

What Makes it District/ASB?

It is ASB if.....

- The activity is Planned, Managed, and Operated by the ASB.
- The activity is Cultural, Athletic, Recreational, or Social in nature. (CARS)
- Funds will be spent on extracurricular activities, not academic or curricular.
- Students perform the majority of the work.
- District or school name is used.
- Students wear their school uniform during the sale or activity.
- School district personnel are in charge and involved during paid staff time.
- Money is given to the school ASB bookkeeper or school office manager for deposit or held in the school safe.
- The inventory is held at the school site.
- The money is raised for charitable purposes – schools, government entities and political groups are NOT charities.

It is District if.....

- The activity is Planned, Managed, and Operated by the district.
- District or school name is used.
- School district personnel are in charge and involved during paid staff time.
- Money is given to the ASB bookkeeper or school office manager for deposit or held in the school safe.
- The inventory is held at the school site.

It is a Parent Group or Booster Club if.....

- The activity is Planned, Managed, and Operated solely by the parent group or booster club.
- Students do not handle money.
- Group is incorporated as a nonprofit organization.
- Group is registered with the Secretary of State and the IRS and can handle the:
 - Responsibility – file all appropriate tax documents
 - Liability – carry insurance for activities held on school property or elsewhere.
- Group pays facility use fees for the use of school facilities.
- School and/or district name and/or logo not used.
- District employees/coaches are not “signers” on the parent group or booster club checking account.

(Adapted from the North Kitsap School District Finance and Operations procedures)