

Associated Student Bodies

An associated student body (ASB) will be formed in each school within the district whenever one or more students in that school engage in money-raising activities with the approval and at the direction or under the supervision of the district.

An ASB will be a formal organization of students, including sub-components or affiliated student groups. Each ASB will submit a constitution and bylaws to the board for approval. The constitution and bylaws will identify how student activities become approved as student body activities and establish standards for their supervision, governance and financing. Subject to such approval process, any lawful activity that promotes the educational, recreational or cultural growth of students as an optional extracurricular or co-curricular activity may be considered for recognition as an ASB activity. Any lawful fundraising practices that are consistent with the goals of the district and which that do not bring disrespect to the district or its students may be acceptable methods and means for raising funds for student body activities. The may act or delegate the authority to a staff member to act as ASB for any school that contains no grade higher than grade six.

The school principal will designate a staff member as the primary advisor to the ASB and assure that all groups affiliated with the ASB have an advisor assigned to assist them. Advisors will have the authority and responsibility to intervene in any activities that are inconsistent with district policy, ASB standards, student safety or ordinarily accepted standards of behavior in the community. When in doubt, advisors will consult with the school principal regarding the propriety of proposed student activities. Student activities cannot include support or opposition to any political candidate or ballot measure.

Each ASB will prepare and submit annually a budget for the support of the ASB program to the board for approval. All property and money acquired by ASBs, except private nonassociated student body funds, will be district funds and will be deposited and disbursed from the district's ASB program fund.

Money acquired by ASB groups through fundraising and donations for scholarships, student exchanges and charitable purposes will be private nonassociated student body fund moneys.

Solicitation of funds for nonassociated student body fund purposes must be voluntary and must be accompanied by notice of the intended use of the proceeds and the fact that the district will hold the funds in trust for their intended purpose. Nonassociated student body fund moneys will be disbursed as determined by the group raising the money. Private non-associated student body funds will be held in trust by the district for the purposes indicated during the fundraising activities until the student group doing the fund raising requests disbursement of the funds and the accounts of the fundraising are complete and reconciled.

The board may establish and collect a fee from students and nonstudents as a condition to their attendance at, or participation in, any optional noncredit extracurricular district event of a cultural, social, recreational, or athletic nature. If the board establishes such a fee or fees, the superintendent or designee will establish a procedure for waiving fees for students who are eligible to participate in the federal free or reduced-price meals program and for reducing fees for students' family members and other nonstudents sixty-five or older who, by reason of their low

income, would have difficulty in paying the entire amount of such fees. Fees collected pursuant to this paragraph shall be deposited in the ASB program fund of the district.

Cross Reference: Policy 2150 - Co-Curricular Program
3515 – Student Incentives
4200 - Safe and Orderly Learning Environment
6020 – System of Funds and Accounts

Legal References: RCW 28A.325.010 Fees for optional noncredit extracurricular events—Disposition
RCW 28A.325.020 Associated student bodies — Powers and responsibilities affecting
RCW 28A.325.030 Associated student body program fund — Fundraising Activities — Nonassociated student body program fund moneys
Chapter 392-138 WAC Finance — Associated student body moneys
RCW 28A.325.050 Associated student body program fund — Publication of information on school district web site

**Adoption Date: 02.25.86
Washougal School District
Revised: 12.08.09; 02.22.11; 06.25.13; 11.24.20**

Procedure - Associated Student Bodies

The associated student bodies (ASBs) in the schools of the district will operate within the following guidelines:

Structure

- A. ASBs are mandatory whenever one or more students engage in money raising activities with the approval and at the direction or under the supervision of the district. The school principal is designated to act as the ASB for K-6 school buildings.
- B. The board has authority over ASBs. ASBs are subject to the same laws as the district, including accounting procedures, budgets, and warrants.

Financial Operations

- A. The district will have an ASB program fund budget approved by the board.
- B. All ASB money is accounted for, spent, invested, and budgeted the same way as other public money.
- C. Disbursements may be made either by warrant, imprest bank accounts, procurement card, or petty cash funds.
- D. ASB purchases will comply with state bid procedure as outlined in the law and district bid requirements policy and procedure. Purchases of the same goods or services for more than one school will be considered together when establishing the purchase amount and applicability of bid requirements.
- E. All property acquired with ASB moneys becomes property of the district.
- F. ASB groups may raise private nonassociated student body fund moneys through fundraising and donations for scholarships, student exchanges, and charitable purposes. Such fundraising and donation solicitation will meet the requirements for other ASB fundraising and those requirements specific to nonassociated student body funds, including clear notice to all donors of the purpose of the fundraising. Students wishing to use district facilities to raise private nonassociated student body funds will comply with district policy and procedures regarding community use of school facilities. For handling the accounting for complex fundraising programs for private nonassociated student body fund money, the district will withhold or otherwise be compensated an amount adequate to reimburse the district for its direct costs.
- G. Purposes that directly further or support the school district's program — both co-curricular and extracurricular — are suitable uses for ASB funds, if the activities are optional for students.
- H. ASB funds may not be used for gifts or recognition to individuals for private benefit. Private nonassociated student body funds may be raised for scholarships, student exchanges, and charitable purposes, pursuant to district policy and procedure.

Waiver or Reduction of Fees

Each student who is eligible to participate in the federal free and reduced-price meals program will have fees associated with attending or participating in optional noncredit extracurricular activities waived.

Students' family members and other nonstudents who are sixty-five or older may have any fee to attend an optional noncredit extracurricular activity reduced if they would have difficulty paying the entire amount of the fee because of their low income. Any students' family members and other nonstudents who are sixty-five or older who believe he or she should have a fee reduced must contact the appropriate school and ask for a reduction. The school principal will determine whether a reduction is appropriate after obtaining relevant information from the person seeking the reduction.

Website Publication of Program Fund Information

The district will publish the following ASB program fund information on its website:

- A. The fund balance at the beginning of the school year;
- B. Summary data about expenditures and revenues occurring over the course of the school year;
- C. The fund balance at the end of the school year;
- D. Data related to high school student possession of an associated student body card and high school student participation in school-based extracurricular activities;
- E. The district's extracurricular activity opportunity gap reduction plan, if the district is required to develop one; and
- F. A list of optional noncredit extracurricular event attendance and participation fees and the district's policy for waiving or reducing those fees.

The information will be published for each ASB of the district and each account within the ASB program fund. If the district website contains separate websites for schools in the district, the information will be published on the website of the applicable school of the ASB. The district will add updated annual information to its website by each August 31st, except that the district is only required to maintain the information on its website from the previous five years.