

**ASB Activities, Events, Fundraisers, Purchases, Expenditures, and Governance**

This list includes items that the Board considers allowable or prohibited for the Hall Middle School ASB.

Ref.	Description	Allowable	Prohibited	Notes
A	ASB pays for student assembly costs (e.g., honor roll assembly, sports assembly, etc.)	x		
A	Awards, prizes, or incentives to students for excellence	x		Allowable rewards include trophies, plaques and certificates.
A	Giving away ASB product or inventory (such as clothing, etc.) to students at an ASB-sponsored and approved activity	x		Allowable to promote school spirit, club fundraisers, etc. In all cases, as many students as possible should benefit.
A	Optional stoles to be worn at graduation	x		
D	Receipt by ASB or club of donated gift cards	x		Retention of gift card inventory required.
D	Return/refund of a donation		x	Only allowable when funds are collected or received.
F	Acceptance of credit cards by ASB	x		Subject to approval by Superintendent or designee.
F	ASB food sales to adults / staff	x		
F	ASB food sales to students	x		Allowable if in compliance with any local wellness policy and not in conflict with food services program.
F	Clubs established solely to fundraise for other charities		x	Allowable with approval by Superintendent or designee.
F	Fundraisers / events with variable pricing structures	x		Allowed for <i>advance purchase price</i> vs. <i>at-the-door price</i> . The Fundraiser Request Form and Revenue Potential Form should clearly describe the pricing structure.
F	Fundraisers for charities and other non-profit organizations		x	
F	Fundraisers that could be considered high-risk	x		Prohibited: eating contests, dunk tanks, egg tosses, mechanical or animal rides, use of darts / arrows, destruction of cars or other objects, etc. Allowable with direction from Keenan and approval by Superintendent or designee: inflatable bounce houses.
F	Fundraising for out-of-state field trips/travel	x		Must coincide with district field trip and travel policy.
F	Fundraising through the sale of sponsorships or advertisements	x		
F	Joint fundraisers between ASB, SPARK and PTA/PTO/Other school-connected organizations	x		Including other activities with student participation when approved by principal/Superintendent designee.
F	Joint fundraisers between clubs	x		
F	Online fundraising (e.g. GoFundMe, etc.)	x		Allowable with approval by Superintendent or designee.
F	Repurposing all fundraiser proceeds to use for different activity / event than originally planned	x		Funds should typically be spent on the original purpose, or a similar purpose for which they were raised. Allowable at the discretion of ASB with approval by Superintendent or designee on an emergency basis only.
F	Repurposing excess / leftover fundraiser proceeds following planned activity / event	x		Funds should typically be spent on a similar purpose for which they were raised. Allowable at the discretion of ASB with approval by Superintendent or designee on an emergency basis only.
F	Retailer participation drives, scrips, or other forms of merchant participation or loyalty payments	x		
F	Sale of leftover inventory items between clubs	x		
F	Silent auctions	x		
F	Tip or donation jars as fundraisers	x		Requires strong internal controls to prevent theft.
G	ASB general / student council provides start-up / seed money to new clubs	x		
G	ASB petty cash	x		Allowable limit is \$50 unless a higher amount is approved by Superintendent or designee.
G	Donation of funds from one club to another club		x	
G	Forward funding of beginning balance at start of school year if needed	x		District will forward fund ASB up to \$200 at beginning of school year if ASB ending fund from previous school year is under \$200.
G	Lending or rental of ASB/club equipment between clubs	x		
G	Lending or rental of ASB/club equipment between school site ASBs within the district	x		
G	Non-ASB funds held/deposited in ASB account(s)		x	
G	School district provides a financial grant / fiscal assistance to ASB or clubs	x		
G	Students may help count money while supervised at fundraisers and may also count funds with ASB bookkeeper prior to deposit	x		
P	Salaries and benefits for ASB support staff (including Includes ASB bookkeepers, coaches, custodians, ASB Advisors, etc.)		x	
P	Equipment / supplies / clothing for ASB support staff	x		Equipment and supplies within the scope of work are allowable with approval by Superintendent or designee.
P	ASB accounting software and support costs		x	
P	ASB staff training (Activities Director, ASB Advisor, ASB Bookkeeper, business office staff, etc.)	x		Allowable at the discretion of ASB with approval by Superintendent or designee.
P	ASB student council student attended traings	x		Allowable at the discretion of ASB with approval by Superintendent or designee

P	Purchase of gift cards for any reason, including awards	x		Allowable only for awards or incentives not to exceed \$50, with approval from Superintendent or designee: Starbucks, Mags, Cheesesteak Shop, World Wrapps, Jamba Juice, Starbird or other vendors that don't sell prohibited items.
S	Scholarship checks written directly to students	x		

Legend:

- F Fundraising, Fees, Sales
- P Purchasing, Pass-through
- A Awards, Gifts, Appreciation
- D Donations
- G Governance, Contracts, Organization
- S Scholarships

Exhibit adopted: January 22, 2025

**LARKSPUR-CORTE MADERA SCHOOL DISTRICT**  
Larkspur, Corte Madera