



CHIPPEWA VALLEY SCHOOLS

STUDENT ACTIVITY ACCOUNT (STAA)

GUIDELINES

The Chippewa Valley Schools (CVS) *Student Activity Account Guidelines* apply for any fundraiser or raffle that takes place on behalf of schools, sports teams, student clubs, teachers, parent groups, coaches, sponsors, support groups, volunteers, and students. These established guidelines are to ensure the proper management and operation of student activity account funds.

The purpose of the student activity accounts is to help the families of authorized groups offset school **approved** trip or camp cost that is \$500 or more per student through fundraising.

Approval of all fundraisers or raffles is at the discretion of the Building Administrator/Athletic Director. Failure to adhere to CVS *Student Activity Guidelines*, [Fundraising Guidelines](#), [Volunteer Guidelines](#), or [Payment Handling Guidelines](#) may be subject to disciplinary action. **A separate [Payment Collection Form](#) should be submitted for each fundraiser instance.**

All fundraising payments collected, or booster work credits earned, must be used for the benefit of the entire club/group/team, **NOT** an individual. An exception to this is:

- **A High School Band/Choir approved trip or camp that costs \$500 or more per student.**
- **Booster work credits are not transferable to another club/group/team.**
- **If Graduate, credits can be moved to a sibling in the same club/group/team (freshman or higher) or if no sibling, credits must revert back to the same club/group/team internal account.**

Authorized student clubs/groups/teams that sell concessions cannot use the concession sales toward individual student activity account fundraising.

In such case, a separate student activity account will be created for the club/group/team (i.e., "Choir Individual Student Activity"). [PTO Manager](#) will be the primary software used to track individual student activities, deposits, and reports regularly shared with the district auditor, school bookkeeper/secretary, activities director, or the building administrator over the sponsor/group. In such case, individual fundraisers/donations are allowed and recorded in the individual student activity account within *PTO Manager*.

Individual student account funds **cannot** be used towards uniform cost or maintenance, concert/event/banquet/group party tickets or entrance, spirit wear or any other item or activity.

Authorized student clubs/groups/teams may raise student funds to finance an approved school trip or camp that costs \$500 or more per student. Student activity accounts are considered a part of the total fiscal operation of the district and are subject to policies established by Central Office. **Funds raised by the students/families shall be only for the benefit of students and managed in accordance with sound business practices, which include accepted budgetary, accounting, and internal control practices.**

Prior to the event taking place, a [Payment Collection Form](#) is required to be filled out and submitted for approval. This payment collection form is district policy and must be filled out for any type of payment collection, fundraiser or raffle that takes place on behalf of all schools, sports teams, student clubs, teachers, parent groups, coaches, sponsors, support groups, volunteers, and students. Any advertisement for the fundraiser **must** indicate that it benefits individual student accounts and not the entire club/group/team.

Once approved, the *Payment Collection Form*, with the Building Administrators/Athletic Directors original signature, should be forwarded to the district auditor along with the supporting communication documents **PRIOR** to the event taking place. You keep a copy for your records.

All group finances, including individual student account tracking (if applicable), must be available to the district for audit within 7 calendar days upon request.

Payments collected are always deposited in the denominations that they were received. Payments collected cannot be used to pay for expenses. Expenses are paid by the school bookkeeper/secretary and by school check only. An invoice or check request is required.

Student activity account balances must be kept current and updated in [PTO Manager](#) by the 20th of the following month by the club/group/team sponsors. **No** spreadsheet tracking of student accounts is allowed.

Once the trip has occurred and all trip or camp expenses have been paid, the trip or camp will be closed. Any remaining fundraised monies and/or booster work credits from the student activity accounts will be moved to the club/group/team school internal account to be used for the benefit of all club/group/team students. This will take place no later than 60 days after the trip ends.

- **NO** refunds will be given
- **NO** individual student tracking is allowed within the club/group/team internal account

If a student leaves the district for any reason, their remaining fundraised balance in the individual student activity account will be transferred to the club/group/team internal account.

If a student makes the decision to drop from club/group/team, any remaining fundraised balance from the individual student activity account will be transferred to the club/group/team internal account.

Any payments paid out-of-pocket for items or services that were not received, will be refunded upon request.

Closing out STAA at Year End:

STAA must have a zero balance, closed, and any remaining funds moved out at least one week before the school Bookkeeper leaves for the summer.

General Raffle and Licensing Guidelines

What is considered a raffle? If you are charging people or requiring them to donate or provide something of value to participate in a drawing where a prize will be awarded, then you are conducting a raffle!

If considered a raffle, **ALL Michigan Lottery Charitable Gaming Division** rules and regulations apply (click on links: [Raffle Guide](#) and [Charitable Gaming Raffle Rules](#)).

NO PERSONS UNDER THE AGE OF 18 CAN PURCHASE OR SELL RAFFLE TICKETS.

Gift cards can be given as prizes if they are in increments of \$25 or less per card. You must track the inventory of gift cards noting the winners.

If one winner wins \$600 or more in a single win or a combination of wins for any raffles, you must complete and submit a CVS Raffle Winners Information Form to the CVS Business Services Coordinator for tax purposes.

Raffle payments **must** be deposited into the account the Raffle Organization ID is under (School/PTO/Support Group).

The State of Michigan takes approximately 8 weeks to process raffle applications.

Conclusion of Raffle

At conclusion of the raffle, you must complete the raffle Financial Statement and send it to the State of Michigan by the 10th of the month following your raffle. Failure to do so may delay other clubs/groups/teams from obtaining a raffle license.

Contact the [Charitable Gaming Division](#) with any questions at (517) 335-5780.

All forms and guidelines can be found on the CVS *Money Matters* website: <http://www.chippewavalleyschools.org/staff-links/money-matters/>