

2023-2024

Club Sponsor Manual



SANTA CRUZ VALLEY
Unified School District No. 35
Educate Everyone Every Day

Student Activities

Auxiliary Accounts

Tax Credit Contributions

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Student Activities

Auxiliary Accounts

Tax Credit Contributions

Student Activities Accounts

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□Introduction

Student Activity Funds are defined in Arizona Revised Statutes (ARS) as all monies raised by efforts of students in pursuance of or in connection with all activities of student organizations, clubs, school plays, or other student entertainment with the approval of the Superintendent of a school district.

General Guidelines:

- ❖ **Students must actively participate in the management of funds.**
- ❖ **All clubs should prepare minutes at all meetings held and should document all requisitions and disbursements.**
- ❖ **Student Activities Fund monies should not be used to settle any district expense (such as uniforms).**
- ❖ Monies must be accounted for in a specified account named Student Activities that is separate from any other district-operated account.
- ❖ Monies are to be expended in a manner beneficial to those students currently in school.
- ❖ The student council and each student activities club must have a sponsor who is an employee of the district and student officers.
- ❖ The following criteria must be met in order for a club or organization to be recognized by SCVUSD35 Governing Board:
 1. Must be recognized by the Student Council of the school.
 2. Must have a constitution that includes the purpose of the club/organization.
 3. Must give a list of members and officers to the Student Council, Student Activities Technician, and School Secretary
- ❖ Any monies generated by the student body as a whole should be administered by the student council and may be expended for reasonable and necessary expenses under the supervision and guidance of the Governing Board.
- ❖ Club sponsors, School Secretaries, and Student Activities Clerk and Treasurer should consistently follow procedures to properly and adequately account for and safeguard all student activities monies.
- ❖ All donations must be accepted by the Governing Board before being used.
- ❖ Donations to employees are not permitted.
- ❖ Sponsor must keep accurate written records about all transactions.
- ❖ State law prohibits money being in inactive accounts. At the end of each fiscal year, balances in defunct accounts are to be transferred into the Student Council account.



Fundraising Guidelines

Student Council must approve all fundraisers (High School only). Request for fundraiser **and** Student Activities Requisition to pay the fundraising company (when necessary) must be submitted at least 7 business days prior to the fundraise event to student activities department before making any arrangements or commitments for fundraisers.

- ❖ Sales involving student organizations are classified as Student Activities fundraisers.
- ❖ Administrators and sponsors will be held accountable for obtaining the proper authorization for fundraisers.
- ❖ Fundraising activities initiated by student club may be either on or off campus.
- ❖ Any fundraisers must be approved by the Superintendent.
- ❖ No house-to-house sales are permitted.
- ❖ Fundraising activities shall not take place during instructional time.
- ❖ Activities involving on-campus selling of products should be limited.
- ❖ No home-cooked items may be sold.
- ❖ Student Activities clubs may not hold raffles.
- ❖ Numbered receipts shall be given for all items purchased with a copy turned in with the cash received. A sponsor may utilize a class list or accounting form in place of pre-numbered receipts for catalogue sales, etc. Students shall sign for all items received from a sponsor.
- ❖ Sponsor must meet with School Secretary or Student Activities Treasurer at the close of each fundraiser to settle accounts.

Joint Fundraisers

1. Administrators and sponsors will be held accountable for obtaining the proper authorization for fundraisers.
2. All student fund-raising activities must be approved by the Superintendent.
3. Student Activities clubs may participate in joint fundraising projects with an outside group such as a booster organization only after the Superintendent approves the project.
 - a. The proceeds from this venture should be allocated proportionately Between the two organizations based on the level of effort by each group.
 - b. A written agreement, showing the percentage of profit allocated to each group, should be signed by both parties prior to the start of the fundraiser.



Ticket Sales Guidelines

Careful attention must be paid to accounting for tickets sold at Student Activities such as dances, festivals and plays. Receipts from social events will be accounted through sale of pre-numbered tickets as follows:

- ❖ Sponsor is responsible for recording beginning and ending numbers of tickets handed out to any person to sell.
- ❖ Sponsor is responsible for collecting all tickets and cash and is accountable for mathematical accuracy.
- ❖ Cash collected and tickets sold must add up to total tickets available for sale.
- ❖ The ticket seller and ticket taker should be two different individuals.
- ❖ Paperwork verifying transactions are to be submitted with cash deposits.



Opening New Club Account

- ❖ The new club must have at least one adult sponsor who is an employee of the District.
- ❖ The new club must be recognized by the student council of the school.
- ❖ A memo signed by the principal and a student council representative requesting recognition of the new club must be submitted to the Governing Board.
- ❖ The new club must have a constitution that includes the purpose of the club and the organizational structure.
- ❖ Upon recognition, the club's constitution and a list of members and officers must be given to the Student Activities department and the school secretary.
- ❖ If no financial activity takes place during 2 consecutive fiscal years, this information shall be presented to the Board to approve the transfer of the club's cash balance to the general student body account at the end of that fiscal year and the club shall become defunct.

TRANSFER OF FUNDS

Transfer of funds between Student Activities accounts can be done with proper approval.

1. Fill out the Request for Budget Change form with all signatures.
2. Submit to Student Activities Technician at the District Office.

CASH HANDLING PROCEDURES

Cash is very susceptible to manipulation and requires a strong System of internal control.

Student Activities cash collections may be derived from several different sources such as:

1. Dues
2. Concession stand sales
3. Ticket sales
4. Fundraising events with appropriate approval
5. Salvage drives
6. Publications
7. Gifts/donations (not including gifts to District)

The sponsor is responsible for:

1. Safeguarding money until it is delivered to the school secretary.
 - a) Coins must be in paper rolls if in large amounts
 - b) Checks should be made out to **Santa Cruz Valley USD #35.**
 - c) State law prohibits the following checks from being deposited
 - 1) Two-party checks
 - 2) Altered checks
 - 3) Postdated checks
 - 4) Counter checks
 - 5) Insurance drafts, income tax or dividend checks
 - 6) Checks payable to two or more persons
 - 7) Checks with rubber-stamped or typewritten company name
 - 8) Any personal check except for the purchase made
2. Completing Cash Collection Report and submitting it with the money to the school secretary. Must include receipts and/or accounting form.
3. Submitting deposits daily of money collected.
4. Waiting with the school secretary until she verifies that the collection report is correct And matches the actual deposit.

The school secretary is responsible for:

1. Verifying that the collection report turned in by the sponsor matches the actual deposit.
2. Signing the collection report as proof of her verification.
3. Safeguarding money until delivered to the Student Activities clerk.
4. Making a copy of the Cash Collection Report and two (2) copies of any checks included in the deposit – one for school records and one for the Student Activities clerk.
5. Making deposits at least weekly regardless of the amount or daily if amounts add up To \$100.00 or more.

The Student Activities Technician is responsible for:

1. Picking up cash collections at school sites and verifying the amounts with the school secretary.
2. Signing both copies of the Cash Collection Report as proof of verification.
3. Safeguarding monies until they are deposited in the bank.
4. Endorsing checks, preparing and depositing cash collections at the bank – daily If significant, otherwise no less than weekly.



Please make checks payable to:

Santa Cruz Valley USD 35

A sample check from Santa Cruz Valley USD 35. The check is light blue with a black border. The number "1025" is printed in the top right corner. The date "12/15/2021" is written in the date field. The payee is "Santa Cruz Valley USD 35" and the amount is "\$ 500.00". The amount is also written in words as "Five Hundred Dollars". The check is signed by "Laura Smith". The memo line is blank. The MICR line at the bottom reads "1025".

1025

DATE 12/15/2021

PAY TO THE ORDER OF Santa Cruz Valley USD 35 \$ 500.00

Five Hundred Dollars DOLLARS

MEMO Laura Smith

1025

Thank You!



PURCHASING/PAYMENTS/DISBURSEMENTS

WHEN PLACING ORDERS FOR PURCHASES, REGISTRATIONS, OR FIELD TRIPS USING STUDENT ACTIVITY FUNDS, STUDENT ACTIVITIES SPONSORS ARE RESPONSIBLE FOR FOLLOWING **EXACT** PROCEDURES AND STAYING IN COMPLIANCE.

ADEQUATE CASH MUST BE AVAILABLE IN THE CLUB ACCOUNT BEFORE ANY REQUISITION IS APPROVED.

1. **MINUTES:** Detailed, student signed, club meeting minutes approving all disbursements must be attached to the purchase requisition.
2. **REQUISITIONS:**
 - A. Must all include the following current information:
 - 1) Vendor's name, address, phone number, fax number.
 - 2) Items wanted with **current** prices (**including** tax and shipping - although tax and shipping may exceed PO amount if not significant).
 - 3) Signatures of student officer, sponsor, and principal of school, plus date signed.
 - B. Must be submitted **before** any orders are placed. Quotes may be obtained, but no orders may be submitted until a PO is created.
 - C. For fundraisers must be issued and submitted to the Student Activities technician when fundraiser request is submitted if a vendor is involved. It is better to overestimate than to overspend.
 - D. For transportation must include both transportation **and** bus driver per diem costs (will be calculated by Transportation Department).
 - E. Bids must be used if vendor is a relative or significant other to avoid the appearance of impropriety (Class 6 felony).
 - F. A signed contract for outside services (DJs, etc.) outlining the services to be provided and fees agreed upon should be attached to the requisition.
3. **PURCHASE ORDER:** Within three (3) days of receipt of a properly prepared Requisition, the Student Activities technician will create a numbered purchase order (PO). A copy of the PO will be sent to the school (Entity copy). One copy will be sent to the vendor then filed with the requisition in the district office. One copy will be sent to the warehouse to await delivery of the items.
4. **PAYMENT:** Sponsor is responsible for turning in any receipts or invoices that do not come directly to the District Office. Payment will not be made without the following:
 - A. Packing Slip (or signed receipt) to prove that the items were received.
 - B. Invoice from vendor to show that payment is requested. If an invoice is sent to a Sponsor, it must be forwarded immediately to the District Office.

SPONSORS, PLEASE NOTE: NEVER – UNDER ANY CIRCUMSTANCE – ORDER ANYTHING WITHOUT A PURCHASE ORDER NUMBER IN HAND.



AFTER-THE-FACT/OVER-EXPENDITURE PURCHASES

DEFINITIONS:

An **After-the-Fact purchase** is any purchase made **before** a purchase order is issued.

- ❖ An After-the-Fact purchase is a violation of the Arizona Revised Statutes. **The District is not responsible for payment of items purchased without a purchase order.**

An **Over-Expenditure purchase** occurs when the amount invoiced exceeds the amount of The purchase order.

- ❖ An Over-Expenditure purchase is a violation of the Arizona Revised Statutes and becomes an After-the-Fact purchase (because the PO did not authorize the excess expenditure). **The District is not responsible for payment of items purchased without a purchase order.**

SPONSORS, PLEASE NOTE: You will be held **personally** accountable for After-the-Fact/Over-Expenditure purchases.



RECEIVING/DELIVERY OF PURCHASES

All purchases must be received at the District Warehouse. Under unusual circumstances, purchases may sometimes be delivered to the school site. In this rare case, sponsors are responsible for all and any paperwork that has accompanied the delivery.

- ❖ Sponsor must verify all items received, sign and date the packing slip, and send it to the District Office before payment for any items will be issued.
- ❖ If the sponsor or other persons with the purchase order pick up a purchase, the sponsor is responsible for verification that the items were received and for turning in the invoices/receipts to the District Office for payment.
- ❖ Under **NO** circumstances may any purchases be delivered to a home address. The District is not responsible for any items not delivered directly to the district.

CASH ADVANCES/PREPAYMENTS

The law prohibits prepayments, but cash advances may be necessary from time to time.

- ❖ If a vendor does not accept purchase orders, the sponsor be asked to use an alternative vendor.
- ❖ Sponsor is responsible to see that proper purchase procedures are still followed: minutes, requisition, purchase order, etc.
- ❖ If a cash advance is determined to be necessary, all original receipts are to be returned to the District Office in a timely manner.
- ❖ A **Student Activities Cash Advance Contract** must be signed by the person to whom the check is written. This person needs to personally pick up the check at the District Office in order to sign the contract.
- ❖ For athletic or other trips where money for meals is required, please keep in mind that there is a limit of \$10.00 per meal per student. **(SCVUSD#35 Governing Board approved 06/08/2021)**
- ❖ Three-day turnaround applies.

PLEASE NOTE: CASH ADVANCES WILL BE DISCONTINUED TO ANY SPONSOR WHO FAILS TO COMPLY WITH DISTRICT PROCEDURES.



BOOKSTORE RETURN POLICY

Clothing, General Merchandise and Supplies.

Returnable within fourteen (14) days of purchase with receipt, providing all tags and labels are still attached. Item must be in original packaging, if applicable. Special orders, clearance merchandise and student ID sales are final.



RETURN POLICY

Most items have a (30) day return policy time frame from the day of delivery to SCVUSD# 35 warehouse. Once items are delivered to school locations, open and review them as soon as possible. If items received, need to be return:

- 1-** Make sure you are still within the time frame to return/ exchange items.
- 2-** If damage, take a picture of an item.
- 3-** Send an email to ypalafox@scv35.org or locampo@scv35.org describing the issue with the item received, including the picture taken & where package was left (mailroom / front office) for pick up. The purchasing department will confirm if the item is eligible for a return and if there any cost associated with the return.
- 4-** After receiving confirmation from our purchasing department, please pack items for pick up.
- 5-** Leave package at your school location mailroom or front office for pick up.

Note: Return fees may apply.

Note: The purchasing department will not process any request for returns if the purchase exceeds the 30-day limit or the merchant's return policy

15-1121. Student activities monies defined

All monies raised with the approval of the governing board of a school district by the efforts of students in pursuance of or in connection with all activities of student organizations, clubs, school plays or other student entertainment other than funds specified in sections 15-1125 and 15-1126 are student activities monies.

15-1122. Student activities treasurer; assistant student activities treasurer; administration of student activities monies

A. The governing board of any school district having student activities monies shall establish a student activities fund and appoint a student activities treasurer. The student activities treasurer shall deposit the student activities monies in a bank account designated the student activities account or in an account with the county treasurer pursuant to section 15-996 that is designated as other monies. In school districts that have multiple schools the governing board may designate an assistant student activities treasurer for each school. Each assistant student activities treasurer shall deposit student activities monies in the school district's student activities bank account, in the account with the county treasurer or in student activities bank accounts established separately for each school. Disbursements from the student activities accounts shall be by check, signed by two persons, one of whom shall be either the student activities treasurer or an assistant student activities treasurer and one of whom shall be any other person authorized to sign by the governing board. For school districts that do not assume accounting responsibility pursuant to section 15-914.01, disbursements may be made by county warrants issued pursuant to section 15-304 and designated as other monies. The governing board may appoint more than one person to act as cosigner with the student activities treasurer or assistant student activities treasurer. Any disbursement shall be authorized by or on behalf of the student members of the particular club or organization as provided in the uniform system of financial records. The student activities treasurer and assistant student activities treasurers shall give bonds in an amount determined by the governing board, and the cost of bond premiums shall be a charge against the school district.

B. Accounts showing the balances due the respective student organizations as provided in section 15-1121 shall be kept by the student activities treasurer and assistant student activities treasurers and shall be open to inspection by officers of the student bodies concerned.

15-1123. Record of revenues and expenditures

A. The student activities treasurer or assistant student activities treasurer shall maintain an accurate detailed record of all revenues and expenditures of the student activities fund. The record shall be made in such form as the governing board of the school district prescribes. Copies of the record shall be presented to the governing board of the school district not less than once during each calendar month.

B. Student activities fund monies may be invested and reinvested by the governing board of a school district. All monies earned by investment shall be credited to the student activities fund of the school district.

43-1089.01. Tax credit: public school fees and contributions: definitions

A. A credit is allowed against the taxes imposed by this title for the amount of any fees paid or cash contributions made by a taxpayer or on the taxpayer's behalf pursuant to section 43-401, subsection G during the taxable year to a public school located in this state for the following public school purposes:

1. Standardized testing for college credit or readiness offered by a widely recognized and accepted educational testing organization.
2. The career and technical education industry certification assessment.
3. Preparation courses and materials for standardized testing.
4. Cardiopulmonary resuscitation training pursuant to section 15-718.01.
5. Extracurricular activities.
6. Character education programs.
7. From and after June 30, 2019 through June 30, 2024:

(a) Acquiring capital items, as defined in the uniform system of financial records, including those items listed in section 15-903, subsection C, paragraphs 2 through 8.

(b) Community school meal programs. An amount paid by an individual to receive a meal or a meal card does not qualify as a fee or donation for community school meal programs.

(c) Student consumable health care supplies.

(d) Playground equipment and shade structures for playground equipment.

B. The amount of the credit shall not exceed:

1. \$200 for a single individual or a head of household.
2. \$400 for a married couple filing a joint return.

C. A husband and wife who file separate returns for a taxable year in which they could have filed a joint return may each claim only one-half of the tax credit that would have been allowed for a joint return.

D. The credit allowed by this section is in lieu of any deduction pursuant to section 170 of the internal revenue code and taken for state tax purposes.

E. If the allowable tax credit exceeds the taxes otherwise due under this title on the claimant's income, or if there are no taxes due under this title, the taxpayer may carry the amount of the claim not used to offset the taxes under this title forward for not more than five consecutive taxable years' income tax liability.

F. The site council of the public school that receives contributions that are not designated for a specific purpose shall determine how the contributions are used at the school site. If a charter school does not have a site council, the principal, director or chief administrator of the charter school shall determine how the contributions that are not designated for a specific purpose are used at the school site.

If at the end of a fiscal year a public school has unspent contributions that were previously designated for a specific purpose or program and that purpose or program has been discontinued or has not been used for two consecutive fiscal years, these contributions shall be considered undesignated in the following fiscal year for the purposes of this subsection, and the site council may transfer these undesignated contributions to any school within the same school district.

G. A public school that receives fees or a cash contribution pursuant to subsection A of this section shall report to the department, in a form prescribed by the department, by February 28 of each year the following information:

1. The total number of fee and cash contribution payments received during the previous calendar year.
2. The total dollar amount of fees and contributions received during the previous calendar year.
3. The total dollar amount of fees and contributions spent by the school during the previous calendar year, categorized by specific standardized testing, preparation courses and materials for standardized testing, extracurricular activity or character education program.

H. For the purposes of this section, a contribution for which a credit is claimed and that is made on or before the fifteenth day of the fourth month following the close of the taxable year may be applied to either the current or preceding taxable year and is considered to have been made on the last day of that taxable year.

I. For the purposes of this section:

1. "Career and technical education industry certification assessment" means an assessment for career and technical preparation programs for pupils.

2. "Character education programs" means a program described in section 15-719.

3. "Community school meal program" means a school meal program that takes place before or after the regular school day on school property.

4. "Extracurricular activities" means school-sponsored activities that may require enrolled students to pay a fee in order to participate, including fees for: (a) Band uniforms. (b) Equipment or uniforms for varsity athletic activities. (c) Scientific laboratory materials.

(d) In-state or out-of-state trips that are solely for competitive events. Extracurricular activities do not include any senior trips or events that are recreational, amusement or tourist activities.

5. "Public school" means a school that is part of a school district, a career technical education district or a charter school.

6. "Standardized testing for college credit or readiness" includes the SAT, PSAT, ACT, advanced placement and international baccalaureate diploma tests and other similar tests.

7. "Student consumable health care supplies" includes tissues, hand wipes, bandages and other health care consumables that are generally used by children.

8. "Widely recognized and accepted educational testing organization" means the college board, the ACT, the international baccalaureate and other organizations that are widely recognized and accepted by colleges and universities in the United States and that offer college credit and readiness examinations.

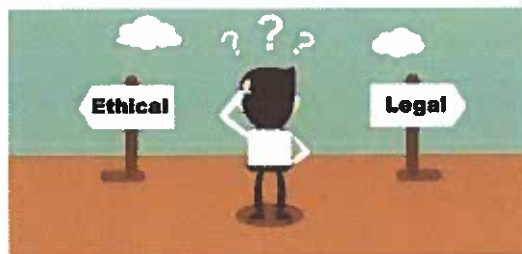
15-719. Character education program instruction; fund

- A. Each common, high and unified school district and charter school may provide instruction to kindergarten programs through the twelfth grade on character development.
- B. Each district may develop its own course of study for each grade. At a minimum, the character education program must include:
1. Instruction in the definition and application of at least six of the following character traits: truthfulness, responsibility, compassion, diligence, sincerity, trustworthiness, respect, attentiveness, obedience, orderliness, forgiveness, virtue, fairness, caring, citizenship and integrity.
 2. The use of activities, discussions and visual media and literacy presentations to illustrate and reinforce the application of the character traits.
 3. Presentations by teachers or mentors who demonstrate the character traits.
- C. At the request of the school district or charter school, the department of education may certify that the school district or charter school has a character development instruction program that meets all of the requirements in subsection B of this section.
- D. Parents may elect for their child not to participate in the program.
- E. The school district or charter school may accept donations or charge fees for the program if the program is not offered during regular school hours.
- F. A character education special plate fund is established consisting of monies received pursuant to section 28-2421. The department of education shall administer the fund. Not more than ten per cent of monies deposited in the fund annually shall be used for the cost of administering the fund. Monies in the fund are continuously appropriated. Monies from the fund shall be annually distributed by the department by July 1.
- G. The character education and development division at the department of education shall allocate monies through at least two but no more than four private character education foundations that are incorporated nonprofit corporations in this state and that are qualified under section 501(c)(3) of the United States internal revenue code for federal income tax purposes. The director of the character education and development division at the department of education shall select private character education foundations that provide character education programs that demonstrate proven and effective research based curriculum and training to receive monies from the character education special plate fund.
- H. On notice from the department of education, the state treasurer shall invest and divest monies in the fund as provided by section 35-313, and monies earned from investment shall be credited to the fund.
- I. Monies in the fund are exempt from the provisions of section 35-190 relating to lapsing of appropriations.



Conflict of Interest: Requirements, Oversight and Penalties

Business Office



Examples of Potential Conflicts of Interest



Arizona Revised Statutes 38-503

Purchases from an employee have always been regulated by ARS 38-503 in the following manner:

- All purchases of goods or services from district employees – regardless of the amount, requires the District to conduct formal competitive bids – quotes are not sufficient.
 - **Requires board approval!**
- This also applies if an employee is part owner of the business.



Arizona Revised Statutes 38-503

- Any public officer or employee of a public agency who has, **or whose relative** has, a substantial or **remote** interest in any contract, sale, purchase or service to such public agency shall make known that interest in the official records of such public agency and **shall refrain from voting upon or otherwise participating in any manner as an officer or employee in such contract, sale or purchase.**

Definition

- **Relative:**
 - Means the spouse, child, child's child, parent, grandparent, brother or sister of the whole or half blood and their spouses and the parent, brother, sister or child of a spouse.



What do I need to do as an employee?

Step 1. Identify the conflict of interest.

Step 2. Disclose the conflict of interest. Using the Conflict of Interest form located in the Information Center of the Employee Self-service Portal.

Step 3. Recuse yourself from the transaction completely!

Best Practice: IF any relative owns a business disclose it as a conflict.



What does it mean to the vendors?

- An identified conflict with a vendor does not mean the District will no longer conduct business with that company.
- The District is obligated to document that the employee was not part of the purchase.



Penalties

Sanctions for a person violating Arizona's conflict of interest laws are not insignificant:

A person who:

1. Intentionally or knowingly violates any provision of sections 38-503 through 38-505 is guilty of a **class 6 felony**.
2. Recklessly or negligently violates any provision of sections 38-503 through 38-505 is guilty of a **class 1 misdemeanor**
3. A person found guilty of an offense described in subsection A of this section **shall forfeit his public office or employment if any.**

Vendors are subject to sanctions!



For questions please contact:

Lourdes O'Campo at locampo@scv35.org or ext. 8272

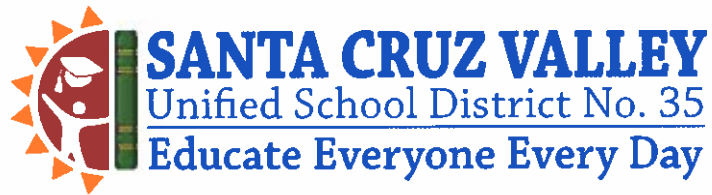
Yamil Palafox at ypalafox@scv35.org or ext. 8270



SANTA CRUZ VALLEY

Unified School District No. 35

Educate Everyone Every Day



STUDENT ACTIVITIES CLUB MINUTES
APPROVAL OF EXPENDITURES

Date: _____

Club: _____

Record of Minutes:

A vote was taken to spend money on _____

(Project, item, etc.)

Vendor to be used _____

Purpose and use of items to be purchased _____

The vote passed by count of _____ members approving.

A list of members attending meeting is attached.

Signature of Club Officer: _____

Signature of Club Sponsor: _____

Santa Cruz Valley Unified School District #35

STUDENT ACTIVITES REQUISITION

School: SAN CAYETANO ELEMENTARY

Account: _____

Date: _____

Vendor: _____

Address: _____

Phone #: _____

Fax #: _____

Quantity	Item #	Description	Unit Cost	Total Price
Special Instructions			Subtotal:	
			Tax:	
			Shipping:	
			Grand Total:	

Authorizing Signatures

Sponsor Print Name: _____

Date: _____

Admin. Approval: _____

Date: _____

Req. # _____

DISTRICT OFFICE USE ONLY

Student Activities Manager: _____

PO No.: _____

Date: _____

Check No.: _____

Date: _____

Initials: _____

Check No.: _____

Date: _____

Initials: _____

STUDENT ACTIVITIES REQUISITION

Account: _____

Date: _____

Vendor:

Address: _____

Phone #:

Fax #:

Authorizing Signatures

Sponsor Print Name: _____

Date: _____

Admin. Approval: _____

Date: _____

Req. # _____

Student Activities Manager: _____ PO No.: _____ Date: _____

Check No.: _____ Date: _____ Initials: _____

Check No.: _____ Date: _____ Initials: _____

STUDENT ACTIVITIES REQUISITION

Fax #:

Date: _____ Initials: _____

STUDENT ACTIVITIES REQUISITION

Fax #:

Authorizing Signatures

Date: _____

DISTRICT OFFICE USE ONLY

Check No.: _____ Date: _____ Initials: _____

STUDENT ACTIVITIES REQUISITION

Fax #:

Check No.: _____ Date: _____ Initials: _____

Santa Cruz Valley Unified School District #35

STUDENT ACTIVITIES CASH COLLECTION REPORT

School: SAN CAYETANO ELEMENTARY

Account Name: _____

Sponsor Print Name _____ Date: _____

Fundraiser/Event/Activity: _____

CHECKS

Checks Total \$ _____

Credit \$ _____

CURRENCY

\$100.00	X	_____	=	_____
\$50.00	X	_____	=	_____
\$20.00	X	_____	=	_____
\$10.00	X	_____	=	_____
\$5.00	X	_____	=	_____
\$2.00	X	_____	=	_____
\$1.00	X	_____	=	_____

Total

Currency \$ _____

COINS

\$1.00	X	_____	=	_____
\$0.50	X	_____	=	_____
\$0.25	X	_____	=	_____
\$0.10	X	_____	=	_____
\$0.05	X	_____	=	_____
\$0.01	X	_____	=	_____

Total

Coins \$ _____

Total Collected: \$ _____

Total Deposit: \$ _____

Deposit Completed By: _____

Date: _____

Reconciliation Completed By: _____

Date: _____

DISTRICT OFFICE USE ONLY

Student Activities Manager: _____ Date: _____

Deposit. # _____ Date Entered: _____

Initials: _____

Date Posted: _____

Initials: _____

Santa Cruz Valley Unified School District #35

STUDENT ACTIVITIES CASH COLLECTION REPORT

School: MOUNTAIN VIEW ELEMENTARY

Account Name: _____

Sponsor Print Name _____ Date: _____

Fundraiser/Event/Activity: _____

CHECKS

Checks Total \$ _____

Credit \$ _____

CURRENCY

\$100.00	X	_____	=	_____
\$50.00	X	_____	=	_____
\$20.00	X	_____	=	_____
\$10.00	X	_____	=	_____
\$5.00	X	_____	=	_____
\$2.00	X	_____	=	_____
\$1.00	X	_____	=	_____

Total

Currency \$ _____

COINS

\$1.00	X	_____	=	_____
\$0.50	X	_____	=	_____
\$0.25	X	_____	=	_____
\$0.10	X	_____	=	_____
\$0.05	X	_____	=	_____
\$0.01	X	_____	=	_____

Total

Coins \$ _____

Total Collected: \$ _____

Total Deposit: \$ _____

Deposit Completed By: _____

Date: _____

Reconciliation Completed By: _____

Date: _____

DISTRICT OFFICE USE ONLY

Student Activities Manager: _____ Date: _____

Deposit. # _____ Date Entered: _____

Initials: _____

Date Posted: _____

Initials: _____

Santa Cruz Valley Unified School District #35

STUDENT ACTIVITIES CASH COLLECTION REPORT

School: CALABASAS K-8

Account Name: _____

Sponsor Print Name _____ Date: _____

Fundraiser/Event/Activity: _____

CHECKS _____ Checks Total \$ _____

Credit \$ _____

CURRENCY

\$100.00	X	_____	=	_____
\$50.00	X	_____	=	_____
\$20.00	X	_____	=	_____
\$10.00	X	_____	=	_____
\$5.00	X	_____	=	_____
\$2.00	X	_____	=	_____
\$1.00	X	_____	=	_____

Total

Currency \$ _____

COINS

\$1.00	X	_____	=	_____
\$0.50	X	_____	=	_____
\$0.25	X	_____	=	_____
\$0.10	X	_____	=	_____
\$0.05	X	_____	=	_____
\$0.01	X	_____	=	_____

Total

Coins \$ _____

Total Collected: \$ _____

Total Deposit: \$ _____

Deposit Completed By: _____

Date: _____

Reconciliation Completed By: _____

Date: _____

DISTRICT OFFICE USE ONLY

Student Activities Manager: _____ Date: _____

Deposit. # _____ Date Entered: _____

Initials: _____

Date Posted: _____

Initials: _____

Santa Cruz Valley Unified School District #35

STUDENT ACTIVITIES CASH COLLECTION REPORT

School: COATIMUNDI MIDDLE SCHOOL

Account Name: _____

Sponsor Print Name _____ Date: _____

Fundraiser/Event/Activity: _____

CHECKS _____ Checks Total \$ _____

Credit \$ _____

CURRENCY

\$100.00	X	_____	=	_____
\$50.00	X	_____	=	_____
\$20.00	X	_____	=	_____
\$10.00	X	_____	=	_____
\$5.00	X	_____	=	_____
\$2.00	X	_____	=	_____
\$1.00	X	_____	=	_____

Total

Currency \$ _____

COINS

\$1.00	X	_____	=	_____
\$0.50	X	_____	=	_____
\$0.25	X	_____	=	_____
\$0.10	X	_____	=	_____
\$0.05	X	_____	=	_____
\$0.01	X	_____	=	_____

Total

Coins \$ _____

Total Collected: \$ _____

Total Deposit: \$ _____

Deposit Completed By: _____

Date: _____

Reconciliation Completed By: _____

Date: _____

DISTRICT OFFICE USE ONLY

Student Activities Manager: _____ Date: _____

Deposit. # _____ Date Entered: _____

Initials: _____

Date Posted: _____

Initials: _____

Santa Cruz Valley Unified School District #35

STUDENT ACTIVITIES CASH COLLECTION REPORT

School: RIO RICO HIGH SCHOOL

Account Name: _____

Sponsor Print Name _____ Date: _____

Fundraiser/Event/Activity: _____

CHECKS

Checks Total \$ _____

Credit \$ _____

CURRENCY

\$100.00	X	_____	=	_____
\$50.00	X	_____	=	_____
\$20.00	X	_____	=	_____
\$10.00	X	_____	=	_____
\$5.00	X	_____	=	_____
\$2.00	X	_____	=	_____
\$1.00	X	_____	=	_____

Total

Currency \$ _____

COINS

\$1.00	X	_____	=	_____
\$0.50	X	_____	=	_____
\$0.25	X	_____	=	_____
\$0.10	X	_____	=	_____
\$0.05	X	_____	=	_____
\$0.01	X	_____	=	_____

Total

Coins \$ _____

Total Collected: \$ _____

Total Deposit: \$ _____

Deposit Completed By: _____

Date: _____

Reconciliation Completed By: _____

Date: _____

DISTRICT OFFICE USE ONLY

Student Activities Manager: _____ Date: _____

Deposit. # _____

Date Entered: _____

Initials: _____

Date Posted: _____

Initials: _____



SANTA CRUZ VALLEY

Unified School District No. 35

Educate Everyone Every Day

SANTA CRUZ VALLEY USD #35 FUNDRAISING AUTHORIZATION AND APPROVAL FORM

(Copies of this form, with any contracts, written agreements and club meeting minutes attached, should be presented before the Superintendent for approval.)

Name of Club: _____ School: _____

Sponsor: _____ Phone: _____

Booster Club Name: _____ Officer Name: _____

Phone Number: _____ Date Request Submitted: _____

FUNDRAISING ACTIVITY: _____

FUNDRAISER PURPOSE AND DESCRIPTION (What will be sold? How will it be sold? At what function will it be sold? Etc.)

IF FUNDRAISER IS CO-SPONSORED between parent or booster organization and student club, describe how the fundraising activity responsibilities and funds will be divided (percentage):

LOCATION OF FUNDRAISER (Specific room, address, etc.) _____

START DATE: _____ END DATE: _____

All fundraisers must have the approval of the school administrator. They must be initiated, sponsored, and recorded By one of the following groups. Fundraisers that are co-sponsored must be initialed by both groups. *Initial all appropriate:*

1. Authorized Student Club (*Sponsor's and club officer's initials required*). _____
We acknowledge that student clubs who sponsor a fundraiser must always deposit funds and record expenditures in their school's student activities account and follow the Sponsor Procedure Manual guidelines.
2. Recognized Booster Club (*Officer's initials required*). _____
We acknowledge that booster clubs who sponsor a fundraiser must record receipts and expenditures in the booster organization's checking account. (*Joint fundraisers must have the appropriate initials in 1 and 2.*)

All contracts have been thoroughly reviewed for clear understanding, including minimum charges and consequences of possible unsuccessful fundraisers, and have been reviewed with the school principal.

Club Sponsor and Club Officer Signatures (Booster Club Officer if co- sponsored) _____ Date _____

Student Government signature _____ Date _____

AUTHORIZATION

I have reviewed this request for compliance with District Policies and approve this activity.

School Principal Signature

Date

Note: This form should be used for all fundraisers (entertainment books, car washes, concession sales, carne asadas, etc.) Cost per item may not apply.

[illegible]

Total collected_____

Date _____

Total paid_____

With dual rolls,
staple starting
ticket here

With dual rolls,
staple last
ticket sold here.



SANTA CRUZ VALLEY

Unified School District No. 35

Educate Everyone Every Day

Ticket Sales Report

School: _____

Date: _____

Event: _____

Ticket Seller: _____

	TICKET NUMBERS ISSUED LAST TICKET NUMBER SOLD	TICKET NUMBERS ISSUED STARTING NUMBER	NUMBER SOLD	PRICE EACH	TOTAL SALES
STUDENT TICKETS					

	TICKET NUMBERS ISSUED LAST TICKET NUMBER SOLD	TICKET NUMBERS ISSUED STARTING NUMBER	NUMBER SOLD	PRICE EACH	TOTAL SALES
ADULT TICKETS					

DENOMINATION	CASH COLLECTED	Reconciliation Done By:
CHECKS _____	\$ _____	
CASH		
\$100.00 _____	_____	Date: _____
\$50.00 _____	_____	Sponsor or Athletic Director: _____
\$20.00 _____	_____	
\$10.00 _____	_____	Date: _____
\$5.00 _____	_____	
\$1.00 _____	_____	
SUBTOTAL \$ _____		
COINS		
\$1.00 _____	_____	
\$0.50 _____	_____	
\$0.25 _____	_____	
\$0.10 _____	_____	
\$0.05 _____	_____	
\$0.01 _____	_____	
SUBTOTAL \$ _____		
TOTAL: \$ _____		
LESS CHANGE FUND ISSUED _____		
TOTAL COLLECTION: \$ _____		

District Office Use Only

Cash Collection Received By: _____

Date: _____

Date Posted: _____

Initials: _____

Deposit #: _____

SANTA CRUZ VALLEY USD #35

STUDENT ACTIVITIES

REQUEST FOR BUDGET CHANGE

Circle One

SAN CAYETANO

MT VIEW

CK-8

CTMS

RRHS

Amount \$ _____
(*minutes must be attached)

From Club Account: _____

To Club Account: _____

Student Officer: _____ Date: _____

Sponsor: _____ Date: _____

Principal: _____ Date: _____

SANTA CRUZ VALLEY USD #35

STUDENT ACTIVITIES

REQUEST FOR BUDGET CHANGE

Circle One

SAN CAYETANO

MT VIEW

CK-8

CTMS

RRHS

Amount _____
(*minutes must be attached)

From Club Account: _____

To Club Account: _____

Student Officer: _____ Date: _____

Sponsor: _____ Date: _____

Principal: _____ Date: _____

SANTA CRUZ VALLEY USD #35

STUDENT ACTIVITIES

REQUEST FOR BUDGET CHANGE

Circle One

SAN CAYETANO

MT VIEW

CK-8

CTMS

RRHS

Amount \$ _____
(*minutes must be attached)

From Club Account: _____

To Club Account: _____

Student Officer: _____ Date: _____

Sponsor: _____ Date: _____

Principal: _____ Date: _____

**Santa Cruz Valley Unified School district no 35
Transportation Request Detail Form**

YOU MUST FILL OUT THIS FORM COMPLETELY

Date: _____

Trip # _____

Name/Purpose of trip: _____

School: _____ Department: _____ Activity: _____

Contact Person: _____ Phone: _____

Email: _____

Departure Information

Departure Date: _____ Day of week: _____ Departure Time: _____

Return Date: _____ Return Time: _____

Departing from: _____

Lunches: ☐ Yes ☐ No How many for: _____ Students _____ Adults

Destination: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Information: _____ Phone: _____

Trip Information

Equipment needed (bus, white bus, van, vehicle): _____ Number of vehicles: _____

Classification for trip (activity, academic, athletic, club, band, etc.): _____

Number of wheel chairs: _____ Number of Students: _____ Number of Adults: _____

TOTAL Estimated Miles: _____ Estimated hours: _____

Estimated Cost: _____ Purchase Order (P.O.)#: _____

Account Code: _____ Student Activity Account: _____

Cost Chart

White bus \$0.89 per mile

School bus \$1.11

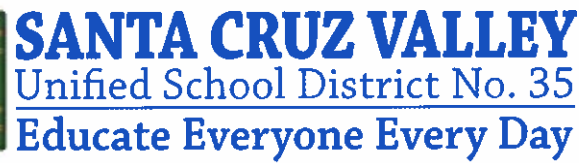
District Vehicle \$0.445 per mile

Bus Driver \$21 per hour

For more information on prices and availability please call the transportation department at 375-8887.

***Transportation requested can NOT be entered unless you have submitted a purchase requisition and a Purchase Order number has been given to you. Please submit the P.O. copy with the transportation request. ***

7/18ML



REQUEST FOR ACCEPTANCE OF GIFTS & DONATIONS

Administrator Signature: _____ Date: _____

Donated Item	Estimated Value	Serial/Vin #	Condition(Good, Fair, Poor)

Donated Amount	Deposit to Student Activities	Deposit to Gifts & Donations
\$		
\$		
\$		

Governing Board Approval Date

YOUR LOGO
HERE

QUOTE

Company Name

Company Slogan

1374 W FRONTAGE RD
RIO RICO AZ 85648
520-281-8282
YPALAFOX@SCV35.ORG

QUOTE # 0000

DATE: DATE

EXPIRATION DATE DATE

TO Contact Name
Company Name
Street Address
City, ST ZIP Code
Phone
Customer ID No.

SALESPERSON	PO #	PAYMENT TERMS	DUE DATE
		Due on receipt	

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL

SUBTOTAL

SALES TAX

TOTAL

Quotation prepared by: _____

This is a quotation on the goods named, subject to the conditions noted below: Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation.

To accept this quotation, sign here and return: _____

THANK YOU FOR YOUR BUSINESS!

Invoice [0000]

[Company]

1374 W FRONTAGE RD
RIO RICO AZ 85648
520-281-8282

replace with
LOGO

Date

[Click to select date]

To

[Name]

[Address]

[City, ST ZIP Code]

Ship To

SCVUSD#35

1374 W FRONTAGE RD

RIO RICO AZ 85648

Instructions

PLEASE INCLUDE INVOICE IN ALL YOUR PAYMENTS & MAKE ALL CHECKS PAYABLE TO :
SANTA CRUZ VALLEY USD 35
1374 W FRONTAGE RD
RIO RICO AZ 85648

Quantity	Description	Unit Price	Total
----------	-------------	------------	-------

Subtotal

Sales Tax

Shipping & Handling

Total Due By [Date]

Thank you for your business!

Tel: [Telephone]

Fax: [Fax]

Email: [Email]

Web: [Web address]



SANTA CRUZ VALLEY

Unified School District No. 35

Educate Everyone Every Day

Santa Cruz Valley Unified School District #35

AUXILIARY/BOOKSTORE REQUISITION

School: SAN CAYETANO ELEMENTARY

Account: _____

Date: _____

Vendor: _____

Address: _____

Phone #: _____

Fax #: _____

Quantity	Item #	Description	Unit Cost	Total Price
Special Instructions			Subtotal:	
			Tax:	
			Shipping:	
			Grand Total:	

Authorizing Signatures

Sponsor Print Name _____ Date: _____

Admin. Approval: _____ Date: _____

Req. # _____

DISTRICT OFFICE USE ONLY

Student Activities Manager: _____ PO No.: _____ Date: _____

Check No.: _____ Date: _____ Initials: _____
Check No.: _____ Date: _____ Initials: _____

Santa Cruz Valley Unified School District #35

AUXILIARY/BOOKSTORE REQUISITION

School: MOUNTAIN VIEW ELEMENTARY

Account: _____

Date: _____

Vendor: _____

Address: _____

Phone #: _____

Fax #: _____

Quantity	Item #	Description	Unit Cost	Total Price
Special Instructions			Subtotal:	
			Tax:	
			Shipping:	
			Grand Total:	

Authorizing Signatures

Sponsor Print Name _____ Date: _____

Admin. Approval: _____ Date: _____

Req. # _____

DISTRICT OFFICE USE ONLY

Student Activities Manager: _____ PO No.: _____ Date: _____

Check No.: _____ Date: _____ Initials: _____

Check No.: _____ Date: _____ Initials: _____

AUXILIARY/BOOKSTORE REQUISITION

Fax #:

Check No.: _____ Date: _____ Initials: _____
Check No.: _____ Date: _____ Initials: _____

Santa Cruz Valley Unified School District #35

AUXILIARY/BOOKSTORE REQUISITION

School: COATIMUNDI MIDDLE SCHOOL

Account: _____

Date: _____

Vendor: _____

Address: _____

Phone #: _____

Fax #: _____

Quantity	Item #	Description	Unit Cost	Total Price
Special Instructions			Subtotal:	
			Tax:	
			Shipping:	
			Grand Total:	

Authorizing Signatures

Sponsor Print Name _____ Date: _____

Admin. Approval: _____ Date: _____

Req. # _____

DISTRICT OFFICE USE ONLY

Student Activities Manager: _____ PO No.: _____ Date: _____

Check No.: _____ Date: _____ Initials: _____
Check No.: _____ Date: _____ Initials: _____

AUXILIARY/BOOKSTORE REQUISITION

Fax #: _____

Authorizing Signatures

Admin. Approval: _____ **Date:** _____

DISTRICT OFFICE USE ONLY

Check No.: 261868 Date: 12/23/2014 Initials: AV

AUXILIARY TECHNOLOGY FEE REQUISITION

Date: _____

Phone #:

Fax #:

Authorizing Signatures

Admin. Approval: _____ **Date:** _____

DISTRICT OFFICE USE ONLY

Check No.: _____ Date: _____ Initials: _____
Check No.: _____ Date: _____ Initials: _____

AUXILIARY CHROMEBOOK INSURANCE REQUISITION

Fax #: _____

Authorizing Signatures

Check No.: _____ Date: _____ Initials: _____
Check No.: _____ Date: _____ Initials: _____

Santa Cruz Valley Unified School District #35

AUXILIARY/BOOKSTORE CASH COLLECTION REPORT

School: SAN CAYETANO ELEMENTARY

Account Name: _____

Sponsor Print Name _____

Date: _____

Fundraiser/Event/Activity: _____

CHECKS

Checks Total \$ _____

Credit \$ _____

CURRENCY

\$100.00	X	_____	=	_____
\$50.00	X	_____	=	_____
\$20.00	X	_____	=	_____
\$10.00	X	_____	=	_____
\$5.00	X	_____	=	_____
\$2.00	X	_____	=	_____
\$1.00	X	_____	=	_____

Total

Currency \$ _____

COINS

\$1.00	X	_____	=	_____
\$0.50	X	_____	=	_____
\$0.25	X	_____	=	_____
\$0.10	X	_____	=	_____
\$0.05	X	_____	=	_____
\$0.01	X	_____	=	_____

Total

Coins \$ _____

Total Collected: \$ _____

Total Deposit: \$ _____

Deposit Completed By: _____

Date: _____

Reconciliation Completed By: _____

Date: _____

DISTRICT OFFICE USE ONLY

Student Activities Manager: _____

Date: _____

Deposit. # _____

Date Entered: _____

Initials: _____

Date Posted: _____

Initials: _____

Santa Cruz Valley Unified School District #35

AUXILIARY/BOOKSTORE CASH COLLECTION REPORT

School: MOUNTAIN VIEW ELEMENTARY

Account Name: _____

Sponsor Print Name _____ Date: _____

Fundraiser/Event/Activity: _____

CHECKS

Checks Total \$ _____

Credit \$ _____

CURRENCY

\$100.00	X	_____	=	_____
\$50.00	X	_____	=	_____
\$20.00	X	_____	=	_____
\$10.00	X	_____	=	_____
\$5.00	X	_____	=	_____
\$2.00	X	_____	=	_____
\$1.00	X	_____	=	_____

Total

Currency \$ _____

COINS

\$1.00	X	_____	=	_____
\$0.50	X	_____	=	_____
\$0.25	X	_____	=	_____
\$0.10	X	_____	=	_____
\$0.05	X	_____	=	_____
\$0.01	X	_____	=	_____

Total

Coins \$ _____

Total Collected: \$ _____

Total Deposit: \$ _____

Deposit Completed By: _____

Date: _____

Reconciliation Completed By: _____

Date: _____

DISTRICT OFFICE USE ONLY

Student Activities Manager: _____ Date: _____

Deposit. # _____

Date Entered: _____

Initials: _____

Date Posted: _____

Initials: _____

Santa Cruz Valley Unified School District #35

AUXILIARY/BOOKSTORE CASH COLLECTION REPORT

School: CALABASAS K-8

Account Name: _____

Sponsor Print Name _____ Date: _____

Fundraiser/Event/Activity: _____

CHECKS _____ Checks Total \$ _____

Credit \$ _____

CURRENCY

\$100.00	X	_____	=	_____
\$50.00	X	_____	=	_____
\$20.00	X	_____	=	_____
\$10.00	X	_____	=	_____
\$5.00	X	_____	=	_____
\$2.00	X	_____	=	_____
\$1.00	X	_____	=	_____

Total

Currency \$ _____

COINS

\$1.00	X	_____	=	_____
\$0.50	X	_____	=	_____
\$0.25	X	_____	=	_____
\$0.10	X	_____	=	_____
\$0.05	X	_____	=	_____
\$0.01	X	_____	=	_____

Total

Coins \$ _____

Total Collected: \$ _____

Total Deposit: \$ _____

Deposit Completed By: _____

Date: _____

Reconciliation Completed By: _____

Date: _____

DISTRICT OFFICE USE ONLY

Student Activities Manager: _____ Date: _____

Deposit. # _____ Date Entered: _____

Initials: _____

Date Posted: _____

Initials: _____

Santa Cruz Valley Unified School District #35

AUXILIARY/BOOKSTORE CASH COLLECTION REPORT

School: COATIMUNDI MIDDLE SCHOOL

Account Name: _____

Sponsor Print Name _____ Date: _____

Fundraiser/Event/Activity: _____

CHECKS

Checks Total \$ _____

Credit \$ _____

CURRENCY

\$100.00	X	_____	=	_____
\$50.00	X	_____	=	_____
\$20.00	X	_____	=	_____
\$10.00	X	_____	=	_____
\$5.00	X	_____	=	_____
\$2.00	X	_____	=	_____
\$1.00	X	_____	=	_____

Total

Currency \$ _____

COINS

\$1.00	X	_____	=	_____
\$0.50	X	_____	=	_____
\$0.25	X	_____	=	_____
\$0.10	X	_____	=	_____
\$0.05	X	_____	=	_____
\$0.01	X	_____	=	_____

Total

Coins \$ _____

Total Collected: \$ _____

Total Deposit: \$ _____

Deposit Completed By: _____

Date: _____

Reconciliation Completed By: _____

Date: _____

DISTRICT OFFICE USE ONLY

Student Activities Manager: _____ Date: _____

Deposit. # _____ Date Entered: _____

Initials: _____

Date Posted: _____

Initials: _____

Santa Cruz Valley Unified School District #35

AUXILIARY/BOOKSTORE CASH COLLECTION REPORT

School: RIO RICO HIGH SCHOOL

Account Name: _____

Sponsor Print Name _____ Date: _____

Fundraiser/Event/Activity: _____

CHECKS

Checks Total \$ _____

Credit \$ _____

CURRENCY

\$100.00	X	_____	=	_____
\$50.00	X	_____	=	_____
\$20.00	X	_____	=	_____
\$10.00	X	_____	=	_____
\$5.00	X	_____	=	_____
\$2.00	X	_____	=	_____
\$1.00	X	_____	=	_____

Total

Currency \$ _____

COINS

\$1.00	X	_____	=	_____
\$0.50	X	_____	=	_____
\$0.25	X	_____	=	_____
\$0.10	X	_____	=	_____
\$0.05	X	_____	=	_____
\$0.01	X	_____	=	_____

Total

Coins \$ _____

Total Collected: \$ _____

Total Deposit: \$ _____

Deposit Completed By: _____

Date: _____

Reconciliation Completed By: _____

Date: _____

DISTRICT OFFICE USE ONLY

Student Activities Manager: _____ Date: _____

Deposit. # _____ Date Entered: _____ Initials: _____

Date Posted: _____ Initials: _____

Santa Cruz Valley Unified School District #35

AUXILIARY DAMAGED CHROMEBOOK CASH COLLECTION REPORT

School: _____

Account Name: TECHNOLOGY FEES

Sponsor Print Name _____ Date: _____

Fundraiser/Event/Activity: DAMAGED TECHNOLOGY

HOTSPOT	CASE	CHROMEBOOK	MOUSE	TOUCH SCREEN	EACH KEY	SCREEN	CHARGER	KEYBOARD
\$60.00	\$30.00	\$300.00	\$50.00	\$125.00	\$10.00	\$50.00	\$25.00	\$75.00

CHECKS _____ Checks Total \$ _____

Credit \$ _____

CURRENCY

\$100.00	X	_____	=	_____
\$50.00	X	_____	=	_____
\$20.00	X	_____	=	_____
\$10.00	X	_____	=	_____
\$5.00	X	_____	=	_____
\$2.00	X	_____	=	_____
\$1.00	X	_____	=	_____

Total

Currency \$ _____

COINS

\$1.00	X	_____	=	_____
\$0.50	X	_____	=	_____
\$0.25	X	_____	=	_____
\$0.10	X	_____	=	_____
\$0.05	X	_____	=	_____
\$0.01	X	_____	=	_____

Total

Coins \$ _____

Total Collected: \$ _____

Total Deposit: \$ _____

Deposit Completed By: _____

Date: _____

Reconciliation Completed By: _____

Date: _____

DISTRICT OFFICE USE ONLY

Student Activities Manager: _____ Date: _____

Deposit. # _____ Date Entered: _____ Initials: _____

Date Posted: _____ Initials: _____

Santa Cruz Valley Unified School District #35

AUXILIARY CHROMEBOOK INSURANCE CASH COLLECTION REPORT

School: _____

Account Name: TECHNOLOGY INSURANCE

Sponsor Print Name _____ Date: _____

Fundraiser/Event/Activity: WEBSITE CREDIT CARD PURCHASE OF CHROMEBOOK INSURANCE

TOUCH SCREEN

\$27.00

CHECKS

Checks Total \$ _____

Credit \$ _____

CURRENCY

\$100.00	X	_____	=	_____
\$50.00	X	_____	=	_____
\$20.00	X	_____	=	_____
\$10.00	X	_____	=	_____
\$5.00	X	_____	=	_____
\$2.00	X	_____	=	_____
\$1.00	X	_____	=	_____

Total

Currency \$ _____

COINS

\$1.00	X	_____	=	_____
\$0.50	X	_____	=	_____
\$0.25	X	_____	=	_____
\$0.10	X	_____	=	_____
\$0.05	X	_____	=	_____
\$0.01	X	_____	=	_____

Total

Coins \$ _____

Total Collected: \$ _____

Total Deposit: \$ _____

Deposit Completed By: _____

Date: _____

Reconciliation Completed By: _____

Date: _____

DISTRICT OFFICE USE ONLY

Student Activities Manager: _____ Date: _____

Deposit. # _____ Date Entered: _____ Initials: _____

Date Posted: _____ Initials: _____

With dual rolls,
staple starting
ticket here

With dual rolls,
staple last
ticket sold here.



SANTA CRUZ VALLEY
Unified School District No. 35
Educate Everyone Every Day

Ticket Sales Report

School: _____

Date: _____

Event: _____

Ticket Seller: _____

	TICKET NUMBERS ISSUED LAST TICKET NUMBER SOLD	TICKET NUMBERS ISSUED STARTING NUMBER	NUMBER SOLD	PRICE EACH	TOTAL SALES
STUDENT TICKETS					

	TICKET NUMBERS ISSUED LAST TICKET NUMBER SOLD	TICKET NUMBERS ISSUED STARTING NUMBER	NUMBER SOLD	PRICE EACH	TOTAL SALES
ADULT TICKETS					

DENOMINATION	CASH COLLECTED	Reconciliation Done By:
CHECKS _____	\$ _____	
CASH		
\$100.00 _____	_____	Date: _____
\$50.00 _____	_____	Sponsor or Athletic Director: _____
\$20.00 _____	_____	
\$10.00 _____	_____	
\$5.00 _____	_____	
\$1.00 _____	_____	Date: _____
SUBTOTAL \$ _____		<i>District Office Use Only</i>
COINS		Cash Collection Received By: _____
\$1.00 _____	_____	
\$0.50 _____	_____	
\$0.25 _____	_____	
\$0.10 _____	_____	
\$0.05 _____	_____	Date: _____
\$0.01 _____	_____	Date Posted: _____
SUBTOTAL \$ _____		Initials: _____
TOTAL: \$ _____		Deposit #: _____
LESS CHANGE FUND ISSUED _____		
TOTAL COLLECTION: \$ _____		



ATHLETICS CASH ADVANCE CONTRACT

PURCHASE ORDER NO. _____ AMOUNT: _____

CHECK ISSUED TO: _____

MAILING ADDRESS: _____

PURPOSE OF CASH ADVANCE:

STUDENT ACTIVITIES CLERK: _____

CHECK # _____

DATE: _____

.....
I understand that by receiving a check in advance I am responsible for submitting original receipts, for the total amount of the check issued, to the Student Activities Clerk at the District Office in a timely manner. I also understand that by not doing so I will lose my privilege of receiving any other advance check for any future order.

Signature: _____ Date: _____

Receipts returned in the amount of \$ _____

Change returned (if any) in the amount of \$ _____

Received by: _____ Date: _____

Tax Credit
Contributions



SANTA CRUZ VALLEY

Unified School District No. 35

Educate Everyone Every Day

Tax Credit Eligible Expenditures Determination Chart

Ask yourself the following questions:

A.R.S. 43-1089.01 defines when the tax credit can be claimed for an extracurricular activity.		YES	NO
1.	Is the activity sponsored by the district/school?		
2.	Is the activity for enrolled students?		
3.	Is the activity optional?		
4.	Is the activity non-credit?		
5.	Does the activity supplement the district/school's educational program?		
6.	Does the district/school charge a fee?		
7.	Is the activity fee paid directly to the district/school?		
8.	Was the fee for this activity adopted by the Governing Board at a public meeting after notice to all parents of enrolled students?		
9.	Has the Governing Board authorized the principal to waive all or part of the activity fee if it creates an economic hardship for a student?		

Arizona Revised Statutes 15-342 (24)

"For the purpose of this paragraph, 'extracurricular activity' means any optional, noncredit, educational or recreational activity which supplements the education program of the school whether offered before, during or after regular school hours."

If the answers are **yes** to the above **nine** questions, then extracurricular activities tax credit monies may be used to support the activity.

If the answer is **no** to any one of these questions, then the tax credit monies **may not** be used to support the activity.

Note 1 - A site council may approve spending undesignated tax credit contributions on an activity covering part of the fee or the entire fee that would have been charged for that activity only if:

- 1) that specific purpose or program has been discontinued or
- 2) the specific purpose or program has not been used for two consecutive FY.

Note 2 - Purchase orders written on the tax credit account should use the white district purchase requisition form. The tax credit account code # begins with 526-.



Date:

Site:**Phone:****Fax:**[illegible]

Superintendent/Finance Director Signature _____ Date: _____



Credit for Caring!!

Take advantage of the 2023 School Tax Credit

What takes just a few minutes, costs nothing, and does a tremendous amount of good?

Using your 2023 Arizona School Tax Credit to help a child get more out of school

Arizona law (ARS 43-1089.01) allows taxpayers to receive a tax credit of up to \$400.00 for contributions made to benefit students in our public schools. That's not only a deduction, it's a tax credit – it reduces what you owe in state taxes, dollar-for-dollar.

Here's how it works:

Just send a check to Santa Cruz Valley Unified School District #35 earmarked for support of one of our many qualifying extra curricular activities. We'll send you a receipt for your records. Then, when you fill out your 2022 Arizona state tax returns, you can subtract your contribution of up to \$400.00 from what you owe.

Who Qualifies for Credit:

This tax credit applies to contributions received from individuals and is **not** available to businesses.

What Qualifies:

By law, only contributions made to extra curricular activities that charge a fee may qualify for the tax credit. Contributions must be made to the school district, but directed toward a specific activity at a specific school. (Please check with the school of your choice to see which extra curricular activities qualify for this tax credit.) You may have your contribution benefit all children, or you may designate it as a fee to cover the cost of a specific student's participation in an activity.

Please make checks payable to:

Santa Cruz Valley Unified School District #35

Deliver to any school secretary
or

Mail to:
Yamil Palafox, Tax Credit Liaison
1374 W. Frontage Road
Rio Rico, AZ 85648

Questions?: Call Yamil Palafox
at (520) 375-8270.
Email: ypalafox@scv35org

Just fill out this form and mail it along with your contribution, made payable to Santa Cruz Valley Unified School District #35, to the district tax credit liaison at the address provided above or hand deliver to any school secretary by April 15, 2024.

NOTE: Maximum credit is limited to \$200 – single, \$400 – married, however you may exceed maximum and carry the excess over up to five years.

Name:			
Address:			
City:		Email:	
Home Phone:		State:	Zip
<input type="checkbox"/> Check #		Business Phone:	
		<input type="checkbox"/> Cash	Amount of Contribution:

Please direct my contribution to the following school(s):

- ☐ Mountain View Elementary
- ☐ San Cayetano Elementary
- ☐ Calabasas K-8
- ☐ Coatumundi Middle School
- ☐ Rio Rico High School

My contribution should benefit the following:

- ☐ *Athletics
- ☐ *Extra curricular activity

Please consult with schools to make sure which activities qualify for tax credit.*

Name of student (if applicable)

If the club to which I give my donation ceases to exist at some time in the future, I give my consent for any remaining money given by me to be transferred to the school's general tax credit account.

Please accept my contributions as shown above. I understand that SCVUSD#35 will provide a written receipt for my tax filing.

Signature

Date

****All contributions must be postmarked by April 15, 2024 in order to qualify for 2023 tax credit.****
Please consult with your personal tax advisor for specific tax related questions.



Credit for Caring!!

Tome ventaja del credito de impuestos de las escuelas del 2023

Lo que le toma unos minutos hace mucho bien.

Use la forma 2023 de Arizona del crédito de impuestos para las escuelas para ayudar a un estudiante a tener un mejor estudio.

La ley de Arizona (ARS 43-1089.01) permite a las personas que pagan impuesto, recibir un crédito de impuestos hasta \$400.00 por contribuir a beneficios para estudiantes en nuestras escuelas públicas. No solo es una deducción – sino que reduce lo que usted debe en los impuestos del estado. dólar-por-dólar.

Así es como trabaja:

Mande un cheque a Santa Cruz Valley Unified School District #35, para ayudar en uno de nuestros programas extra curriculares. Le mandaremos un recibo para su archivo. Cuando sea tiempo de hacer sus impuestos, puede sustraer su contribución hasta \$400 de lo que debe de impuestos.

Quien califica para este crédito:

Este crédito solamente aplica para individuos y no aplica para negocios.

Que Califica:

Por ley solo las contribuciones hechas para actividades extra curriculares que tienen cargo de participación califican para recibir contribuciones de crédito. Las contribuciones deben ser para el distrito escolar, pero dirigidas a una actividad. (Revise con su escuela para verificar cuales actividades califican.) Puede ser que su contribución ayude a todos los niños o a un solo niño para cubrir su cargo de participación.

Favor de escribir los cheques a :

Santa Cruz Valley Unified School District #35

Entregue a la secretaria de la escuela

o
Envíe a:
Yamil Palafox, Tax Credit Liaison
1374 W. Frontage Rd.
Rio Rico, AZ 85648

Preguntas? : Hable a Yamil Palafox.
al (520) 375-8270.

Correo Electronico: ypalafox@scv35org

Llene esta forma y mándela con su contribución a la dirección de arriba o entréguela a la misma dirección, o entréguela a la secretaria de la escuela antes del 15 de Abril del 2024.

NOTA: Crédito máximo es limitado a \$200 – solteros, \$400 – casados. Puede excederse la cantidad máxima y aplicar el balance hasta cinco años.

Nombre:		Email:	
Nombre:		Email:	
Domicilio:			
Ciudad:		Estado:	Codigo Postal:
Teléfono del Hogar:		Teléfono del Trabajo:	
<input type="checkbox"/> Cheque # _____	<input type="checkbox"/> Giro Postal	<input type="checkbox"/> Efectivo	Cantidad:

Aplique mi contribución a la siguiente escuela(s):

- ☐ San Cayetano Elementary
- ☐ Mountain View Elementary
- ☐ Calabasas K-8
- ☐ Coatimundi Middle School
- ☐ Rio Rico High School

Mi contribución beneficiará a:

☐ *Deportes:

☐ *Actividades extracurriculares

Consulte con las escuelas para asegurarse cuales actividades califican para el crédito de impuestos.

(Si Aplica)

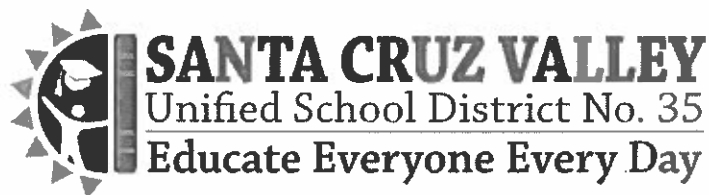
Nombre del Estudiante _____

En el momento que deje de existir el club al cual yo haya dado mi donación, autorizo que los fondos se transfieran al fondo común de créditos de impuestos de la escuela que yo elegí.

Por favor acepte mis contribuciones como aparece arriba. Entiendo que SCVUSD #35 proveerá un recibo para mis registros de impuestos.

Firma

Fecha



Employee Tax Credit for Caring

TAKE ADVANTAGE OF THE 2023 SCHOOL TAX CREDIT

HELP SCVUSD STUDENTS AND REDUCE YOUR STATE TAX BILL

Arizona law (ARS 43-1089.01) allows taxpayers to receive a tax credit of up to \$200 (single filer) or \$400 (joint filer) for contributions made to extracurricular fee-based program in our public schools. A Tax Credit is a full refund of what you owe in State taxes, dollar-for-dollar.

Here's how it works:

Just send a check to Santa Cruz Valley Unified School District #35 earmarked for support of one of our many qualifying fee-based extracurricular activities. **(Please check with the school of your choice to see which extra curricular activities qualify for this tax credit.)** We will send you a receipt for your records. Then, when you fill out your 2023 Arizona state tax returns, you can subtract your contribution of up to \$400.00 from what you owe in taxes. Please check with your tax adviser for answers to specific tax-related questions.

Who Qualifies for Credit?

This tax credit applies to contributions received from individuals and is not available to businesses.

Please make checks payable to:

Santa Cruz Valley Unified School District #35, deliver to any school secretary or mail to:
1374 W. Frontage Road
Rio Rico, AZ 85648

Who do I contact?

Call Yamil Palafox at (520) 375-8270 or e-mail ypalafox@scv35.org for more information.

***All Tax Credits are non-refundable**

Name:		
Address:		Email:
City	State:	Zip:
Home Phone:		Business Phone:
Amount of Contribution:		
Please direct my contribution to the following school(s):		My contribution should benefit the following:
<input type="checkbox"/> Mountain View Elementary		*Athletics
<input type="checkbox"/> San Cayetano Elementary		_____
<input type="checkbox"/> Calabasas K-8		*Extra Curricular Activity
<input type="checkbox"/> Coatimundi Middle School		_____
<input type="checkbox"/> Rio Rico High School		Name of student (if applicable)

If you are an employee of SCVUSD #35 you may elect to make contribution through a voluntary payroll deduction by filling out the following information:

I, _____ GIVE AUTHORIZATION TO DEDUCT THIS AMOUNT (\$)
FROM MY PAYROLL CHECK.

Amount per Pay Period: \$ _____ Total amount to be contributed: \$ _____ Effective Date: _____
(***A new form needs to be filled out each year***)

If the club to which I give my donation ceases to exist at some time in the future, I give my consent for any remaining money given by me to be transferred to the school's general tax credit account.

Please accept my contributions as shown above. I understand that SCVUSD #35 will provide a written receipt for my tax filing.

Signature

Date

****All contributions must be postmarked by April 15, 2024 in order to qualify for 2023 tax credit****