hand. It is recommended that reports on class and club accounts be made regularly at the meeting of the class or club.
- E. It is imperative that advisors keep an individualized detailed accurate accounting of each student's fundraising activities. These records should be passed on to the next class advisor as the student progresses in high school. Any student owing money to a class or club for a fundraising project should be placed on the end of the year "Outstanding Obligations" list with the fundraising project and amount owed clearly stated. The student may not be allowed to participate in any future fundraising projects until the outstanding obligation is settled.
- F. All donations must be accompanied by a copy of the official minutes of the class/club signed by the class/club officers giving authorization for such payment. Payment may only be made directly to the individual/organization for which the donation is authorized.
- G. When supplies need to be purchased, without exception, a REQUISITION FORM must be completed in advance and forwarded to the Superintendent for his approval. After approval is given, a purchase order will be generated by the Central Treasurer and mailed to the vendor. The advisor will receive a copy of the purchase order for their records. A copy of the requisition form is on page 15 and may be duplicated as needed.
- H. Senior Class Advisors - Auditors require that the books for the graduating class be closed out six months after graduation. All money left in the account is turned over to the Student Council account. It is assumed that all bills will be paid by graduation. The class advisors and class treasurer should carefully estimate the financial obligations of the class for the entire year and attempt to use funds to defray all class expenses. Expenses include, but are not limited to, invoices for fundraisers, payment for dance DJ's,

class trip, a donation to the Graduates' Association (a minimum of \$100 is acceptable), and payment for the speaker at Baccalaureate Services. If, toward the end of the year, there is a sizable balance, class funds can be used to purchase yearbooks, caps and gowns, senior shirts, etc. Please be aware that the maximum Junior Class donation for the Prom DJ is set at \$400.00.

- I. Occasionally it may be necessary to transfer funds from one activity account to another. This may be done by the use of a payment order. The treasurer of the class/club making the donation will, upon proper authorization, draw a payment order stating all essential facts. The Central Treasurer will then affect the necessary transfer. No money will actually change hands.

K. Other Duties and Responsibilities of Advisors

1. Advisors will attend all meetings of the class or club.
2. Advisors must be present before, during, and after any class or club activity. This might include decorating for a dance and the clean up afterward.
3. Advisors will attend all class or activity functions (for the entire duration of the activity), or find a suitable substitute approved by the Building Principal.
4. Advisors will be present for all social events. They must ensure the presence of adult chaperones for all social events. There should be a minimum of six (6) adult chaperones, including three teachers.
5. Promptness is important. Scheduled events will begin and end at the pre-established times.
6. Please be sure to fill out the Use of Building request so that a cleaner may be present for the event. It is also desirable to check with the athletic coordinator before planning an activity to make sure the building/gym is not scheduled for an athletic event.
7. Activities should be planned well in advance and must be approved by the Superintendent before being entered on the school calendar.
8. The school and advisors will have no connection with unapproved activities off school property.
9. Solicitations from the community. Due to the limited number of businesses located in our community, solicitation for donations should be approved by the Superintendent before such solicitations are made. This includes, but is not limited to, prizes for dances or club activities. If your class/club wishes to present awards or prizes, the activity account funds should be used to purchase them.
10. A letter should be sent to the parent or guardian of each class/club member at least two weeks prior to the start of a fundraising activity. The letter should be approved by the Principal prior to being sent home. It should include the purpose of the fundraising activity and the projected amount of profit.

11. The District Newsletter includes articles about class/club activities. This is an excellent vehicle to be used to keep parents informed of class/club activities.
12. Each grade level and FFA are limited to TWO fundraising activities per school year. In addition, seniors will have three social activities (dance), juniors will have two social activities (dance), and other classes and clubs will have one social activity (dance). No fundraising activities will be approved to run after April 30.
13. The Music Club will be limited to two fundraising activities per year.
14. All other clubs are limited to ONE fundraising activity per year.

DUTIES OF CLASS/CLUB TREASURER

- A. The activity treasurer shall receive all moneys raised by his activity and shall immediately deposit such funds with the Central Treasurer.
- B. The treasurer shall pay all bills by issuing payment orders signed by himself and the advisor. This form is available from the Central Treasurer and is to be made in duplicate. The invoice shall be attached to the payment order. The Central Treasurer will keep one copy of the payment order and return the other copy together with the check copy to the advisor.
- C. The activity treasurer shall keep a ledger showing all receipts and disbursements and indicating a daily running balance, which shall be on a form provided by the Central Treasurer. He/she shall file all supporting data chronologically as evidence for the entries made in the ledger. This ledger shall be verified monthly with the Central Treasurer.

ADMISSIONS

An accurate admissions count is required as part of the audit process. Thoroughly explain the process to the sellers to avoid any misunderstanding of the purpose of the admissions form. A copy of this form is on page 16 for illustrative purposes only. Proper supervision will help guarantee accuracy of the count and monies received.

DEPOSIT PROCEDURES FOR ACTIVITY TREASURERS

When an organization has a dance or activity involving admissions and sales, a statement of profit and loss must be prepared. This statement is on page 12 and may be duplicated as necessary. Money received is to be reconciled with the statement of profit and loss. **The student treasurer and the advisor should sign the statement and submit it along with the deposit form.**

Activity treasurers need to make arrangements with the Central Treasurer to have deposits verified. A deposit form is on page 8 of this handbook and may be duplicated as needed. The Central Treasurer will verify deposits on a daily basis.

Currency should be broken down into separate denominations.

Bills should be facing the same way.

One-dollar bills should be banded in bundles of \$50.

Other denominations should be banded together with the dollar amount indicated on the deposit verification form.

Coins should be accurately counted and rolled.

If there are not enough coins to make a full roll, small change envelopes should be used.

Coin rolls and change envelopes are available from the Central Treasurer.

Checks should face the same direction and be put in order by largest amount to smallest.

The checks should be banded together along with a calculator tape verifying the total amount of the checks.

All deposits are to be placed in a 9x12 envelope along with the deposit form signed by the activity treasurer and activity advisor.

The Central Treasurer will issue a receipt and place a copy of the receipt in the advisor's mailbox. A sample of the receipt is on page 13.

FUNDRAISING REQUESTS

Advisors should follow the same basic process for all fundraising activity requests:

1. Fill out fundraising activity request form and submit to the Building Principal. This form is on page 9 and may be duplicated as needed.
2. The dates and information will be tentatively placed on a fundraising calendar.
3. Final approval will be given by the Superintendent.

4. No public announcement of a fundraising activity is to be made until written approval is given by the Superintendent.

If there are any questions, please see the Building Principal.

FUNDRAISING SALES

Each student selling items should be given a statement showing the amount of money he is to receive for the items he has been given. After the sale, each student should then turn in that amount in cash and/or unsold goods. Items on-hand should be adequately safeguarded against loss, theft or damage by securing them with limited access. During sales campaigns inventory should be controlled through the use of an Inventory Control Form on page 10 which may be duplicated as needed.

PAYMENTS

The Central Treasurer has established a procedure as to when checks will be written. Checks will be written the 1st and the 16th day of each month. Exception: Early payment to take advantage of a discount. Please plan accordingly. If a class/club activity needs a check written to pay a bill, a payment order should be completed by the activity treasurer and signed by the activity treasurer and the activity advisor. **PLEASE LEAVE THE DATE AREA BLANK ON THE PAYMENT ORDER.** All payment orders are to be accompanied by an invoice and packing list. **All invoices are to be signed and dated by either the class advisor or treasurer verifying the items have been received.** If a student or advisor purchases items, a claim form must be submitted along with the receipts. Only after auditing the order and invoices and after determining that the activity has sufficient funds will the Central Treasurer issue payment. A sample payment order is on page 11.

PURCHASES - EQUIPMENT

All equipment purchases are evidenced by official action of a majority of the class/club members. A copy will be attached to the requisition form. Title to all equipment acquired with extraclassroom activity funds resides with the district and be carried as an insurable asset on its list of insurable values. All equipment shall be operated on district property, unless express permission from the Superintendent is secured to use the equipment or have it reside off-premises. Such equipment shall be tagged as district property but is available for exclusive use by the club acquiring the item.

PURCHASING

Money may be spent in any reasonable manner a student organization sees fit. When supplies are to be purchased, without exception, a REQUISITION FORM must be completed in advance, signed by the advisor and student treasurer, then forwarded to the Superintendent for approval. After approval is given, a purchase order will be generated by the Central Treasurer and mailed to the vendor. The advisor will receive a copy of the purchase order for their records. A copy of the requisition form is on page 15 and may be duplicated as needed

RETURNED CHECK POLICY

Occasionally, checks are returned to the School District because funds were insufficient or accounts closed. It is very important that advisors and/or treasurers deposit checks in a timely manner. The older a check is, the more

likely it is to be returned by the bank for non-sufficient funds or because an account is closed. Returned checks will be deducted from the activity's receipts.

SALES TAX

Many class/club fundraising activities are subject to New York State Sales Tax. Without exception, classes and clubs are prohibited from using the school's tax exemption. Taxable activities include (but are not limited to) dances, candy sales, flower sales, and dinners. The appropriate sales tax deduction will be made by the Central Treasurer when the activity deposit is made. Advisors should consult with the Central Treasurer prior to a fundraiser to determine the tax status of a fundraiser. Tax due will be calculated by the Central Treasurer and deducted on the deposit form submitted by the student treasurer.

TRANSFERS BETWEEN CLASSES/CLUBS

On occasion, one organization will want to transfer funds to another organization for services rendered. Follow the customary procedure for making withdrawals through the preparation of a payment order. The Central Treasurer instead of writing a check will transfer the funds to the appropriate club and issue a receipt to that organization.

USE OF FACILITIES

Please be sure to fill out the Request for Use of Facilities so that a cleaner may be present for the event. It is also desirable to check with the athletic coordinator before planning an activity to make sure the building/gym is not scheduled for an athletic event. Activities should be planned well in advance and must be approved by the Superintendent before being entered on the school calendar. A copy of the Request for Use of Facilities is on page 14 and may be copied as necessary.

BELLEVILLE HENDERSON CENTRAL SCHOOL
DEPOSIT FORM - STUDENT ACTIVITY

Class/Club Name: _____ Date: _____

Fundraiser or event: _____

COINS:

Pennies: _____ Rolls x \$0.50 = \$ _____
 _____ Loose x \$0.01 = \$ _____

Nickels: _____ Rolls x \$2.00 = \$ _____
 _____ Loose x \$0.05 = \$ _____

Dimes: _____ Rolls x \$5.00 = \$ _____
 _____ Loose x \$0.10 = \$ _____

Quarters: _____ Rolls x \$10.00 = \$ _____
 _____ Loose x \$0.25 = \$ _____

Half-Dollars _____ x \$0.50 = \$ _____

Dollars _____ x \$1.00 = \$ _____

TOTAL COINS \$ _____

CURRENCY (BILLS)

Ones: _____ Bundles x \$50.00 = \$ _____
 _____ Loose x \$1.00 = \$ _____

Fives: _____ x \$5.00 = \$ _____

Tens: _____ x \$10.00 = \$ _____

Twenties: _____ x \$20.00 = \$ _____

Fifties: _____ x \$50.00 = \$ _____

Hundreds: _____ x \$100.00 = \$ _____

TOTAL CURRENCY (BILLS) \$ _____

TOTAL CHECKS \$ _____

TOTAL DEPOSIT \$ _____

Signature of Student Treasurer

Verified by Central Treasurer

Signature of Advisor

CENTRAL TREASURER USE: Total Deposit: \$ _____ less sales tax \$ _____ = net deposit
 \$ _____.

BELLEVILLE HENDERSON CENTRAL SCHOOL
FUNDRAISING ACTIVITY REQUEST FORM

(NO FUNDRAISING REQUESTS WILL BE APPROVED TO RUN AFTER APRIL 30)

Today's Date: _____ (Fill out one form for each activity requested)

Class/Club/Organization making request: _____

EACH GRADE LEVEL AND MUSIC CLUB - LIMIT 2 FUNDRAISERS PER SCHOOL YEAR; ALL OTHER CLUBS - LIMIT 1 FUNDRAISER PER SCHOOL YEAR.

The above group is requesting permission to conduct the following activity in compliance with the extraclassroom activity procedures, regulations and policies of the Belleville Henderson Central School. All receipts and disbursements of funds will be made in accordance with the Belleville Henderson Central School procedures, regulations and policies.

Activity Planned: _____

Indicate the appropriate category: _____ Fund raising event _____ Service Project _____ Other

Activity/Sale Date(s): Begin _____ End _____

EXPENSES

Projected

(Costs)

- | | |
|----------|----------|
| 1. _____ | \$ _____ |
| 2. _____ | \$ _____ |
| 3. _____ | \$ _____ |
| 4. _____ | \$ _____ |

RECEIPTS

(Income)

- | | |
|----------|----------|
| 1. _____ | \$ _____ |
| 2. _____ | \$ _____ |

PROFIT (Receipts minus Expenses) \$ _____

Are Chaperones Required? _____ Yes _____ No

If Yes, list names of chaperones:

The student officers of the above named Class/Club/Organization understand the request of the above activity and assume responsibility for its fiscal conduct.

Class/Club/Organization Advisor: _____

Signature

Date

Student Treasurer: _____

Signature

Date

Building Principal: _____

Signature

Date

Superintendent: _____

Signature

Date

***After the activity/sale: record on the back of this form the names of students who have not turned in money and the amount. Give a copy of this form (front and back) to the Central Treasurer.**

Fundraising Event: _____

Total Number of Items Purchased for Resale: _____

LESS: Total Number of Items Sold: _____

Total Number of Items Remaining in Inventory: _____

LESS: Total Items Unaccounted For: _____

Inventory on Hand: _____

Inventory Tracking

[illegible]

PAYMENT ORDER

Below is a sample payment order. These orders may be obtained from the Central Treasurer. PLEASE NOTE: The date on the payment order is to remain blank. Upon payment, a copy of the payment order and the check will be returned to the advisor.

**PAYMENT ORDER To THE CENTRAL TREASURER
EXTRA CLASSROOM ACTIVITY FUND**

Charge same to _____ account.
NAME OF ACTIVITY _____

VERIFICATION OF AVAILABLE BALANCE:

UNENCUMBERED BALANCE \$ _____

DEPOSIT \$ _____

BALANCE \$ _____

AMOUNT OF THIS PAYMENT ORDER \$ _____

AVAILABLE BALANCE AFTER PAYMENT OF THIS ORDER \$ _____

YOU ARE AUTHORIZED TO ISSUE A CHECK
Pay to the Order of _____

In the amount of _____ Dollars \$ _____

For _____ as per attached Invoice

and charge same to _____ Activity
NAME OF ACTIVITY _____

INITIAL WHEN POSTED _____

DATE OF APPROVAL _____

SPONSORED BY _____ ACTIVITY TREASURER OR RECIPIENT

APPROVED _____ FACULTY ADVISOR

_____ CHIEF FACULTY COUNSELOR

Order # _____

Check # _____

FORM 35-N
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BELLEVILLE HENDERSON CENTRAL SCHOOL PROFIT AND LOSS STATEMENT

Class/Club Name: _____

Activity: _____ Activity Date(s): _____

Subject to NYS Sales Tax Yes No (Circle One)

Receipts

_____		<u>Admissions</u>	Total	Sale Price	Total
Date of Sale	Description of Sale Item(s)	<u>OR</u> # Admitted	# Sold	Per Item	Receipts
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Anticipated Receipts \$ _____

Total Actual Receipts \$ _____

Disbursements

Date	Payee	Check #	Purpose	Amount
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Anticipated Disbursements \$ _____

Total Actual Disbursements \$ _____

PROFIT (LOSS) \$ _____

Signature of Treasurer_____
Signature of Advisor_____
Date

RECEIPT

Below is a sample of the receipt used by the Central Treasurer upon verification of the deposit form received from the student treasurer. A copy of the receipt will be given to the advisor for use by the student treasurer.

Treasurer's Receipt 1945

Belleville - Henderson Central School District
Activity Fund
Belleville, New York 13611

Date: _____ 20____

Received From _____ \$ _____

_____ DOLLARS

For _____

_____ Treasurer of School District

CODE:
BLUE - Treasurer's Copy
WHITE - Clerk's Copy

© Williamson Law Book Co., Victor, NY 14564

BELLEVILLE HENDERSON CENTRAL SCHOOL**P.O. Box 158****Belleville, New York 13611-0158****REQUEST FOR USE OF FACILITIES**

This form must be submitted to Superintendent, Belleville Henderson Central School, P.O. Box 158, Belleville, New York 13611-0158, anytime the building or grounds are used before or after regular school hours. Please submit **at least four weeks prior** to use. Any questions should be directed to the Superintendent, telephone number 846-5826. Today's date: _____

FACILITIES USE REQUEST: The (Organization) _____ requests the use of the (Room or Rooms) _____ at the Belleville Henderson Central School for the purpose of (Activity) _____ on (Day and Date) _____ from (Time) _____ to (Time) _____.

Any Special Requirements (e.g., tables, chairs, podium, microphone, use of kitchen): _____

Will the activity be open to the public? _____yes _____no Est.# attending _____

Will admissions be charged? _____yes _____no If the answer is "yes", proceeds will be used for: _____

Name, address and telephone number of person responsible on this occasion: _____

RULES GOVERNING USE OF FACILITIES

1. School events come first.
2. No smoking is allowed.
3. No drinking of alcoholic beverages is permitted.
4. Activity shall be restricted to that area for which permission is granted.
5. The activity shall not extend beyond the hours approved in the request.
6. All programs shall be planned so they do not interfere with the regular school day schedule.
7. The organization using the building or grounds shall be responsible for moving its equipment into and out of the building and on and off the grounds.
8. The supervisor in charge of the activity shall be present before the activity is due to start and remain with the group until all have left.
9. In the absence of the building principal or administrative personnel, the custodian is charged with the responsibility of the building.
10. School authorities must have free access to all rooms at all times.
11. Where custodial or food service assistance must be hired, a charge will be made and must be paid within 30 days.
12. Room(s) or facility used by applicant will be carefully examined after use. The applicant will make good any loss or damage occurring as a result of use of school property.
13. Any special needs or equipment must be recorded in writing on this form. No school property or equipment is to be altered or removed from the premises. All equipment is to be returned in good condition. Use of the kitchen requires the completion of an additional request form.
14. If the grounds need to be marked, prior approval must be secured from Mr. David Kiblin.
15. The using organization shall be required to furnish public liability and property damage insurance with limits of at least five hundred thousand dollars (\$500,000).
16. A Certificate of Insurance, with proper limits of liability, shall be submitted as evidence of insurance coverage at least seven days in advance of the event and must designate both the using organization and Belleville Henderson Central School District as insureds.
17. No reservation will be made until this application is returned and approved by the school's administrative official.
18. Permission for use of any facility may be withdrawn at any time, with or without cause, at the sole and unreviewable discretion of the Board of Education. Any pre-paid funds will be returned to the sponsoring organization.

I agree on behalf of the above indicated organization that all members and guests will observe the regulations and that we, individually, and as an organization, will assume full financial responsibility for any and all damages done to school property during the above indicated period of use. We also agree that our organization will at all times hereafter indemnify and defend at its cost, the school against any loss, damage or expense of any kind, which said school may sustain or incur because of use of the above described facilities by our organization and we will further hold said school district harmless for loss of any kind in connection therewith.

Signed: _____ Date: _____

DISTRICT OFFICE USE ONLY

Approved: _____ Date: _____
Superintendent

Revised: 9/09

Athletic Coordinator Use Only:

Available: Yes/No

Initial _____

District Office Use Only:

Available: Yes/No

Initial _____

Is certificate of insurance on file? Yes/No

Will this event require billing for custodial and/or cafeteria services? Yes/No

BELLEVILLE HENDERSON CENTRAL SCHOOL
REQUISITION FORM - EXTRACLASSROOM

Name of Class/Club Making Request: _____

Purpose of Purchase: _____

Vendor Name: _____

Address: _____

Quantity	Catalog Number	Description	Unit Price	Extension
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total: _____

1. This Requisition is for Student Activity Account purchases only and should be filled out for all purchases.
2. Please furnish all information and submit to the Superintendent. You will receive a copy of the purchase order when the order is placed.

Signature of Student Treasurer

Signature of Advisor

Request _____ Approved _____ Denied _____

Signature of Superintendent
Date: _____

BELLEVILLE HENDERSON CENTRAL SCHOOL
 BELLEVILLE NY 13611

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DANCE
 COST - \$3.00

CROSS OFF EACH NUMBER IN SEQUENCE AS A PERSON ARRIVES & PAYS

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
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	101	102	103	104	105
106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135
136	137	138	139	140	141	142	143	144	145	146	147	148	149	150
151	152	153	154	155	156	157	158	159	160	161	162	163	164	165
166	167	168	169	170	171	172	173	174	175	176	177	178	179	180
181	182	183	184	185	186	187	188	189	190	191	192	193	194	195
196	197	198	199	200	201	202	203	204	205	206	207	208	209	210
211	212	213	214	215	216	217	218	219	220	221	222	223	224	225
226	227	228	229	230	231	232	233	234	235	236	237	238	239	240
241	242	243	244	245	246	247	248	249	250	251	252	253	254	255
256	257	258	259	260	261	262	263	264	265	266	267	268	269	270
271	272	273	274	275	276	277	278	279	280	281	282	283	284	285
286	287	288	289	290	291	292	293	294	295	296	297	298	299	300

I HEREBY CERTIFY THAT _____ PERSONS ENTERED

 SIGNATURE

BELLEVILLE HENDERSON CENTRAL SCHOOL
 BELLEVILLE NY 13611
 REFRESHMENTS -

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CROSS OFF EACH NUMBER IN SEQUENCE AS ITEM IS SOLD

COST PER ITEM _____

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
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

CROSS OFF EACH NUMBER IN SEQUENCE AS ITEM IS SOLD

COST PER ITEM _____

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
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

CROSS OFF EACH NUMBER IN SEQUENCE AS ITEM IS SOLD

COST PER ITEM _____

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
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

I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT.

SIGNATURE _____

8500

BELLEVILLE HENDERSON BOARD OF EDUCATION SCHOOL WELLNESS POLICY

The Board of Education recognizes that the nutrition of district students is an important factor in their educational progress. The Board therefore shall participate in federally funded school lunch programs and shall provide free or reduced price food services to qualified district students.

The Superintendent or his designee is responsible to carry out the rules of the program and for determining which students are eligible. Appeals regarding eligibility should be submitted to the Business Manager.

The food service program shall aim to be financially self-supporting. However, the program is an essential educational and support activity and budget neutrality or profit generation must not take precedence over the nutritional needs of students.

During each school day, the school food service program shall offer breakfast and lunch as well as snacks for students in organized after-school education or enrichment programs. All students are encouraged to participate in these meal opportunities. In particular, the school shall make efforts to ensure that families are aware of need-based programs for free or reduced-price meals and that eligibility families are encouraged to apply. The program shall maintain the confidentiality of students and families applying for or receiving free or reduced-price meals.

The school food service program shall operate in accordance with the National School Lunch Act and the Child Nutrition Act of 1996 as amended and applicable laws and regulations of New York State. Belleville Henderson Central School shall offer varied and nutritious food choices that are consistent with the federal government's Dietary Guidelines for Americans. Menus should be planned with input from students and other school personnel. Food-pricing strategies shall be designed to encourage students to purchase nutritious items. Guidelines for reimbursable school meals shall not be less restrictive than regulations issued by the Secretary of Agriculture.

The food service program shall be closely coordinated with nutrition instruction to allow students to apply critical thinking skills taught in the classroom. Food service staff shall also work closely with those responsible for other components of the school health program to achieve common goals.

Nutritious and appealing foods, such as fruits, vegetables, low-fat dairy foods, and low-fat grain products, shall be available. Food and beverages sold or served in the School Food Service program shall meet nutritional standards set by New York State and the District Health and Wellness Team. This includes:

- A la carte offerings in the food service program;
- Food and beverage choices in vending machines;
- Refreshments served at parties, celebrations, and meetings.

The sale of sweetened foods (food with primary ingredient as sugar) by the school food service program is prohibited. The sale of sweetened foods by an organization is prohibited during regular school hours. Sweetened foods include soda, gum, and candy (including hard candy, marshmallow candies, licorice, candy-coated popcorn, and water ices except them that contain fruit/fruit juice).

SCHOOL WELLNESS POLICY - Page 2

School counselors and school health services staff shall consistently promote healthy eating to students and other staff. These professionals shall be prepared to recognize conditions such as obesity, each disorders, and other nutrition-related health problems among students and staff and be able to refer them to appropriate services.

Nutrition education topics shall be integrated within the sequential, comprehensive health education program taught at every grade level. The nutrition education program shall focus on students' eating behaviors, be based on theories and methods proven effective by published research, and be consistent with New York State's health education standards. Nutrition education shall be designed to help students learn:

- Nutritional knowledge, including but not limited to the benefits of healthy eating, essential nutrients, nutritional deficiencies, principles of healthy weight management, the use and misuse of dietary supplements, and safe food preparation, handling, and storage;
- Nutrition-related skills, including but not limited to planning a healthy meal, understanding and using food labels, and critically evaluating nutrition information, misinformation, and commercial food advertising; and
- How to assess one's personal eating habits, set goals for improvement, and achieve these goals.

Nutrition education instructional activities shall stress the appealing aspects of healthy eating and be participatory, developmentally appropriate, and enjoyable. The program shall engage families as partners in their children's education.

The Health and Wellness Team, as partners with the Curriculum Council, shall assess all nutrition education curricula and materials for accuracy, completeness, balance, and consistency with New York State's educational goals and standards, as well as measure the implementation of this policy in conjunction with the Business Manager.

School personnel shall not offer food as a performance incentive or reward and shall not withhold food from students as punishment.

Nutrition instruction shall be closely coordinated with the food service program and other components of the school health program. The school food program shall serve as a learning laboratory for the instructional program.

Physical Activity and a Healthy School Environment

A. Recommendations for Physical Activity

1. Physical education courses should be the environment in which students learn, practice and are assessed on developmentally appropriate motor skills, social skills, and knowledge.
2. Physical activity involves bodily movement that results in an expenditure of energy of at least a moderate intensity level and for duration sufficient to provide a significant health benefit for students.
3. Children should accumulate at least 60 minutes of physical activity on all or most days of the week. This can be accomplished through several bouts of physical activity lasting 15 minutes or more each day.
4. Extended periods of inactivity (periods of two or more hours) are discouraged.

SCHOOL WELLNESS POLICY - Page 3

B. Physical Education for Children During the Normal School Day

1. Ensure that state-certified physical education teachers teach all physical education classes.
2. Provide an adequate amount of time for physical education classes. The District will provide at least 90 minutes per 6-day cycle for elementary students and at least 120 minutes per 6-day cycle for middle and high school students for the entire school year.
3. To the extent possible, ensure that physical education classes have a teacher/student ratio comparable with those of other classes.
4. Implement a sequential physical education course of study consistent with national and state standards for physical education and with a focus on students' development of motor skills, movement forms, and health-related fitness.
5. Ensure that students are moderately to vigorously active at least 50% of the time while participating in physical education classes.
6. Provide a physical and social environment that encourages and enjoyable activity for all students, including those who are not athletically gifted.
7. Physical activity shall not be used as a form of discipline in a classroom setting nor shall students to excluded from recess or physical education as a disciplinary measure. The use of physical education class rime shall not be used to complete assignments from other classes.

C. Encouraging Lifetime Physical Activity

1. Teachers should provide daily recess periods of at least 20 minutes for all elementary school students.
2. Teachers should provide physical activity breaks during classroom hours.
3. The District shall offer programs that meet the needs and interests of all students, including those who are not athletically gifted and those with special health care needs.
4. To the extent possible, the District will provide community access to and encourage students and community members to use the school's physical activity facilities outside of the normal school day.
5. The District will encourage parents and community members to participate in programs that support physical activity.
6. The District will encourage after-school childcare programs to provide developmentally appropriate physical activity for participating children and reduce or eliminate the time spent in sedentary activities such as watching television or videos.

School staff is encouraged to model healthy eating behaviors. The District will offer wellness programs that include personalized instruction about healthy eating and physical activity.

This policy was developed with collaborative representation from the District's Health and Wellness Team.

Ref: National School Lunch Act of 1946, as amended (42. U.S.C. 1751-1760)
Child Nutrition Act of 1996
Public Law 89-624, 80 Stat. 885, as amended

Adopted: October 18, 2004

Revised: October 3, 2005

5215

BELLEVILLE HENDERSON BOARD OF EDUCATION STUDENT GIFTS AND SOLICITATIONS POLICY

Only those organizations granted approval by the Board of Education, on advice of the Superintendent, shall have permission to solicit donations and contributions from students. All fundraising activities must be voluntary and in accord with the Rules of the Board of Regents and the State Education Department.

No direct solicitation of students is permitted during school hours.

Display or distribution in schools or through students of notices or announcements of programs or events sponsored by a non-school organization require the prior permission of the Superintendent.

Fundraising

Some forms of indirect solicitation may be permitted. Examples include, but are not limited to, the following:

1. the sale of tickets to a social, musical or athletic event where a portion of the funds support a charitable purpose,
2. the placement of a collection box in a corridor or other common area for donation of food, clothing or money,
3. the recruitment of students during school hours to participate in fundraising activities to be conducted off school premises and/or when school is not in session.

School personnel may post posters or distribute flyers notifying students of these activities. School personnel may not, however, act as a conduit and collect funds from students on behalf of a charity for which they are recruited.

Cross-Reference: Board of Education Policy #5210

Adopted: April 3, 2006

STUDENT GIFTS AND SOLICITATIONS POLICY - Page 2

QUESTIONS & ANSWERS ON SOLICITATION OF CHARITABLE DONATIONS FROM SCHOOL CHILDREN

1. Q. What types of charitable fund-raising activities are prohibited by Regents Rule 19.6?
A. The direct solicitation of charitable donations from public school students on school property during school hours, i.e., asking school children directly to contribute money or goods for the benefit of charity during the hours in which they are compelled to be on school premises.
2. Q. Under Rule 19.6, may a school district allow charitable organizations to recruit school children during school hours to participate in charitable fund-raising activities to be conducted off school premises and/or when school is not in session?
A. Yes. Rule 19.6 does not prohibit the recruitment of children to participate as fund raisers for the benefit of charity on a voluntary basis when they are not attending school. School personnel may distribute flyers or other literature, put up posters or otherwise notify students of out-of-school fund-raising activities. However, school personnel may not act as a conduit and collect funds from students on behalf of a charity for which they recruited, even though the funds were raised by students off school property and not during school hours.
3. Q. May a school district allow school children to participate in fund-raising athletic events, such as walk-a-thons, in which children perform and receive pledges from parents and members of the community at large?
A. Yes, as long as the school itself is not used as a conduit to collect the money earned on behalf of the organization.
4. Q. Under what circumstances may a school district allow students to participate during the school day in a food drive or clothing drive or similar activity involving the donation of goods for the needy?
A. Only where the food, clothing, other goods or funds are collected in a non coercive and passive fashion, such as through a bin or receptacle placed in a hallway or other common area, so that the identities of students making and not making donations are not revealed. Collection of charitable contributions of food, clothing, other goods or funds from students in the classroom or homeroom is prohibited.
5. Q. Does Rule 19.6 prohibit the participation of students in fund-raising activities off school premises as part of a community service program?
A. No. Rule 19.6 does not apply to a community service program in which students receive high school credit for providing services to a charitable organization, provided that there is no solicitation of donations from students while they are attending school.
6. Q. Does the prohibition against solicitation of charitable donations "during school hours" extend to homerooms, lunch periods or periods reserved for extracurricular activities?
A. Homerooms and lunch periods are during school hours for purposes of Rule 19.6 and are covered by the prohibition against soliciting charitable donations from students. School hours end when students are released from compulsory attendance, which means that Rule 19.6 does not apply to after-school or before-school extracurricular periods.

STUDENT GIFTS AND SOLICITATIONS POLICY - Page 3

7. Q. May a student organization, such as a key club, engage in fund raising for charitable purposes as an extracurricular activity?
- A. Yes, provided that the student organization does not solicit funds directly from students during school hours.
8. Q. Does Rule 19.6 prohibit the solicitation of charitable donations during school hours by students and by school-related organizations?
- A. Yes. As amended, Rule 19.6 does not contain any exceptions for charitable fund-raising by students or for school-related organizations, such as parent-teacher associations. Direct solicitation of students during school hours is prohibited regardless of the nature of the person or organization soliciting donations.
9. Q. Does Rule 19.6 prohibit the direct solicitation of charitable donations from students where the object is to raise money to defray medical expenses for a fellow student or other member of the school community who is ill or to raise money for a scholarship fund in memory of a deceased member of the school community?
- A. Yes. However, Rule 19.6 would not prohibit the distribution of flyers requesting that students make contributions outside of school to a fund established for such purposes. Alternatively, funds could be collected for this purpose on school property through the establishment of a collection box or receptacle in a hallway or common area.
10. Q. Does Rule 19.6 prohibit the sale of tickets to students for a social, musical, theatrical or athletic event where a portion of the proceeds go to a charitable purpose?
- A. No. Rule 19.6 does not apply to the purchase of a ticket to a dance to raise money for a student trip or scholarship fund or for a ticket to a concert or play or charity basketball game or similar event where a portion of the proceeds go to charity. In this situation, the student is receiving consideration for the purchase of the ticket and the risk of coercion of economically disadvantaged students is diminished, since there are many reasons for declining to attend an event. Moreover, Education Law §414(1)(d) explicitly authorizes the use of school property for meetings, entertainments and occasions where admission is charged and the proceeds go to charity. However, Rule 19.6 would prohibit the sale on school grounds during school hours of lottery tickets or tickets for chance, because there is no benefit received by the purchaser in consideration of his/her purchase. In any case, the conduct of a lottery or other game of chance that is not specifically authorized by law constitutes a gambling offense proscribed by Article 225 of the Penal Law.
11. Q. Does Rule 19.6 prescribe the kinds of organizations that can engage in fund-raising activities?
- A. No. The Rule leaves to local school boards the decision of which organizations, groups, etc. can solicit charitable donations and for what purposes, as long as the activities otherwise comply with Rule 19.6
12. Q. Does Rule 19.6 apply to nonpublic schools?
- A. No.