



Thornton Fractional
HIGH SCHOOL DISTRICT 215
BURNHAM • CALUMET CITY • LANSING • LYNWOOD

ACTIVITIES HANDBOOK

2024-25

TF DISTRICT 215 ACTIVITIES HANDBOOK 2024-25

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WELCOME BACK SPONSORS!

We welcome each of you to a new school year! We hope you had a wonderful and restful summer. This year will bring many opportunities for you to teach and instill valuable leadership skills. We cannot allow these opportunities to bypass us. Please accept this challenge and let's make our students the leaders of tomorrow. It will be our #1 priority to assist you in whatever way we can. We want to make sure that you have everything you need to succeed in your activity. Through constant communication with you and your students, we will make every effort to improve the Activity Office. Below are some of the goals we want you to think about. If we work together to accomplish these goals, the school year will be very enjoyable.

- To instill leadership skills in students
- To keep accurate records of club activities
- To encourage more students to get involved in activities
- To make sure both you and your students enjoy the activity

Important Numbers:

North:

Activities Director Mike Kawa: 708-585-1028
Athletic Director DeVale Stubbs: 708-275-8242

South:

Activities Director Susan Lessner: 708-585-2062
Athletic Director Marc Brewes: 708-932-8607

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are divided into two classifications: athletic and other. All athletic activities will be under the supervision of the Athletic Director, assisted by the Assistant Athletic Director. All other student activities will be under the supervision of the Student Activities Director.

DUTIES OF ACTIVITIES DIRECTOR

1. The Student Activities Director is assigned the responsibility for coordinating and supervising all activities sponsored by student organizations.
2. No sales of tickets, fundraising projects, dances, etc., may be undertaken without prior consultation and approval of the Student Activities Director.
3. No student organization (clubs) may sponsor a raffle or any game of chance as a fundraising project.
4. All funds received by a student organization must be deposited in the Activities Office daily and all expenditures of organization funds must be processed through the Student Activities Director and building Principal.
5. Tag days are held only with the prior written approval of the Student Activities Director. If the activity director approves, permission to conduct a tag day must be obtained from the city.

DUTIES OF ACTIVITIES DIRECTOR CONT.

6. Solicitation, if approved by the cities, may take place upon private properties (such as banks, stores, restaurants, etc.). Permission must also be sought and granted by the owners of the businesses. Any deviation from the above may result in the club's exclusion from further tag day fund raising.
7. No solicitation will take place on a public thoroughfare within the respective cities.
8. These regulations will also encompass the Booster Club and the Parent Teacher Student Association (PTSA), only if our students are utilized in the fundraising.
9. The total number of fundraisers will be determined by the Activities Director and the Principal of each respective school for each academic school year.

DUTIES OF CLUB SPONSORS

1. Meetings and activities may be held only when the Activity Sponsor is present.
2. The Activity Sponsor will not leave the building until all students under his/her or her responsibility have left the building.
3. Students are not to roam the building. They must be with their Activity Sponsor until dismissed.
4. No activity should extend beyond 10:00 P.M. on school nights and 11:00 P.M. on weekends/holidays. Should a time extension be necessary, approval for such extension must be obtained in writing from the administration.
5. The sponsor shall be present at all club activities for the duration of the activity and assist students to plan, organize, and promote the activities of the organization.
6. At the close of the school year, sponsors must submit a summary report of the activities of the organization, together with an accounting of the funds received and disbursed during the year to the Student Activities Director
7. The club sponsor shall make certain that:
 - a. A current copy of the club's constitution is on file in the Student Activities Office.
 - b. A list of the club's current officers is turned in to the Activities Director.
 - c. A tentative calendar of club activities is submitted to the Student Activities Director.

These regulations shall be complied with by October 1st of each school year. Failure to comply will place the club on inactive status and the club will forfeit the right to all activity until the regulations are fulfilled.

8. Extra-curricular sponsors/coaches absent from their District 215 employment duties because of personal illness shall not conduct practice or competition on the day(s) of such illness
9. All activities are responsible for the removal of signs, posters, tape, etc., following designated activity.

NEW PROGRAMS

New clubs or organizations are to be developed according to the District 215 Board of Education approved guidelines (Policy 6:190) and must be approved by the principal and superintendent. Student interest and the total program activity will determine the need for more activities. No more than thirty-six paid activities will function at each campus at one time. Additional non-paid clubs/activities may be permitted by the activity director and the principal on an individual basis. To make application for the establishment of an organization or club, a request form must be filled out and submitted to the principal. The “New Activity Request Form” can be found in the forms section of this document.

ACTIVITIES CALENDAR

The official activities calendar for the building is maintained in the office of the Principal or designee. All activities that are placed on the calendar must have the approval of the sponsor and administration. The appropriate forms for use of facilities after school hours must be completed and approved. These forms are available in the Main Office.

ATHLETIC/ACTIVITY CONFLICT RESOLUTION

1. The following steps are guidelines to be followed to resolve conflicts between/among athletics and activities.
2. Scheduled games, matches, contests, and/or performances take precedence over practices. All activities, contests or performances must be school sponsored and approved.
3. When activities and athletics have conflicting scheduled contests/performances, the coaches/sponsors/directors should resolve the conflict amongst themselves.
4. Conflicts in practice schedules must be worked out in advance of the conflict(s). These practice schedules should be shared between the activity sponsors, coaches and/or director to determine potential conflicts.
5. Unresolved conflicts should be referred to the building principals or their designee.
6. No student should be penalized from participating in a contest or performance.

OVERVIEW OF APPROVED ACTIVITIES: The student programs are divided into four areas:

Campus	Category I – Performance
N S	Scholastic Bowl # ●
N S	Chess # ●
N S	Drama
N S	Group Interpretation # ●
N S	Mathletes ●
N S	Speech # ●
N S	Band # ●
N S	Choir # ●
N S	Contest Play # ●
N S	E-Sports Team# ●
Campus	Category II – Co-Curricular
N S	Newspaper # ●
N S	Yearbook # ●
C	CWT @ S
C	Auto Mechanics @ N
C	Auto Collision @ N
Campus	Category III - Special Interest
N	Freshman Class
S	Freshman / Sophomore Class
N	Sophomore Class
N S	Junior Class
N S	Senior Class
S	Art Club ●
N	Brother to Brother
N S	Drama Club
N S	Dreamers Club
N S	Creative Arts / Literary Magazine ●
S	Science ●
N	Environmental / Science ●
N S	E-Sports Club
N S	TV Production ●
N	Monogram
N S	Student Council ●
N S	NHS ●
S	Pep Club
S	Cultural Exploration Club
S	Latin Dance Crew
N S	Best Buddies
N S	History Club
N S	GSA Genders & Sexualities Alliance
S	Peer Mediators
S	Senior Ambassadors
N	Visual Arts ●
S	Girls Club
N	Student Action Team
N	Connections
N	STARS Girls Club
N S	Future Teachers of America
N S	Student Equity Leadership Club
N	Powerlifting
S	Anime Club
Campus	Category IV - Non Paid -2 Year Probation
S	Spanish Honor Society—year 2
N	Spanish Honor Society—year 1

- SSC Conference Required
- # IHSA Competition
- @ N or S Bookkeeper

REVISED 8/20/24

CERTIFICATION

Certification will be granted annually to those organizations that meet the district expectations.

Organizations will be monitored semi-annually. Those organizations that do not meet expectations will be put on a "watch list" for the next semester and given the opportunity to make adjustments. If adjustments are not made the group will be dissolved or new leadership sought.

Activities Director informs club sponsor in writing of expectations that weren't met. Report is given to the Athletic Director. If the problem continues, Athletic Director is informed for further action.

Certification is divided into four categories:

Category I: Certification for interscholastic competitions and performance activities

Category II: Certification for Co-Curricular clubs

Category III: Certification for special interest activities

Category IV: Certification for Non-Paid/Grant funded activities

CATEGORY REQUIREMENTS

Category I

CERTIFICATION FOR INTERSCHOLASTIC COMPETITIONS AND PERFORMANCE ACTIVITIES.

- 1) Timely submission of all forms/paperwork (vouchers, building requests, pledges, membership lists, and activity requests.)
- 2) The organization will report on a monthly basis all performances and/or competition results to the activities' director. A financial report must also be included reflecting all expenditures, fundraisers/income, and a current balance of the activity account and/or budget account. An updated roster highlighting any changes should also be submitted.
- 3) The activity sponsor will engage in an active recruitment program each year. (This may include representation at registration, updated trifolds, open house, and freshmen orientation as examples.) Membership levels should be maintained throughout the year.
- 4) All participants will follow the District 215 Activity/Athletic Code of Conduct.
- 5) Each team/activity will participate in at least one service project each year.
- 6) Each team/activity will participate in at least 1 fundraising event per year. All events must have a fundraising form submitted to the Activity Director.
- 7) All District 215 school administrative procedures will be understood and implemented.
- 8) All IHSA rules/regulations will be strictly followed.
- 9) Follow District guidelines for eligibility.

- 10) Activity Sponsors must attend all meetings related to activities and the club must participate in conference events.

If a particular club or team cannot comply with the published criteria, the activity director should be consulted and, if appropriate, alternate criteria may be substituted.

STATE TOURNAMENT ATTENDANCE FOR CATEGORY I

The following will serve as guidelines in determining the attendance of staff and students at state tournaments:

1. The varsity head coach/sponsor and one assistant coach, if any, in a given sport/activity may be excused from their duties. The coaches will be provided funds to attend the state tournaments if the team or individual students qualify for the tournament.
2. Other coaches in a given sport/activity who wish to attend a state tournament will not be excused from their duties and will not be provided expense funds. This also applies to the varsity head coach when there are no participants from the school in the state tournament.
3. Students who are participants in a state tournament will be excused from classes and are to attend the state tournament under the supervision of their coaches.
4. No funds will be provided for students to attend a state tournament as non-participants. This includes both admission and expenses.
5. The school will provide tickets of admission for varsity team members and coaches of a given sport/activity for attendance at regional and sectional contests. Team members must attend the contest under the supervision of the coaches.

Category II

CERTIFICATION FOR CO-CURRICULAR CLUBS

- 1) Timely submission of all forms/paperwork (vouchers, fundraising forms, building requests, pledges, membership lists, and activity requests.)
- 2) The secretary or designee will submit a monthly report to the activity director. This should include a summary of meetings outside of class (at least 2 per month), festivals, competitions, and/or conferences, etc. A financial report must also be included reflecting all expenditures, fundraisers/income, and a current balance of the activity account. Attach an updated roster highlighting any changes.
- 3) Monthly building activities will be planned and implemented by the club officers for increased group development. Groups must meet two times each month outside of classroom hours.
- 4) The club will actively develop and participate in a recruitment program to encourage and/or train new members. (This may include representation at registration, open house, and freshmen orientation as examples.) Membership levels should be maintained throughout the year.
- 5) The District 215 Athletic/Activity code of conduct will be followed and monitored by the group.

- 6) At least one community service component will be planned each semester.
- 7) Each club/activity will participate in at least 1 fundraising event per year. All events must have a fundraising form submitted to the Activity Director.
- 8) All District 215 school administrative procedures will be understood and implemented.
- 9) Follow District guidelines for eligibility.
- 10) Activity Sponsors must attend all meetings related to activities and the club must participate in conference events.
- 11) All IHSA rules/regulations will be strictly followed.

If a particular club or team cannot comply with the published criteria, the activity director should be consulted and, if appropriate, alternate criteria may be substituted.

Category III

CERTIFICATION FOR SPECIAL INTEREST ACTIVITIES

1. Timely submission of all forms/**paperwork** (vouchers, fundraising forms, building requests, pledges, membership lists, and activity requests.)
2. The student secretary or designee will submit monthly minutes to the activity director. A **signed** roster of students in attendance must be included in the minutes. A financial report must also be included reflecting all expenditures, fundraisers/income, and a current balance of the activity account. An updated roster highlighting any changes should be submitted.
3. Monthly building activities will be planned and implemented by the club officers for increased group development. Groups must meet two times each month.
4. The club will actively develop and participate in a recruitment program to encourage and/or train new members. (This may include representation at registration, open house, and freshmen orientation as examples.) Membership levels must be maintained throughout the year.
5. The District 215 Athletic/Activity code of conduct will be followed and monitored by the group.
6. One community service component per semester should be planned and implemented.
7. Each club/activity will participate in at least 1 fundraising event per year. All events must have a fundraising form submitted to the Activity Director.
8. All District 215 procedures will be understood and used by the club members on a regular basis.
9. Follow District guidelines for eligibility.
10. Activity Sponsors must attend all meetings related to activities and the club must participate in conference events.

If a particular club or team cannot comply with the published criteria, the activity director should

be consulted and, if appropriate, alternate criteria may be substituted.

Category IV:

CERTIFICATION FOR NON-PAID/GRANT FUNDED CLUBS

1. Any group wishing to become a category IV club must meet with the Activity Director who will then make a recommendation to the Principal based on need. A proposal to start a new club form must accompany the request.
2. Once the club is approved, it should adhere to the following requirements:
 - If the club is performance, category I requirements should be followed.
 - If the club is co-curricular, follow category II requirements.
 - If the club is special interest, follow category III requirements.

LANE CHANGES

As agreed to by the Union representatives and the Administration, the following guidelines will be used for lane changes. Since it is important that lane changes be processed as rapidly as possible, the dates indicated at each level should be considered as a maximum. Every effort should be made to expedite the process.

1. Club and Non-Athletic Extra-Curricular lane changes will be considered on a yearly basis using the following process:
2. Activity sponsor will submit lane change requests with written support, to the activities director by January 15.
3. District 215 sponsors for the activity in question must provide a joint rationale with justification to support the lane change.
4. The activities director will submit the prospective lane change requests to the building principal by February 1.
5. The building principal will submit prospective lane changes to the appropriate district administrator by February 15.
6. The superintendent and union president will agree to make a mutual decision concerning lane changes by April 1.
7. Lane changes will be recommended for approval at the regularly scheduled April Board of Education meeting.

ACTIVITIES & ATHLETICS SOCIAL MEDIA ACCOUNT GUIDELINES

Social Media Use for Athletics and Activities – This document provides guidelines for staff who wish to use social media platforms as a way of promoting their school-sponsored activity or sport. Employees administering a social media account on behalf of a district team, club, or group are to adhere to the following guidelines:

1. Accounts must be limited to YouTube, Instagram, Facebook, and X (Twitter). No other social media platforms are not to be used.
2. Social media accounts for District 215 activities and athletics are the property of District 215 and must be connected to a staff member’s district issued email address. Accounts currently connected to a staff member’s personal email, personal Facebook account, Instagram, Twitter, or YouTube are in violation of this handbook and must be converted immediately. (For assistance, contact public relations officer at 708-585-2309)
3. The athletic director or activities director should be immediately notified of all existing and newly opened social media accounts, pages, groups, etc. that are for the purpose of promoting District 215 athletics or activities. Please note that school-related activity/athletic accounts, pages, or groups are considered district-owned accounts and will be transferred to another district staff member if/when the staff member administering a social media account/page is no longer sponsoring/coaching the activity or sport connected to the account.
4. ***All new and existing school-related athletics and activities social media pages, groups, accounts, etc. must have the school digital media coordinator added as a secondary administrator to the account.***
5. Volunteers and students are not to be administrators of any school-related social media accounts.
6. Volunteers and students should not post to District 215 social media accounts. The coach or sponsor is responsible for all posts to the District 215 social media account, even if another individual was given access to post. As such, great care should be exercised in determining IF any other individuals are allowed to post to the account.
7. Post only content that directly relates to the team, club, group, or to share important school or district information. *Note: Posts that take a political or religious stance are not to be included unless they relate directly to the purpose of the club (For example, equity student leaders, LGBT clubs, Dreamers are inherently “political.” Posts that share opinion rather than fact should also be avoided.)*
8. Verify that a guardian has signed approval for media release prior to posting student pictures and be sure to check with students before posting their picture to an account.
9. Monitor comments posted to social media pages on a regular basis and contact the public relations officer immediately (708-585-2309) if any questionable or controversial content or threads begin to unfold in the comments on the page you manage.
10. Post information that is factually accurate and free of grammatical or spelling errors and be sure to check and update the page regularly. Accounts that aren’t well maintained may be disabled.
11. Take responsibility for anything “liked” or shared via social media when representing the district, as this can be construed as an endorsement. Do not share a link without fully reading it first and verifying the credibility of the source and content.

In addition, employees will be expected to refrain from posting information:

- That violates student, family, or staff privacy. If unsure whether something may be a privacy violation, do not post.
- That is sensitive or personal in nature or is proprietary to District 215, or which is not public information (examples: tentative or future team schedules, student athlete injuries and eligibility status, travel).
- Deemed unsportsmanlike, derogatory, demeaning, or threatening toward any other individual or entity (examples: derogatory comments regarding another school; taunting comments aimed at a student-athlete, coach, or team at another school or derogatory comments against race and/or gender).

In summary: *It is expected that District 215 employees treat professional social media space and communication like a classroom and/or a professional workplace and adhere to all District 215 Board of Education policies and applicable laws in management of district related social media accounts. Specific attention should be given to Board Policy 5:125 “Personal Technology and Social Media: Usage and Conduct.” The same standards expected in District 215 professional settings are expected on District 215 related social media sites. If a particular type of behavior is inappropriate in the classroom or a professional workplace, then that behavior is also inappropriate on the professional social media site. Failure to adhere to District 215 policies or applicable laws may result in discipline.*



**Student Activity & Athletic Funds
Finance and Accounting
Procedures Handbook**

MISSION

The mission of Thornton Fractional High School District 215 is to provide diverse learning opportunities that inspire all students to become life-long learners who contribute to their community. In keeping with this mission, the Board of Education believes that providing extra-curricular activities and clubs and student organizations benefits the students and adds to their educational experience.

There is a large amount of money that is received and disbursed through the student activity & athletic funds. Because of this, the District must have accounting procedures in place that ensure the funds are being managed properly and within the guidelines provided by the Illinois State Board of Education in the “Illinois Program Accounting (IPAM) Manual for Local Education Agencies.” The District and each school will establish internal control procedures to ensure that the activity & athletic funds are properly accounted for.

OVERVIEW

Fundraising Activities

Fundraising projects for any student activity shall contribute to the educational experience of students and shall not conflict with, but add to, the instructional program. All fundraising projects or programs for Activities must be approved by the Activity Director and Athletic Director. Fundraising for sports must be approved by the Athletic Director.

Student Activity & Athletic Fund Disbursements

Student activity funds are those funds which are owned, operated, and managed by organizations, clubs, or associations (groups) within the student body under the guidance and direction of one or more faculty or staff members for educational, recreational, or cultural purposes. **The activity & athletic funds should never be used for purchase of building or district budget expenditures. All expenses must directly benefit students.**

Examples of appropriate disbursements for student activity funds

- Admission Fees
- Class Trips
- Class Projects
- Yearbook
- Student Clubs/Student Council
- Choral and Band Groups
- Athletics (funds raised by students, not the District budget)
- Donations (if the money was raised by the students for that purpose)
- Entertainment (for the benefit of students)
- School-wide Assemblies
- Group Food/Lodging/Travel Expenses/Transportation
- Good behavior programs that benefit the entire student body

Some questions that can help determine if money can be allocated for the activity fund:

- Was the money raised by the students?
- Is the money being used for the purpose it was being raised?
- ***Is the money being used for the direct benefit of students?***

If the answers to the questions is yes, the money can be allocated for the activity fund.

Student activity & athletic funds are assets held by the District for the students that **cannot** be used to support the District’s own programs. The money in the activity & athletic funds should be expended for the purpose in which it was raised and should benefit all students belonging to that organization or all students in the school.

Equipment and supplies for curricular, classroom or administrative purposes are the responsibility of the District and should not be paid for with student activity & athletic funds. Student activity & athletic funds may not be expended for the following:

- Equipment or supplies for curricular or classroom use or to support District programs
- Repair and maintenance of District equipment
- Salaries for services that are the responsibility of the District
- Expenses for the benefit of employees
- Parties or refreshments for employees

Personal checks can never be cashed by the activity funds and postdated checks should not be accepted. The Activities Director and Athletic Director, respectively, are responsible for overseeing student activities and athletic activities, as well as procedures for disbursement of funds in their building. The Bookstore Manager is responsible for verifying and depositing activity fund deposits. The Business Manager will reconcile the Activity Fund Accounts on a monthly basis. The Activity and Athletic Directors have access in IVISION to review and print reports for verification. The Business Manager will provide the Board of Education with a monthly report of the activity fund's activity, including cash balance, receipts and disbursements.

Convenience Funds

Schools may also have certain convenience accounts. Convenience accounts are those funds maintained by the school at the request of and for the convenience of faculty, staff, or other similar non-student groups. ***In most cases, the money comes from district employees.*** Each school shall designate a manager for its convenience account. Examples of convenience fund accounts include:

- Flower fund
- Employee coffee/soda fund
- Needy Student Fund
- Principal Leadership/Principal Awards
- Student Action Club
- Scholarship and/or Memorial funds

Booster Clubs

Booster club money **cannot** be in the activity nor athletic funds account. The booster clubs must have their own separate checking account. The booster club can donate money to activity fund accounts upon board approval. If the booster club specifies the purpose for this money, then it can only be used for that purpose. If no purpose is stated, then the funds may be spent as deemed necessary.

Does My Club or Organization Get Money Budgeted from the School?

Only clubs or organizations that engage in interscholastic competition are funded by the District. All other clubs and activities are self-supporting.

FINANCE AND ACCOUNTING PROCEDURES FOR STUDENT ACTIVITY & ATHLETIC ACCOUNTS

General Information

1. No activity should maintain cash on hand without prior permission. Organizations may not maintain their own accounts at a local bank.
2. No payment for expenses of the activity should be made directly from the cash or receipts of the activity. Expenses must be paid by check from the school district with proper detailed substantiation.
3. All clubs and organizations must be financially self-supporting and will only draw money from their accounts when there is a sufficient balance.
4. A financial record of all transactions is maintained for each activity by the Business Office and is generated in August, December, and May. Activity Sponsors are encouraged to maintain their own records to double-check for accuracy against the Financial Statement generated by the Business Office. The Activities & Athletic Directors can print/distribute an activity report in IVISIONS at any point to view account balances. It is their responsibility to review the report and verify that their account is correct. Any errors should be communicated to the Business Manager for reconciliation.

Fundraising Activities

1. The Athletics Director and Activity Director exercise general control over all fundraising activities and must approve all activities that affect the student body.
2. Once a group decides to fundraise, it is the advisor's responsibility to complete a Fundraising Proposal Form and to obtain prior approval for the fundraising activity from the Director of Student Activities and/or the Athletic Director. This form outlines your group's plan and budget for the funds to be raised and spent. GoFundMe or other crowd funding sources cannot be used.
3. Fundraising may be conducted in school before and after school hours and during lunch periods only. No fundraising may be conducted during class time. In order to be in compliance with the National School Lunch Program, ready to consume food items (candy bars, etc.) cannot be sold until 30 minutes after the school day is over. They cannot be sold in the morning before school starts.
4. Students must be notified of the purpose of the fundraiser, and the proposed use of funds being raised.
5. No fundraising may be conducted by non-school sponsored groups except those which are of a school-wide nature in which participation can be a positive experience for students and when the proceeds contribute to a recognized humanitarian purpose.
6. All fundraisers should be reconciled. The Director of Student Activities will assist with this process.
7. Student fundraising is to be on a voluntary basis only. No student is to be pressured to do any type of fundraising, whether by staff or students. Any violation may be subject to disciplinary action.

Cash Handling and Collection

1. The Activity Sponsor is responsible for the collection and safe handling of funds received on behalf of their group. They are also responsible for the supervision of students having contact with cash or checks.
2. All checks collected shall be made payable to Thornton Fractional HSD 215, TF North Activities, or TF South Activities.

3. Prior to the collection of funds (ie. sporting event), a cash box is to be picked up from the Activity Secretary, Bookstore Manager, or Administrator as applicable.
4. Funds collected must be counted by the Club Sponsor and the Bookstore Manager and may be submitted 8:00 a.m. – 3:00 p.m. daily. Club Sponsors cannot simply drop off the cash to the Bookstore Manager and leave. The cash count form (see excel document in appendix) or Activity Deposit form is to be filled out, including the total amount of the deposit, and signed, by both parties counting the money. Once the form is complete, a copy should be made and given as a “receipt” to the person submitting the money for deposit. An additional copy of the receipt should be given to the Athletics or Activities Secretary.
5. The Bookstore Manager will log in your deposit, place your funds in a locked safe and will arrange for transport to the bank. Cash deposits of \$1,000 or more require delivery to the bank by the Bookstore Manager and another TFD employee.
6. Bookstore Managers will deposit all cash and checks as soon as possible, but no less than twice weekly, or as soon as \$1,000 or more in cash is received. Money that is collected during evening and weekend activities will be locked up at the school in a safe and will not be removed from the school building. Money must **NOT** be taken home, left in drawers or out in the open.
7. Securing Monies when Bookstore is Closed: If the Bookstore is closed, all monies must be turned into the Activities Office. If the Activities Office is closed, all monies must be turned in to the General Office with the Principal’s Secretary. No money should be held by the Sponsor.

The following procedure should be followed:

- Count your money, complete and enclose the cash count or activity deposit form, and write the amount on the front of the envelope with your name and the name of the club.
- Give the envelope to the Secretary in the Activities Office (or General Office if Activities office is closed). Do not ask students to deliver the envelope.
- The next school day, the envelope will be taken from the vault, money counted and deposited in the activity account, and a receipt will be emailed to the sponsor/coach

Cash Disbursements (Paying a bill, getting a reimbursement, requesting cash advance)

1. **Purchase Orders-** In most situations, a Sponsor should submit their request to the activity office. The Activity Secretary will check if there are funds available in the account and then enter a requisition on-line through the District's accounting software to purchase goods and services. Once the Business Office approves a requisition, a copy of the purchase order is returned to the requestor. This purchase order allows us to place the order while paying for the goods at a later date. The Activity Office generally will fax/email the purchase order to the vendor unless prior arrangements have been made with the Sponsor. Most vendors will accept a purchase order from the school district. This is the preferable method to order goods and services. Notify the Activity Secretary to set up new vendors not in the system. Include the name, address, phone number, purchase order email address, and fax number of the vendor.
2. After the ordered goods have been received the Activity Secretary should be notified. The Activity Secretary then receives the items in IVISIONS. No payments will be made unless all supporting documentation is attached. If applicable, a list of attendees for an event is required. Original invoices and receipts must be attached. Please keep copies for your records.
3. **Reimbursement requests** -please complete an Activity Request for Payment Form. This form should

be completely filled out and forwarded to the Director of Student Activities or the Athletic Director for proper approval. The Activity Secretary will check to see if there are funds available in the account, and will then enter a requisition in IVISIONS for reimbursement. The requisition will then electronically go through the approval process. Once the Business Office approves the requisition, a purchase order will be created. No payments will be made unless all supporting documentation is attached. Credit card receipts must be detailed, showing what was purchased. Taxes will not be reimbursed.

4. **Cash Advance requests** - please complete an Advance Check Request Form. This form should be completely filled out and forwarded to the Director of Student Activities for initial approval. The Activity Secretary will check if there are funds available in the account and then enter a requisition in IVISIONS. The requisition will then go through an electronic process requiring Principal approval. Once the Business Office approves the requisition a purchase order will be created, and payment will be made. The check will be sent back to the building with a Cash Advance Memo. After the purchases are complete the receipts are to be returned to the Activity Secretary and attached to the requisition. Receipts must be detailed showing what was purchased. Taxes will not be reimbursed. Original receipts need to be attached to the Cash Advance Memo and sent to the Business Office. Please keep copies for your records.
5. Disbursement requests may be submitted at any time; however, the Business Manager will write checks once every other week. Student Activity Funds should, whenever possible, be spent for the benefit of those students currently in school who have contributed to the accumulation of such funds.
6. Allow sufficient time for requests for payments to be reviewed and processed. We understand that emergencies may occasionally occur and one may need a check processed immediately. Try to avoid "last minute" transactions as much as possible. However, if an emergency does occur or a check is required by a certain date, please email your request to the Business Manager.

TICKET SALES PROCEDURE

The following procedures should be adhered to in the distribution and accounting of tickets for any school event where admission is charged.

1. The Activities Director shall be responsible for ordering all tickets for any and all events that require tickets.
2. All activities related to ticket sales shall originate and be supervised by the Activities Director. Requests by club sponsors shall be placed through the activities office.
3. When tickets are needed for an approved event, the Activities Director and the Bookstore Manager will record the first and last tickets sold.
4. The Activities Director shall be accountable for all tickets ordered and sold.
5. Numbered tickets are to be used at all times.
6. Upon completion of an event, the Bookstore Manager shall reconcile deposits from the Activities Director with sold tickets.
7. For activities involving special tickets, orders shall be placed by the Activities Director only.
8. The distribution procedure will be the same.

FORMS

INFORMATION ABOUT FORMS USED BY EXTRA-CURRICULAR ADVISORS

Most forms are also available on the intranet. Use the "staff resources" link at tfd215.org to access the intranet.

- 1. Athletic / Activity Extra Curricular Pledge:** This form MUST be COMPLETED AND TURNED INTO the Activity Office by every student involved in activities. Additional forms are available in the Activity Office. Sponsors, please ensure that each student receives and completes the form. **All forms must be turned into the Activity Office by the end of the third official meeting.**
- 2. New Club Form-**Fill out form and submit to Activity Director. Form must be signed by principal and forwarded to district office for superintendent & board approval. Reference Board policy 6:190.
- 3. Event Request Form:** This form must be completed for each event a club wants to schedule. Please allow as much time as possible for approval of the event. All events must be scheduled on the calendar. Please avoid dates close to the end of the grading period.
- 4. Event Check Request Form-**Activity Director & Principal signatures needed. Allow two weeks for processing at district office.
- 5. Event Advance Cash Form-** Activity Director & Principal signatures needed. Allow one week for processing at district office.
- 6. North & South Building Use Form:** This form, available via DocuSign, must be completed for every approved event to ensure that the facilities are available. You must submit the form at least (7) seven days in advance. The form originates with the secretary for Activities. They will circulate it.
- 7. Event Evaluation Form:** Complete and turn in to the Activity Office at the end of the event.
- 8. Transfer Fund Form:** This form is used to transfer money from one activity account to another. It must be signed by the Activity Director, Activity Advisor, club officer, and the Principal. It will be forwarded to the Administration Center for processing.
- 9. Club Meeting Minutes/Report Form-** This form should be used for recording all meetings. Whatever form is used, it is imperative that a signed attendance roster be included for every meeting. See specific form for club category (I, II, III, IV). A financial report must be included in this.
- 10. Monthly Sponsor Report-** Turn in to activity office monthly.
- 11. End of 1st Semester Report-**This report will be distributed sometime in November. It must be submitted to the Activity Office at the end of the 1st semester. Usually, the sponsor will complete the report before winter break. The sponsor will then be given their 1st semester check.
- 12. End of 1st Semester Treasurer Report / End of Year Treasurer Report:** These reports must be submitted by the sponsor and student treasurer at the end of each semester.
- 13. End of Year Sponsor Report:** **It must be submitted to the Activity Office at the end of May.**
- 14. Fundraising report:** This form should be used for making a report at the conclusion of fundraising. Remember that all monies collected should have a receipt issued. All inventory/monies are accounted for.
- 15. Deposit form:** This electronic form is used when depositing monies and can be found in the Activities folder on the intranet. Please make sure that a copy of all checks are submitted with the form.
- 16. Consultant /Vendor Form:** This form must be used when an outside vendor is providing services at the school for an event (i.e. D. J., bands, photographers, assembly speakers, hall rental). This form must be completed and approved by the District office before the event has taken place.

T.F. High School District 215: Athletic /Activity Co-Curricular Pledge 2024-25

POLICY SHALL BE APPLICABLE DURING THE ENTIRE SCHOOL YEAR,
INCLUDING THOSE TIMES THE STUDENT IS NOT PARTICIPATING.

1. General Habits and Conduct: I understand that by taking part in the athletic /co-curricular activity program I must meet the ideals for good sportsmanship, good conduct, and citizenship when in school events and in the community. I understand that it is a privilege to participate in athletics/co-curricular activities and that I should be committed to being a model student athlete/participant. I understand that athletics/co-curricular activities are designed to develop me physically, mentally, and socially. I understand that physical development is easy to understand and easy to see, but mental and social development are just as important and the hardest to develop.

2. Academic Eligibility: *I understand that to be eligible for athletics/activities for semester 1, I must pass five-classes the previous semester. To be eligible for semester 2, I must pass five classes the previous semester. If not, I will be ineligible for the entire next semester. Also, I must maintain passing grades in five classes on a weekly basis. In addition, I must maintain a GPA of 2.0 at the end of the 1st, 2nd, 3rd and 4th nine week grading periods and at the conclusion of the 1st and 2nd semester in order to participate on an athletic team or extra-curricular club/organization. Failure to comply with this will cause me to become ineligible to participate in athletics/activities (i.e., athletic events-games, state band competition, club meetings, etc.). Failure to achieve a 2.0 GPA at the end of the 1st and 3rd quarter will result in me being ineligible until I have raised my cumulative GPA for the current semester to a 2.0 GPA or higher. I will be ineligible for a minimum of 1 week and must attend homework center. Failure to achieve a 2.0 GPA at the end of a semester will result in me being ineligible for a minimum of 3 weeks. If after the three-week period, I am achieving a cumulative GPA for the current semester of 2.0 or higher, I will regain my eligibility. During the week(s) I am ineligible, I must attend a mandatory study hall established to help with academics. I will be required to attend the homework session that has been established for Monday, Tuesday and Thursday from 3:30-4:30 p.m. Any missed study sessions must be made up before I can once again become eligible.

3. Physical Examination: I understand that I must have a physical examination by a licensed physician before I can start practice or tryouts. I further understand that by participating in an athletic/co-curricular activity, I allow my physician(s) to release any information about my health condition and/or treatment to the school.

4. School Attendance: I understand that I must be in attendance for at least half of the school day (two and one-half clock hours of instruction) in order to participate in practice or in a contest or activity. School-sponsored field trips and activities do not count as absences.

5. School Infraction: Any school infraction which results in suspension from school will require that I be suspended from all athletics/co-curricular activities at least until I am properly reinstated in a timely fashion in school.

6. Alcohol & Tobacco Products: I understand that if I use, possess, or sell any alcohol or tobacco product, I will be suspended from athletics/co-curricular activities for ten consecutive days. A repetition of such an incident will result in my suspension from all athletics/co-curricular activities for the remainder of the school year.

7. Possession, Sale or Use of Drugs: I understand that if I am in possession of controlled substances, illegal drugs or drug paraphernalia or involved in the sale, purchase, or use of drugs (other than a valid prescription written for me and exclusively used by me), I will be suspended from any athletic/co-curricular activities for the remainder of the school year.

8. Stealing: I understand that if I am involved in stealing of any nature, I will be suspended from athletics/co-curricular activities for the first incident for a minimum of ten consecutive days and will make restitution for anything stolen. A repetition of a similar incident will result in my suspension from all athletics/co-curricular activities for the remainder of the school year as well as being required to make restitution for anything stolen.

9. Destruction or Damage of Property: I understand that any destruction or damage of property associated with a school activity or an athletic/co-curricular activity will result in my suspension for a minimum of ten

consecutive days as well as payment of damages. A second such incident, or first if aggravated, will result in my suspension from all athletics/co-curricular activities for the remainder of the school year as well as requiring me to pay for damages and restitution.

10. Team/Activity Rules: I understand that if I violate specific approved and distributed athletic/co-curricular activity rules other than those stated in this pledge, it will be handled by the coach/sponsor in charge of the athletic/co-curricular activity.

11. Appeal of Suspension: I understand that I have a right to appeal all suspensions. I must first appeal suspensions to the Athletic / Activity Director. Further appeal may be made to the Principal who may have the matter considered by a co-curricular review board designated by the Principal.

12. Awards: I understand that awards for athletics/co-curricular activities may be withheld, refused or cancelled, if I do not follow all the rules and regulations for a particular athletic/co-curricular activity, including these rules.

13. Participating in One Athletic/Co-curricular Activity: I understand that I should show loyalty to my athletic/co-curricular activity and coach/sponsor and fellow students by completing the season. If I quit an athletic/co-curricular activity during the season, without reasonable and approved cause, I cannot participate in another athletic/co-curricular activity unless the Athletic/Activity Director gives written permission.

14. Medical Excuse: I understand that if I am excused from physical education classes because of medical reasons, I may not compete in practice or interscholastic athletic competition until released by my physician.

15. Service Learning: I will demonstrate my commitment to the community by contributing no less than three hours of work to an approved activity. Service learning activities may include collection of food for the needy, meals or entertainment for the elderly, public property cleanup for the community, fund-raising for a charitable cause, or another worthy community project. All service learning must be approved by the Athletic/Activity Director.

16. Uniform Modification: I understand that I can modify my athletic/team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of my religion, cultural values or modesty preferences. The modification of the uniform may include, but is not limited to, the wearing of a hijab, an undershirt or leggings. If I make alterations to the uniform, I understand that I am responsible for all costs associated with the modification and/or replacement of a school issued uniform.

17. This athletic/co-curricular activity pledge will affect my participation in a particular athletic/co-curricular activity for the entire school year.

18. I may not participate in any athletic/co-curricular activity until signed copies of this pledge and any athletic/co-curricular activity rules governing my conduct are on file with the Athletic/Activity Director.

I, _____, as a THORNTON FRACTIONAL student, agree to abide by the preceding Athletic/Co-curricular Activity Pledge during the calendar year in which I am participating in an athletic/co-curricular activity.
We, as his/her guardians, agree to encourage and help our child to abide by these rules while participating in the school athletic /co-curricular activity program.

Student Date

Name of Sport or Activity

Parent / Guardian Date

Coach Date

REQUEST TO ESTABLISH A NEW CLUB OR ORGANIZATION

T.F. North

T.F. South

Academic Center

1. The tentative name of the club or organization is:
2. Number of meetings to be held during the nine month school year:
3. Where (room or area in the school) would you prefer to hold meetings:
4. What time of day will meetings be held? (After school is suggested):
5. How many students have indicated they are willing to join your club or organization:
6. Will there be annual dues? How much:
7. What officers will the group elect?
8. During what month will you hold annual elections?
9. Do you intend to raise money? For what purpose?
 Through what means:
10. What teacher(s) has/have agreed to serve as sponsor(s) of the club or organization?

I agree to serve as sponsor for the above group without pay for two years, believe that such activity group is a definite necessity, and will serve a useful educational purpose. After two years, the application will be reviewed for possible change of pay status.

Sponsor Signature (Date)

Approval Signature Required	Date
_____ Activity Director	
_____ Principal	
_____ Superintendent	

REVISED BY SUPERINTENDENT'S CABINET: March 2007

THORNTON FRACTIONAL DISTRICT 215

NORTH ____

SOUTH ____

CENTER ____

EVENT CHECK REQUEST

NOTE: You must allow two (2) weeks for receipt of all club expense checks!!!

DATE:

FUND:

PAYEE NAME:

PAYEE ADDRESS:

PURPOSE:

TOTAL EXPENSE: \$ _____

Sponsor: _____
(Signature)

Officer: _____
(Signature)

Can this be paid electronically? Yes _____ No _____

APPROVED SIGNATURES:

Activity Director: _____

Principal: _____

DATE PAID: _____ **CHECK #** _____ **DATE:** _____

ATTACH ORIGINAL RECEIPTS OR QUOTES

THORNTON FRACTIONAL

North

South

Center

HIGH SCHOOL DISTRICT 215
EVENT ADVANCE CASH

Note: You must allow at least one week for processing!

DATE:

FUND:

PAYEE NAME:

PAYEE ADDRESS:

PURPOSE:

TOTAL EXPENSE: \$

Sponsor: _____
(Signature)

Officer: _____
(Signature)

ACTIVITY DIRECTOR APPROVAL: _____
(Signature)

PRINCPAL APPROVAL: _____
(Signature)

DATE PAID: _____

CHECK # _____

DATE: _____

Remember: All original receipts must be forwarded to the Business Office! Extra money should be re-deposited through school procedures. If excess is spent, fill out an event check request form for reimbursement.

EVENT EVALUATION FORM
Return to Activities Director

Today's Date:

Date of Activity:

Sponsored by :

Synopsis of Activity:

Pros:

Areas for growth and improvement:

Sponsor Signature: _____

Student Officer Signature: _____

PDF Form: 7.2015

6/5/2013 – jv

THORNTON FRACTIONAL

North

South

Center

HIGH SCHOOL DISTRICT 215
ACTIVITY OFFICE TRANSFER FUND

DATE:

AMOUNT:

FROM WHAT CLUB:

TO WHAT CLUB:

PURPOSE:

TOTAL EXPENSE: \$

Sponsor:

Officer:

APPROVED:

Activity Director (Date)

Principal (Date)

DATE OF TRANSFER:

Club Meeting Minutes Report for Special Interest Clubs

Name of Club:

Date of Meeting:

Time Started:

Meeting Location:

Number of members present:

Number of members absent:

(ATTACH A SIGNED ATTENDANCE LIST)

**DON'T FORGET TO INCLUDE ANY CHANGES IN ROSTER!*

Treasurer's Report:

(*Should include income, expenses, and current balance.)

Old Business:

New Business:

Any motions, votes, or decisions for action:

Submitted by:

**A different form of minutes may be used, but it must have the same content.*

6/22/2015 - jv

Activity Office Monthly Report for Co-Curricular Activities & Performance Clubs

Sponsor:

Club:

Month

1. Please provide a COMPLETE roster of active students. Please include officers. Sign-in sheets must be turned in monthly.

President:	<input type="text"/>
Vice-President:	<input type="text"/>
Secretary:	<input type="text"/>
Treasurer:	<input type="text"/>
Other:	<input type="text"/>
Other:	<input type="text"/>

2. Provide a summary of your clubs events during the past month.

3. How many meetings were held? Give dates and place.

Date	Venue	Date	Venue	Date	Venue
Ex 8/26	Room 232				

4. If your group had a fundraiser please provide a summary.

END OF 1ST SEMESTER

CO-CURRICULAR SPONSOR REPORT

This report must be turned into the Activity Office before leave for Winter Break

Club: **Sponsor:**

Officers

PRESIDENT	
VICE PRESIDENT	
SECRETARY	
TREASURER	

List the activities or contests with results, which you have participated in this semester.

List all meeting dates that you have had during the 1st semester with your club or activity.

END OF 1st SEMESTER TREASURER'S REPORT:

REPORT PERIOD

From:

To:

Opening Balance	
INCOME DESCRIPTION	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Income	\$

EXPENSE DESCRIPTION	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Expenses	\$
Closing Balance	\$

END OF YEAR TREASURER'S REPORT:

ACTIVITY: _____

REPORT PERIOD

FROM: _____

TO: _____

Opening Balance:	
INCOME DESCRIPTION	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Income	\$

EXPENSES DESCRIPTION	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Expenses	\$
Closing Balance	\$

END OF YEAR EXTRA-CURRICULAR SPONSOR REPORT:

This report must be turned into the Activity Office before your final check will be released.

CLUB _____

SPONSOR_____

CURRENT OFFICERS/Captains/Leadership Roles, etc.:

Please list the activities you have sponsored this year or festivals and competitions attended.

- | | |
|----|----|
| 1. | 5. |
| 2. | 6. |
| 3. | 7. |
| 4. | 8. |

List community service for the semester:

**Performance clubs only need to do one per year. Please indicate if yours was completed first semester.*

What events, competitions, festivals does your club plan to participate in/sponsor for the next school year?

September

November

December

January

February

March

April

NEWLY ELECTED OFFICERS/LEADERS, etc.:

MEMBERSHIP ROSTER

COMMUNITY SERVICE PROJECT: Please give details of your project.

FUNDRAISING: Please summarize your fundraising activity. What are your plans for the money?

FUNDRAISING REPORT FORM

FOR AN ACTIVITY THAT INCLUDES CLUB MEMBERS IN OR OUTSIDE OF SCHOOL.

GROUP:	SPONSOR:
ACTIVITY PLANNED:	
PROPOSED DATE:	ALTERNATE DATE:
FACILITIES NEEDED:	
BUILDING USE FORM:	
TICKET ADMISSION PRICE:	PURPOSE:
NUMBER OF PEOPLE TO BE IN ATTENDANCE:	
EQUIPMENT NEEDED:	

REQUESTED BY: (Sponsor) APPROVED (Activity Director)

COST OF MATERIALS AND/OR SERVICES FOR ACTIVITY

Quantity	Description	Vendor	Unit (1)	Total

COMPLETE THIS SECTION AFTER THE FUNRAISER AND RESUBMIT TO ACTIVITY DIRECTOR

REVENUES:

<u>Date</u>	<u>Amount</u>
Total Revenues	

TOTAL EXPENSE EVALUATION:

Total Revenues:	
Expenses:	
Profit:	

Example Cash Count Form

Athletic Office Cash Count Girl's Basketball Regional Tournament

Attach any receipts or supporting documents

To use, fill in the cells that are boxed & shaded, the rest is automatic!

Coach/Sponsor: DeVale Stubbs

Date of event:

Fund: 306

Section A		Cash on Hand	
		Count	Dollar Amount
Bills:			
\$1	107		\$107
\$5	40		200.00
\$10	4		40.00
\$20	85		1,700.00
\$50	2		100.00
		2,147.00	
Coins:			
\$0.01	1		0.01
\$0.05	38		1.90
\$0.10	29		2.90
\$0.25	114		28.50
\$1.00	0		0.00
		33.31	

Section B	
Summary:	
Cash on Hand:	
Bills	2,147.00
Coins	33.31
Total cash on hand	2,180.31
Check Remitter:	
Check Amount:	20.00
Beginning Bank Total:	0.00
First Adult Ticket # Sold :	
Last Adult Ticket # Sold:	
Total Adult Tickets Sold	0
First Student Ticket # Sold:	
Last Student Ticket # Sold:	
Total Student Tickets Sold	0
Total Deposit:	2,200.31

Coach/Sponsor Signature Date

Bookstore Manager Signature Date

Consultants/Vendors must not provide goods or services without an approved purchase order.

AUTHORIZATION FOR CONSULTANT / VENDOR SERVICES
 Superintendent / Board approval required for services **\$1,000 or over.**
 Principal / Director of Finance approval required for one time services **under \$1,000.**

Requested by:	Title/Department:
Requisition Number:	Campus:
<i>Vendor Name:</i> <i>Address:</i> <i>Phone:</i> <i>Email:</i>	<i>Name, phone and email of person(s) performing the service, if different than vendor:</i>
<u>Service to be performed:</u>	
<u>Agreed length of service / estimated hours/rate of pay:</u>	
<u>Total contract amount (not to exceed):</u>	
IF APPLICABLE, ATTACH CONTRACT FOR BOARD / SUPERINTENDENT APPROVAL (OVER \$1,000)	
WILL VENDOR BE IN DIRECT CONTACT WITH STUDENTS? Yes <input type="checkbox"/> No <input type="checkbox"/> IF YES, THEN THE VENDOR MUST BE FINGERPRINTED BY HUMAN RESOURCES PRIOR TO THE START DATE. HAVE THE VENDOR CONTACT HR AT 708-585-2310. ALL CONSULTANTS MUST HAVE A COMPLETED W-9 ATTACHED TO THE REQUISITION BEFORE SUBMITTING THIS FORM.	
<u>REQUIRED SIGNATURES:</u>	
ARE YOU EMPLOYED IN A TRS POSITION AT ANOTHER DISTRICT? Yes <input type="checkbox"/> No <input type="checkbox"/>	
_____ <i>CONSULTANT/VENDOR</i>	_____ <i>CONSULTANT/VENDOR SIGNATURE</i>
_____ <i>DATE</i>	_____ <i>DATE</i>
_____ <i>REQUESTER SIGNATURE</i>	_____ <i>HR SIGNATURE</i>
_____ <i>DATE</i>	_____ <i>DATE</i>
_____ <i>PRINCIPAL SIGNATURE</i>	_____ <i>BUSINESS OFFICE SIGNATURE</i>
_____ <i>DATE</i>	_____ <i>DATE</i>
_____ <i>SUPERINTENDENT APPROVAL</i>	_____ <i>BOARD OF EDUCATION APPROVAL</i>
_____ <i>DATE</i>	_____ <i>DATE</i>

CONSULTANT / VENDOR FORM : Rev 12-2-2019

Request for Taxpayer Identification Number and Certification
Thornton Fractional High School District 215 Vendor Request Form

Prior to processing a payment for goods and/or services a New Vendor Request form must be completed and submitted to the Business Services department. Completed forms provide the necessary information for use internally by District personnel, as well as for federal and state reporting purposes.

Vendor Information

****Type of Vendor:** Individual Business Small Business Certified Small Business Government Agency
 Other Not-for-Profit Organization

Vendor Name: _____

Phone Number: _____ Fax Number: _____

E-Mail (Used for PO Submissions): _____

****Business Classification (if applicable) *:** Minority Owned Women-Owned Owned by Persons with Disabilities
 Veteran-Owned N/A

* In accordance with Illinois School Code (30 ILCS 575/2), schools are required to publish an annual report identifying the total number of contracts awarded to minority, female, veteran, small business, or disabled contractors/vendors, as certified by a certifying agency (e.g. Cook County, State of Illinois, U.S. Small Business Association) in accordance with the definitions provided in 30 ILCS 575/2.

Mailing Address

Street Address: _____

City: _____ State: _____ Zip Code: _____

Remittance Mailing Address (if different than above)

Street Address: _____

City: _____ State: _____ Zip Code: _____

Tax Payer Identification

Tax Classification:

Individual/Sole Proprietor or single-member LLC C - Corporation S - Corporation P - Partnership

Trust/Estate Limited Liability Company (Insert Type): _____ Other: _____

Federal Tax ID Number: _____ or Social Security Number: _____

Certification

Under penalties of perjury, I certify that the information provided on this form is complete and accurate. I understand that this information will be utilized for local, federal, and state reporting purposes. I further certify that I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

Printed Name of Vendor/U.S. person: _____

Signature of Vendor/U.S. person: _____ Date: _____

updated 1/5/2024

Request for Taxpayer Identification Number and Certification **Thornton Fractional High School District 215 Vendor Request Form**

****Type of Vendor:**

- *Business:** Any business that has annual revenues > \$16.5 million
- *Small Business:** Any business that has annual revenues < \$16.5 million
- *Certified Small Business:** certified by the SBA (Small Business Administration)
- *Government Agency:** Permanent or Semi-permanent organization within a national or state government
- *Other Not-for-Profit organization:** Any not-for-profit organization

****Business Classification:**

- *Minority Owned:** At least 51% of business is owned, managed, and controlled by one or more minority persons.
- *Women-Owned:** At least 51% of business is owned, managed, and controlled by a woman or women.
- *Owned by Persons with disabilities:** At least 51% of business is owned, managed, and controlled by one or more persons with disabilities.
- *Veteran owned:** At least 51% of business is owned, managed, and controlled by one or more US veterans.
- *N/A:** Not Applicable

Definition of a U.S. Person

For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Dissolution of Activity Form

T.F. North

T.F. South

TF Center

1. Name of the club or organization is:
2. Name of sponsor(s)
3. Rationale for dissolving:
4. Date the sponsor(s) was informed in writing of intent to dissolve:

Required Signatures:

Activity Director: _____ Date _____

Principal: _____ Date _____

Superintendent _____ Date _____

INSTRUCTION

6:190 Extracurricular and Co-Curricular Activities

The Superintendent must approve an activity in order for it to be considered a District-sponsored extracurricular or co-curricular activity, using the following criteria:

1. The activity will contribute to the leadership abilities, social well-being, self-realization, good citizenship, or general growth of student-participants.
2. Fees assessed students are reasonable and do not exceed the actual cost of operation.
3. The District has sufficient financial resources for the activity.
4. Requests from students.
5. The activity will be supervised by a school-approved sponsor.

Non-school sponsored student groups are governed by School Board policy, 7:330, *Student Use of Buildings - Equal Access*.

Academic Criteria for Participation

Selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. Participation in co-curricular activities is dependent upon course selection and successful progress in those courses. Students must take and pass a minimum of five courses during the time they participate in an athletic/extracurricular activity. Failure to pass five classes at the end of semester will make students ineligible for the whole next semester. Failure to comply with this rule during a semester will cause students to become ineligible to participate in any athletic/extracurricular activity program until they demonstrate that they are passing the five courses. In addition, students must maintain a GPA of 2.0 at the end of the 1st, 2nd, 3rd, and 4th nine week grading period and at the conclusion of the 1st and 2nd semester in order to participate on an athletic team or extra-curricular club/organization. Failure to achieve a 2.0 GPA at the end of the 1st and 3rd quarter will result in the student being ineligible until he/she has raised the cumulative GPA for the current semester to a 2.0 GPA or higher. The student will be ineligible for a minimum of 1 week and must attend homework center. Failure to achieve a 2.0 GPA at the end of a semester will result in the student being ineligible for a minimum of 3 weeks. If after the three week period, the student is achieving a cumulative GPA for the current semester of 2.0 or higher, the student will regain their eligibility.

LEGAL REF.:

[105 ILCS 5/10-20.30](#) and [5/24-24](#).

CROSS REF.: 4:170 (Safety), 7:10 (Equal Educational Opportunities), 7:40 (Nonpublic School Students, Including Parochial and Home-Schooled Students), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:300 (Extracurricular Athletics), 7:330 (Student Use of Buildings - Equal Access), 8:20 (Community Use of School Facilities)

Adopted: August 22, 2023

Thornton Fractional THSD 215

STUDENTS

7:325 Student Fundraising Activities

No individual or organization is allowed to ask students to participate in fundraising activities while the students are on school grounds during school hours or during any school activity. Exceptions are:

1. School-sponsored student organizations; and
2. Parent organizations and booster clubs that are recognized pursuant to policy 8:90, *Parent Organizations and Booster Clubs*.

The Superintendent or designee shall manage student fundraising activities in alignment with the following directives:

1. Fundraising efforts shall not conflict with instructional activities or programs.
2. For any school that participates in the School Breakfast Program or the National School Lunch Program, fundraising activities involving the sale of food and beverage items to students during the school day while on the school campus must comply with the Ill. State Board of Education rules concerning the sale of competitive food and beverage items.
3. Participation in fundraising efforts must be voluntary.
4. Student safety must be paramount.
5. For school-sponsored student organizations, a school staff member must supervise the fundraising activities and the student activity funds treasurer must safeguard the financial accounts.
6. The fundraising efforts must be to support the organization's purposes and/or activities, the general welfare, a charitable cause, or the educational experiences of students generally.
7. The funds shall be used to the maximum extent possible for the designated purpose.
8. Any fundraising efforts that solicit donor messages for incorporation into school property, e.g., tiles or bricks, or placement upon school property, e.g., posters or placard, must:
 - a. Develop viewpoint neutral guidelines for the creation of messages;
 - b. Inform potential donors that all messages are subject to review and approval, and that messages that do not meet the established guidelines must be resubmitted or the donation will be returned; and
 - c. Place a disclaimer on all fundraising information and near the completed donor messages that all messages are "solely the expression of the individual donors and not an endorsement by the District of any message's content."

LEGAL REF.:

[105 ILCS 5/10-20.19\(3\)](#).

[23 Ill.Admin.Code Part 305](#), School Food Service.

CROSS REF.: 4:90 (Student Activity and Fiduciary Funds), 4:120 (Food Services), 8:80 (Gifts to the District), 8:90 (Parent Organizations and Booster Clubs)

ADOPTED: February 23, 2021

Thornton Fractional THSD 21

