

Crestview Local School District

# Student Activity Handbook

1-21-2020  
Updated

# Contents

Student Activity Flow Chart  
Co-curricular and Extracurricular Activities Policy  
Student Fundraising Activities Policy  
Student Activities Funds Management Policy  
Fraud Policy  
The Ohio Ethics Law Outline  
Student Activity Budget Form A – A2  
Procedures  
Checklist for Fundraising Activities  
Pay in Voucher Form B  
Requisition for Purchase Order Form C  
Request for Fund Raising Activity and Income Projection Form E  
Summary of Fund Raiser Form F  
Change Fund Request Form G  
Theft or Damage Report Form H  
Gifts and Donations Form I  
Ticket Accountability and Recap Sheet Form J  
How Do I Get Paid  
Job Calendar  
What not to do  
What to do  
Acknowledgement of reading handbook

# STUDENT ACTIVITY FLOW CHART

Read:  
Co-Curricular and Extra-Curricular Activities  
Student Fundraising Activities  
Student Activities Funds Management  
Fraud Policy  
The Ohio Ethics Law Outline  
Checklist for Fundraising Activities



PREPARE STUDENT ACTIVITY BUDGET (FORM A & A2)

- Completed annually by June 1 for the next school year
- Activity Purpose/Goals
- Sources of Income
- Disbursements



Submit to Treasurer



Treasurer submits to Board of Education



Board of Education  
Denies or Approves

## **COCURRICULAR AND EXTRACURRICULAR ACTIVITIES**

The purpose of education is to develop the whole person of the student. For this reason an educational program must embody, as an essential element, activities that involve students beyond the classroom and foster the values that result from interaction and united effort. Such activities form a logical extension of the required and general curriculum and the elective or special curriculum.

The Board has established the criteria for cocurricular and extracurricular activities consistent with its philosophy of, and goals for, education. All student activity programs must:

1. have educational value for students;
2. be in balance with other curricular offerings in the schools and be supportive of, and never in competition with, the academic program and
3. be managed in a professional manner.

The Board may require that students pay reasonable fees to participate in cocurricular and extracurricular activities.

The following guidelines govern the student activity programs.

1. Student activities are those school-sponsored activities that are voluntarily engaged in by students, have the approval of the school administration and do not carry credit toward promotion or graduation.
2. Each school, under the direction of the principal and professional staff, has a student activity program designed to stimulate student growth and development by supplementing and enriching the curricular activities. All receipts and expenditures are accounted for through the activity account.
3. Each activity should be designed to contribute directly to the educational, civic, social and ethical development of the students involved.
4. The student activity program receives the same attention in terms of philosophy, objectives, social setting, organization and evaluation as that given the regular school curriculum.
5. Each school develops written guidelines and procedures regulating the creation, organization, administration and dissolution of student activity programs. The Superintendent reports annually to the Board the general purposes, plans and financial status of the cocurricular and extracurricular programs of the District.
6. The expenses involved in participating in any school activity and in the total program for a school year should be set so that a majority of the students may participate without

financial strain. Special consideration may be given in cases in which the expense of participating would result in exclusion.

7. Activities must be open to all students, regardless of race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability or military status.
8. Activities must not place undue burdens upon students, teachers or schools.
9. Activities should not interfere with regularly scheduled classes. This limitation often requires conducting such activities beyond the regular school day, if possible.
10. Activities at any level should be unique, not duplications of others already in operation.
11. Students participating in cocurricular and extracurricular activities are expected to demonstrate responsible behavior and good conduct. The Board encourages the development and promotion of sportsmanship in all phases of the educational process, including athletics and all other cocurricular and extracurricular activities.
12. Students suspended and expelled from school are banned from extracurricular activities. Students may also be suspended from extracurricular activities for violations of the student code of conduct or the code of conduct of the particular activity in which they participate. Students absent from school are not permitted to participate in extracurricular activities on that date.
13. Annually, the Board directs the Superintendent/designee to identify supplemental contract positions that supervise, direct or coach a student activity program that involves athletic, routine/regular physical activity or health and safety considerations. Upon the identification of the position, the individual must complete the requirements established by the Ohio Department of Education and State law.
14. Students may be expelled for up to one year for firearm-related or knife-related incidents occurring off school property while at an interscholastic competition, extracurricular event or other school-sponsored activity.
15. Students may be removed from extracurricular activities when their presence poses a continuing danger to persons or property or an ongoing threat of disruption. If a student is removed from extracurricular activities, such removal may include all extracurricular activities in which the student is involved.
16. Resident students enrolled in community schools are permitted to participate in the District's extracurricular activities, including interscholastic athletics at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent, and must fulfill the same academic, nonacademic and financial requirements as any other participant.
17. Resident students attending STEM and STEAM schools are permitted to participate in the District's extracurricular activities, including interscholastic athletics, at the school to which the student would be assigned. Students must be of the appropriate age

and grade level as determined by the Superintendent, and must fulfill the same academic, nonacademic and financial requirements as any other participant.

18. Resident students attending a nonpublic school are permitted to participate in the District's extracurricular activities, including interscholastic athletics, at the school to which the student would be assigned if the nonpublic school the student is enrolled in does not offer the extracurricular activity. Students must be of the appropriate age and grade level as determined by the Superintendent and must fulfill the same academic, nonacademic and financial requirements as any other participant.

19. Resident students receiving home instruction in accordance with State law are permitted to participate in the District's extracurricular activities, including interscholastic athletics, at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent and must fulfill the same academic, nonacademic and financial requirements as any other participant.

A student attending a nonpublic school located in the District who is not entitled to attend school in the District may be authorized by the Superintendent to participate in an extracurricular activity offered by a school of the District that is interscholastic athletics or interscholastic contests or competitions in music, drama or forensics when:

1. the activity is one the school the student is enrolled in does not offer;
2. the student is not participating in the activity in the student's district of residence;
3. the superintendent of the student's district of residence certifies the student has not participated in any extracurricular activity that is interscholastic athletics or interscholastic contests or competitions in music, drama or forensics in the district for that school year and
4. the Superintendent and the superintendent of the student's district of residence mutually agree in writing to allow the student to participate in the activity.

A student receiving home instruction in accordance with State law who is not entitled to attend school in the District may be authorized by the Superintendent to participate in an extracurricular activity offered by a school of the District. The activity must be one that the district the student is entitled to attend does not offer.

[Adoption date: March 10, 1986]

[Re-adoption date: June 19, 1995]

[Re-adoption date: August 16, 1999]

[Re-adoption date: February 21, 2000]

[Re-adoption date: December 19, 2011]

[Re-adoption date: March 20, 2017]

[Re-adoption date: December 18, 2017]

[Re-adoption date: October 15, 2018]

LEGAL REFS.: ORC [3313.537](#); [3313.5311](#); [3313.5312](#); [3313.5314](#); [3313.58](#); [3313.59](#);

[3313.664](#)

[3315.062](#)

[3319.16](#)

[3321.04](#)  
Chapter [4112](#)  
OAC [3301-27-01](#)  
[3301-35-06](#)

CROSS REFS.: [AFI](#), Evaluation of Educational Resources  
[DJ](#), Purchasing  
[IGCH](#), College Credit Plus (Also [LEC](#))  
[IGDB](#), Student Publications  
[IGDC](#), Student Social Events  
[IGDE](#), Student Fundraising Activities  
[IGDG](#), Student Activities Funds Management  
[IGDJ](#), Interscholastic Athletics  
[IGDK](#), Interscholastic Extracurricular Eligibility  
[JECBC](#), Admission of Students from Non-Chartered or Home  
Schooling  
[JED](#), Student Absences and Excuses  
[JFCJ](#), Weapons in the Schools  
[JGD](#), Student Suspension  
[JGDA](#), Emergency Removal of Student  
[JGE](#), Student Expulsion  
JL, Student Gifts and Solicitations  
[JN](#), Student Fees, Fines and Charges  
[KGB](#), Public Conduct on District Property  
[KK](#), Visitors to the Schools  
Student Handbooks

**File: [IGDF](#)**

## STUDENT FUNDRAISING ACTIVITIES

The Board believes in providing opportunities for students to participate through cocurricular activities in fundraising projects that contribute to their educational growth and that do not conflict with the instructional program. Since the Ohio Revised Code and the Auditor of State's Office mandate careful accounting of the receipt and expenditure of such funds, all fiscal operations of student groups must be in compliance with the following guidelines. All such related activities must be:

1. conducted by a recognized student group for the purpose of contributing to educational objectives;
2. appropriate to the age or grade level;
3. activities in which schools may appropriately engage;
4. conducted under the supervision of teachers, advisors or administrators;
5. conducted in such a manner and at such times as not to encroach upon instructional time or interfere with regularly scheduled school classes and activities;

6. scheduled so as not to be unduly demanding on secretarial, teacher and principal time or work;
7. evaluated annually by teachers, advisors, administrators and students;
8. limited in number so as not to become a burden or nuisance to the community and
9. sensitive to direct competition with fundraising efforts sponsored by recognized groups and organizations within the community.

The application of the above criteria for student sales and activities is supervised by the building principal with the approval of the Superintendent. Each principal submits to the Superintendent a list of the proposed sales or fund drives which the school plans to conduct during the school year and the purpose for which the funds are going to be used. The Superintendent then indicates his/her approval or disapproval within the limitations of the above criteria.

Online fundraising/crowdfunding campaigns also must be conducted in accordance with related policies and procedures.

Funds derived from approved student fundraising activities are handled by the Treasurer's office in accordance with the Auditor of State's requirements.

[Adoption date: March 10, 1986]

[Re-adoption date: June 19, 1995]

[Re-adoption date: June 16, 1997]

[Re-adoption date: December 19, 2011]

[Re-adoption date: October 15, 2018]

LEGAL REFS.: ORC [3313.51](#); [3313.53](#); [3313.811](#)

[3315.062](#)

CROSS REFS.: [GBIA](#), Online Fundraising Campaigns/Crowdfunding (Also [IGDFA](#))

[IGD](#), Cocurricular and Extracurricular Activities

[IGDG](#), Student Activities Funds Management

[IICA](#), Field Trips

JL, Student Gifts and Solicitations

**File: IGDG**

## STUDENT ACTIVITIES FUNDS MANAGEMENT

To safeguard and provide for the efficient financial operation of student activities, the funds of these activities are managed as follows.

1. The Superintendent designates an individual to serve as the activity account clerk under the jurisdiction of the Treasurer. The Treasurer is authorized to receive and disburse student funds in support of the entire school activity program. The Clerk must be a bonded employee and the Treasurer is directly responsible for the proper accounting of student activities funds.

2. Requests for purchases from student activities funds can be made only by faculty advisors, coaches or teachers assigned to an activity. These requests must be approved in writing by the school principal or other person designated by the Superintendent. Funds must be available before such purchases may be authorized. Expenses are subject to Board approval.

3. An accounting of all student funds is made monthly and a report of all accounts is made by the Treasurer to the Superintendent and the Board. The account system complies with the regulations of the Ohio Auditor. The system separates and verifies each transaction and shows the sources from which the revenue is received, the amount collected, source and the amount expected for each purpose.

4. When an unexpended balance remains in the account of a graduating class (Fund 200), the class should specifically indicate its intent to the Board for the disposal of such funds. Otherwise, funds will be transferred to next graduating class.

5. When an unexpended balance remains in an activity fund account the building principal will determine the transfer and/or dispose of the remaining balance.

[Adoption date: March 10, 1986]

[Re-adoption date: June 19, 1995]

[Re-adoption date: June 16, 1997]

[Re-adoption date: December 19, 2011]

[Re-adoption date: December 18, 2017]

LEGAL REFS.: ORC [3313.51](#); [3313.53](#); [3313.811](#)  
[3315.062](#)  
[5705.41](#); [5705.412](#)

CROSS REFS.: [DH](#), Bonded Employees and Officers  
[DI](#), Fiscal Accounting and Reporting  
[DJ](#), Purchasing  
[DJF](#), Purchasing Procedures  
[IGD](#), Cocurricular and Extracurricular Activities  
[IGDF](#), Student Fundraising Activities

## FRAUD POLICY

The District recognizes the importance of protecting the organization, its taxpayers, its employees, and its assets against financial risk, operational breaches, and unethical activities. The Board expects all employees and agents of the District to be honest and ethical in their conduct and to refrain from engaging in activities that may be fraudulent, illegal or unethical. The District will not tolerate such activities and will investigate all such claims and implement appropriate disciplinary measures when necessary.

### Scope

This policy applies to any fraud, or suspected fraud, involving Board members, employees, volunteers, booster group members, consultants, vendors, contractors, agents, outside agencies, and any other parties having a business relationship with the District.

### Zero Tolerance Policy

The Crestview Local Schools has adopted a zero tolerance policy regarding fraud. No individual shall remove any assets from the Crestview Local Schools, misuse any assets for one's personal gain, or willfully misappropriate any asset.

The Superintendent or Treasurer shall immediately report to the Richland County Sheriff all instances where there is reasonable suspicion to believe that fraud may have occurred. Because fraud may involve a variety of legal issues, early consultation with the Board's legal counsel is recommended. The Superintendent or, in the case where the Superintendent is the subject of a fraud investigation, the President of the Board may place an employee under investigation for fraud on paid administrative leave pending the completion of the investigation.

### Actions Constituting Fraud

Fraud is defined as an intentional deception, misappropriation of resources, or manipulation of data. Some examples of fraud include, but are not limited to:

1. falsification of expenses and invoices; fraudulent reimbursements;
2. authorizing or receiving compensation for goods not received or services not performed;
3. theft of cash, supplies or assets;
4. unauthorized use or misuse of credit cards or account cards;
5. unauthorized wire or electronic transfers;
6. alteration, forgery, or falsification of checks, records or documents;
7. failure to account for monies collected or improper handling of money;
8. knowingly providing false information on job applications;
9. authorizing or receiving compensation for hours not worked;

10. embezzlement, bribery or conspiracy;
11. any dishonest or fraudulent act;
12. asking for or accepting anything of value from contractors, vendors, or persons providing services or materials to the District and/or
13. unauthorized destruction, removal, sale, or use of district equipment for personal gain

#### Detering Fraud

The Crestview Local Schools have established internal controls, policies and procedures in an effort to deter, prevent, and detect fraud. The District will incorporate the following to assist in the efforts to deter fraud:

1. train employees, new hires;
2. communicate a highly ethical culture;
3. provide copies of the fraud policy and communicate consequences of fraudulent acts;
4. encourage reporting of suspected fraud;
5. conduct and review background checks;
6. establish segregation of financial duties;
7. establish adequate internal controls;
8. conduct periodic internal and inspections;
9. restrict physical access to assets and records;
10. periodically assess fraud risks;
11. require documentation of excessive shortages and overages and
12. provide fiscal in-service and training to employees.

#### Reporting of Fraud and Confidentiality

Employees shall read and understand this policy. Suspected or known fraudulent acts shall be reported immediately to the President of the Board, the District Treasurer, and/or the Superintendent. The District will maintain confidentiality of complainants to the extent possible by law; however, absolute confidentiality for reporting witnesses cannot be guaranteed.

Complainants are directed not to contact the suspected individual or to conduct their own investigations relating to a case of suspected fraud. Complainants and witnesses interviewed are directed not to discuss the allegations or investigation with any other individual as such discussions may interfere with the investigation. Further, because of the

nature of the alleged misconduct, unsubstantiated allegations that are not privileged could harm an innocent individual's reputation and result in potential civil liability.

#### False Allegations

Deliberate reporting of false allegations of suspected fraud with the intent to disrupt or cause harm to another may be subject to disciplinary action up to and including termination of employment.

#### Investigation

The Board has the primary responsibility for the investigation of all suspected fraudulent acts as defined in this policy. The Board may appoint a designee to conduct the investigation and/or utilize external experts. All investigations will be conducted in a prompt, competent, objective, and confidential manner. The Board may also notify local law enforcement, auditors, insurers, and/or State or Federal agencies.

Investigations may include interviews, evidence collection, computer forensics, data analysis, etc. All reporting, communication, or media statements regarding investigations or findings will be made by the President of the Board or his/her designee.

#### Corrective Action

Final determination regarding action against any individual who has committed fraud or corruption against the District will be made by the Board in conjunction with the Superintendent and/or District Treasurer.

Offenders at all levels in the organization will be treated equally regardless of their position or years of service to the District. Determinations will be made based on a finding of facts in each case, actual or potential damage to the school district, cooperation by the offender and legal requirements.

Depending on the seriousness of the offense and the facts of each individual case, action against an employee can range from written reprimand to termination of employment and/or legal action – either civil or criminal. In all cases involving monetary losses to the District, the District will pursue recovery of losses.

[Adoption date: March 15, 2010]

[Re-adoption date: December 19, 2011]

OHIO ETHICS COMMISSION  
William Green Building  
30 West Spring Street, L3  
Columbus, Ohio 43215-2256  
Telephone: (614) 466-7090  
Fax: (614) 466-8368  
[www.ethics.ohio.gov](http://www.ethics.ohio.gov)

Promoting Ethics in Public Service for Ohio since 1974

## **THE OHIO ETHICS LAW OUTLINE**

### **I. INTRODUCTION TO OHIO'S ETHICS LAW**

#### **A. Purposes of the Ethics Law:**

- Protect the public from the financial, family, or business conflicts of its public servants
- Encourage impartiality in governmental decisions by restricting public actions on matters in which public officials and employees have direct and definite conflicts of interest
- Promote citizen confidence in the actions of public agencies

#### **B. Ethics Law History:**

- Created by the General Assembly in 1973
- Found in Ohio Revised Code Chapter 102 and R.C. 2921.42, 2921.421, and 2921.43
- Established the Ohio Ethics Commission, and two similar state ethics agencies in the Legislature and Judiciary, to oversee all within the three branches of government
- Ethics Commission is one of nearly 40 similar state ethics boards and commissions

#### **C. The Ethics Commission Oversees:**

- All state and local public officials and employees (except legislative and judicial members)
- Private parties and corporations who do business with public offices

#### **D. The Ethics Law:**

- Requires personal financial disclosure to identify and protect against conflicts;
- Restricts unethical conduct through laws that have criminal sanctions; and
- Allows uniform review and guidance regarding ethics issues.

### **II. THE OHIO ETHICS LAW – A WORKING UNDERSTANDING**

General Rule: Whenever the interests of the public official or the public official's family or business associates are present in an issue before the public official, there is an ethics question.

A. General Public Protections – The Ethics Law contains criminal restrictions to:

- Restrict participation in public matters involving direct and definite personal, family and business interests of a public official or employee;
- Limit compensation for public duties to their public employer;
- Restrict personal, family, and business interests in public contracts;
- Prohibit nepotism in public hires and services;
- Condition former officials and employees' post-employment activity;
- Control the disclosure of confidential information, and;
- Provide protections against influence peddling in public agencies for personal benefit.

B. Conflict of Interest and Supplemental Compensation – R.C. 102.03(D), (E), (F), 2921.43

- Core of Ethics Law restrictions that often appear together in analysis and violations.

Ethics Law does not replace, but supplements, bribery and theft prohibitions. No quid pro quo required.

1. R.C. 102.03(D):

a. Prohibits a public official's active use of authority to secure anything of value that could have a substantial and improper influence on the official. Includes voting, discussing, deliberating, or formally or informally lobbying on matters of conflict [OEC 2007-01].

b. Not necessary that thing of value is received by the official—could be received by family member or business associate.

2. R.C. 102.03(E):

a. Prohibits a public official's acceptance or solicitation of anything of value that could have a substantial and improper influence on the official [OEC 2001-03]. A thing of substantial value from an improper source would have a substantial and improper influence.

b. Anything of value includes money, goods, future employment, interest in realty, and every other thing of value [R.C. 1.03].

c. Improper sources include parties doing or seeking to do business with, regulated by, or interested in matters before a public agency [OEC 2003-03].

d. Receipt or acceptance alone creates potential violation [OEC 2001-03].

3. R.C. 102.03(F):

a. Prohibits a private party from giving or promising anything of value. [OEC 2008-01]

b. Prohibited regardless of whether official solicits the item.

4. Application to issues of:

a. Employment: A public official is prohibited from soliciting, accepting, or using his position to seek employment from “improper” sources unless the official can withdraw from participating in any actions that affect the prospective employer and his abstention is approved by supervisors, where required. Official must withdraw from participation in official matters if attempting to secure, or approached about, employment [OEC 2008-02]

b. Travel, meals, and lodging: A public official cannot accept anything of value, including travel, meals, and lodging, from an improper source. [OEC 2001-03]

c. Gifts: Cannot accept gifts from any party that is doing or seeking to do business with, regulated by, or interested in matters before the public agency [OEC 2001-04].

5. R.C. 102.03(G): Campaign Contributions not ordinarily governed under Ethics Law, unless another violation of law. [OEC 2002-03; see also R.C. 2921.43 below].

6. R.C. 102.01 (H)(1) – Honoraria: Most public officials and employees who file financial disclosure are prohibited from receiving honoraria [OEC 99-003].

7. R.C. 2921.43 - Supplemental Compensation:

a. Prohibits the acceptance or giving of any compensation, other than allowed by law, for the performance of any public duty or responsibility. Separate notion of conflict; attempt to prohibit the conflict inherent in being compensated by dual employers. Public and private sectors both subject to supplemental compensation prohibitions [OEC 2008-01]

b. Prohibits the coercion of a campaign contribution [State v. Conese (2004), 102 Ohio State 3d 435]

8. R.C. 102.03(C) - Licensing Conflicts: Bars participation in license or rate-making where public official or immediate family members (spouse residing with official and any dependent children) own more than 5 percent.

C. Public Contract Restraints - R.C. 2921.42 and R.C. 102.04(B)

1. R.C. 2921.42: Five restrictions; The three most common are:

a. Public officials cannot secure public contracts for himself, family member, or a business associate (includes hiring a family member into public employment) [OEC 79-005; 98-004].

- b. Public officials cannot have an interest in profits or benefits of a public contract entered into by a public agency with which he is “connected” [OEC 2008-04].
- c. Public official cannot profit from a public contract he approved or that was authorized by a body of which he was a member unless the contract was competitively bid and awarded to the lowest and best bidder [OEC 88-008].

2. R.C. 2921.42(A)(2) - Investing Public Funds: Public officials cannot secure the investment of public funds in any share, bond, mortgage, or other security, if he, a member of his family, or any of his business associates either has an interest, is an underwriter, or receives any brokerage, origination, or servicing fees.

3. Public contract includes public purchases or acquisitions of any property or service, including employment, grants, or improvement or maintenance of public property [OEC 87-002; 89-006].

4. Exceptions:

- Stockholding below 5 percent; with an affidavit.
- Four-part exception—All four must exist and the burden is upon official to demonstrate:
  - Necessary supplies or services;
  - Unobtainable elsewhere for the same or lower cost or continuing course of dealing;
  - Equal or preferential treatment given agency; and
  - Arm’s length, full disclosure, no participation [OEC 2000-02].

5. R.C. 102.04(B): Restricts state employees from conducting business with any state agencies except through competitive bidding. (See F(5)(b) below for R.C. 102.04(D) exception) [OEC 2004-04].

D. Post-Employment and Representation Restrictions – R.C. 102.03(A), (B), and 102.04

1. R.C. 102.03(A)(1): Revolving door prohibitions on a public official, during public service and for one year afterwards, from representing anyone on any matter in which he personally participated while he was a public official [OEC 2004-04].

2. Statutory Definitions:

a. Matter includes any case, proceeding, application, determination, issue, or question [OEC 99-001].

b. Personal participation includes decision, approval, disapproval, recommendation, the rendering of advice, investigation, or other substantial exercise of administrative discretion, including supervision [OEC 91-009].

c. Representation is formal or informal appearance before, or any written or oral communication with, any public agency [OEC 86-001].

3. Exceptions:

- Not prohibited from representing public agency the official formerly served.
- New matters and matters in which public official did not participate; prohibition is tied to personal participation.
- Ministerial functions - Not prohibited from performing functions like filing or amending tax returns, incorporation papers, and similar documents.
- Proposal, consideration, or enactment of statutes, rules [OEC 2004-04].

4. R.C. 102.03(B) – Confidentiality: Lifetime prohibition on disclosure of confidential information both during and after leaving public position [OEC 93-012].

5. R.C. 102.04(A) - Representation and Influence Peddling

- a. Prohibits state officials from receiving compensation directly or indirectly, other than from own public agency, for any service rendered personally on any case, application, or other matter before any public agency [OEC 93-010].
- b. R.C. 102.04(D): Exemption applies to non-elected employees who render services before, or sell goods and services to, state agencies other than the agency they serve [OEC 93-010].

III. THE OHIO ETHICS COMMISSION AND REMEDIES AVAILABLE

A. Composition:

- The Commission is a bipartisan body comprised of six members who are appointed by the Governor and subject to confirmation by the Senate. The members serve staggered, six-year terms, and are compensated \$75 per meeting, to a maximum of \$1800 per year.
- The Ethics Commission employs an Executive Director who supervises a staff of 21 that carries out the duties of administering the Ethics Law on a day-to-day basis.

B. Statutory Responsibilities of the Ohio Ethics Commission:

1. Advice: The Commission possesses the unique authority to interpret and provide advice regarding the Ethics Law to public servants before they act. The Commission’s written advisory opinions provide immunity to those who follow the advice. The Commission annually responds to hundreds of written requests and an average of 3,000 telephone calls from officials, agencies, counsel, and the general public.
2. Education: The Commission provides free ethics education and informational materials related to ethics, conflicts of interest, and financial disclosure. Commission staff annually conducts approximately 200 educational and

informational sessions to approximately 20,000 public and private sector attendees.

3. Financial Disclosure: The Commission administers the financial disclosure requirement for most public employees required to file annual disclosure statements. More than 11,000 forms are filed annually with the Commission.

4. Investigation: The Commission confidentially investigates alleged violations of the Ethics Law and related statutes for potential referral for criminal charges. The Commission reviews an increasing number of allegations each year, now averaging almost 500, from prosecutors, auditors, agencies and the general public.

5. Legislation: The Commission recommends legislation to the General Assembly related to ethics, conflicts of interest, and financial disclosure.

#### IV. QUESTIONS:

Contact the Ohio Ethics Commission at (614) 466-7090. For more information about the Ethics Commission and its duties, searches of more than 300 formal Advisory Opinions, and common sense guidance regarding Ohio's Ethics Law, please go to [www.ethics.ohio.gov](http://www.ethics.ohio.gov), or contact the Commission.

**CRESTVIEW LOCAL SCHOOLS  
STUDENT ACTIVITY ACCOUNT**

ORGANIZATION \_\_\_\_\_ SCHOOL YEAR \_\_\_\_\_

OFFICERS:  
PRESIDENT: \_\_\_\_\_ SECRETARY \_\_\_\_\_

VICE PRES. \_\_\_\_\_ TREASURER \_\_\_\_\_

**STATEMENT OF INTENT AND PURPOSE**

Purpose should include goals and objectives. Include as an intent if you may be donating to charities or families in need.

---

---

---

---

---

---

---

---

THE ABOVE STATEMENT WILL BE SUPPORTED BY THE BUDGET (ON THE REVERSE SIDE) SUMMARIZING THE GROUP'S PLANNED FUND RAISING ACTIVITIES AND ESTIMATE OF EXPENDITURES.

**APPROVAL**

\_\_\_\_\_  
Advisor's Signature                      Date

\_\_\_\_\_  
Superintendent's Signature              Date

\_\_\_\_\_  
Principal's Signature                      Date

\_\_\_\_\_  
Treasurer's Signature                  Date

Location of forms: Treasurer's Office

**CRESTVIEW LOCAL SCHOOLS  
STUDENT ACTIVITY BUDGET**

ORGANIZATION \_\_\_\_\_ SCHOOL YEAR \_\_\_\_\_

SPECIAL COST CENTER \_\_\_\_\_ ADVISOR \_\_\_\_\_

BEGINNING FUNDS:                   \$ \_\_\_\_\_

ESTIMATED RECEIPTS:

	<u>Description</u>	<u>Amounts</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

TOTAL \_\_\_\_\_

ESTIMATED DISBURSEMENTS:

	<u>Description</u>	<u>Amounts</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____

TOTAL \_\_\_\_\_

ESTIMATED ENDING FUNDS:                   \$ \_\_\_\_\_

# PROCEDURES

## **Incoming \$\$\$**

COUNT money received  
PREPARE duplicate receipt  
COMPLETE pay-in voucher (Form B)  
TURN IN pay-in voucher  
Receipts must match pay-in voucher

## **Ticket Sales**

COMPLETE Ticket Accountability and Recap (Form J)  
ATTACH 1<sup>st</sup> ticket and last ticket  
Follow Incoming \$\$\$ directions

## **Purchasing**

PREPARE requisition (Form C)  
SUBMIT to supervisor  
WAIT  
Receive Purchase Order  
ORDER goods  
DO NOT PURCHASE GOODS WITHOUT A PURCHASE ORDER

## **Payment**

RECEIVE itemized invoice  
REVIEW invoice  
OK TO PAY – mark invoice OK to pay/sign/date  
Treasurer will issue check to vendor

# PROCEDURES

## **Fundraising**

PREPARE Sales Project Request (Form E)  
SUBMIT to supervisor  
WAIT for approval at Board of Education meeting  
CONDUCT fundraiser  
Follow directions of incoming \$\$\$, ticket sales, purchasing,  
and payment  
COMPLETE Summary of Fund Raiser Report (Form F)  
ATTACH flyer/advertisement of fundraiser  
KEEP records – sales, payment, inventory, returns, ect.

## **Request for Change**

COMPLETE Change Fund Request (Form G)  
Treasurer will obtain requested change  
RETURN change at the conclusion of the event  
DO NOT INCLUDE CHANGE IN YOUR RECEIPTS

## **LOSS OF CASH OR INVENTORY**

REPORT loss immediately to supervisor  
Supervisor reports to Superintendent/Treasurer  
SUBMIT Theft or Damage Report (Form H) to Treasurer

## **GIFTS AND DONATIONS**

COMPLETE Gifts and Donations (Form I)  
If money - include with pay-in voucher  
If item - complete form and forward to Treasurer's office  
Board of Education will approve donation at Board of  
Education meetings

## Checklist for Fundraising Activities

All fundraising must be run through the school – do not start a fundraiser without Board approval. Fundraising includes sales and soliciting donations. Fundraisers are for the good of the group, no student accounts are to be kept.

Request to conduct fundraiser deadlines:  
September 1<sup>st</sup> for First Semester Fundraisers  
December 31<sup>st</sup> for 2<sup>nd</sup> Semester Fundraisers

- Complete a Request for Fundraising Activity and Income Projection Form (form E)
- File Request (form E) with Supervisor
- Obtain Superintendent/Board of Education Approval
- Upon fundraiser approval complete requisition(s) forms (form C) for purchases. You cannot purchase items until a purchase order is printed.
- Inform students all checks made payable to Crestview School
- Prepare a receipt for each student who turns in money
- Each day you collect money complete a pay-in voucher (form B) and turn into the building secretary. Never leave money at school, take home, make change or purchase items from money received.
- Invoices should be directed to the Treasurer's office. Mark the invoice "ok to pay" with your signature and date
- Upon completion of fundraiser – compile list of leftover inventory, returns, student's that have not paid and amount owed, Summary of Fund Raiser Report (form F), and copy of fundraiser flyer. (send to Treasurer)
- Keep records of fundraiser in case of audit.





**CRESTVIEW LOCAL SCHOOLS  
SALES PROJECT REQUEST FORM  
REQUEST FOR FUND RAISING ACTIVITY AND INCOME PROJECTION**

Student Activity or Sport	
Proposed Sales Project	
Date(s) of Sales Project	
Company Name & Address	
Representative	
A) Quantity to be Ordered	
B) Proposed Sale Price per Unit	
C) Cost per Unit	
D) Projected Gross Sales (A x B)	-
E) Projected Gross Costs (A x C)	-
F) Projected Net Profit (D - E)	-
Projected Completion Date	
Requested by (Advisor or Coach)	
Approved by Principal	
Approved by Superintendent	
Approved by Board Resolution #	



**CRESTVIEW LOCAL SCHOOLS  
CHANGE FUND REQUEST**

I request a check for change in the amount of \$ \_\_\_\_\_ - \_\_\_\_\_ for the following activity or event:

\_\_\_\_\_  
I agree to accept responsibility for the change fund and to return the change fund to the Treasurer's Office at the conclusion of the activity or event.

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Advisor Signature

Check Amount \$ \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_  
Date

Check Number \_\_\_\_\_

Date Returned \_\_\_\_\_

CRESTVIEW LOCAL SCHOOLS  
THEFT OR DAMAGE REPORT\_\_\_\_\_  
Report Date\_\_\_\_\_  
Advisor's Signature\_\_\_\_\_  
Principal's Signature

Description of the item(s) stolen or damaged:

--

Describe any other pertinent or vital information you have knowledge of:

--

Date incident was identified: \_\_\_\_\_

Person who reported incident: \_\_\_\_\_

1. If any employee recognizes that a theft has been committed or damage done to school or employee property...it is their responsibility to inform the building principal either verbally or in writing as soon as possible.
2. The building principal is to complete this form and forward it to the Treasurer. The principal will also contact the appropriate law enforcement agency to obtain a written police report.
3. The Treasurer will be responsible for contacting the insurance carrier if the deductible is exceeded.
4. The Superintendent will be responsible for communicating the progress or status of the case to the building principal.

**CRESTVIEW LOCAL SCHOOLS  
GIFTS AND DONATIONS FORM**

This is to advise the Administration and the Board of Education of the following donations:

Name of Donor	Address	Item or Dollar Amount Given
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -

The above listed donation(s) were presented to the \_\_\_\_\_  
 Student Activity Fund for the purpose of \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Receipt acknowledged by:  
 \_\_\_\_\_  
 Signature of Advisor \_\_\_\_\_  
Date

This donation was accepted by the Board of Education at the meeting held on \_\_\_\_\_  
 by resolution number \_\_\_\_\_

## CRESTVIEW LOCAL SCHOOLS TICKET ACCOUNTABILITY AND RECAP SHEET

Student Activity \_\_\_\_\_  
Group: \_\_\_\_\_  
Type of Event: \_\_\_\_\_ Date: \_\_\_\_\_

**ADULT TICKETS**

Ticket Color: \_\_\_\_\_  
Closing Number: \_\_\_\_\_  
Starting Number: \_\_\_\_\_  
Tickets Sold: \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

**STUDENT TICKETS**

Ticket Color: \_\_\_\_\_  
Closing Number: \_\_\_\_\_  
Starting Number: \_\_\_\_\_  
Tickets Sold: \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

- 1 Value of Tickets Sold \_\_\_\_\_
- 2 Total Receipts \_\_\_\_\_
- 3 Less Change Fund \_\_\_\_\_
- 4 Total Cash Deposited \_\_\_\_\_
- 5 Difference in Cash –  
Over/(Under)  
Line 1 minus Line 4 \_\_\_\_\_

Attach  
Beginning  
Ticket

Attach  
Ending  
Ticket

**Explanation of Difference**

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

# How Do I Get Paid?

\*Board of Education approval at a Board of Education Meeting

\*Athletic Supplemental -Prior to contact with students the following must be completed and turned into the Board of Education Office.

CPR Certificate

Concussion Training Certificate

BCI/FBI background check

Fundamentals of Coaching Certificate

Sudden Cardiac Arrest Certificate

Pupil Activity Permit (Ohio Department of Education)

\*Signed contract returned to the Treasurer's office

\*Payroll withholding paperwork completed and turned into the Treasurer's office (includes a copy of a driver's license and social security card or passport)

\*If not a full-time Crestview employee – complete a Job Calendar with your name and days indicated with an X for the days that you worked. **Make sure your days match Ohio High School Athletic Associations coaching schedule for your sport.**

\*In-Service meeting with the Treasurer's office to review Student Activity Handbook

\*Post Season Coaching Release Form completed and approved by the Athletic Director before your last pay date.

**JOB CALENDAR**

Employee Name \_\_\_\_\_

Activity \_\_\_\_\_

JANUARY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
FEBRUARY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29		
MARCH	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
APRIL	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
MAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
JUNE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
JULY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
AUGUST	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
SEPTEMBER	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
OCTOBER	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
NOVEMBER	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
DECEMBER	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Please mark with an X the days you practiced or had a game

Please make sure that your days marked match with Ohio High School Athletic Associations Coaching Schedule for your sport.

See below for submission of Job Calendars and corresponding Pay Dates – all pay dates are the 2<sup>nd</sup> pay of the month  
 Fall Supplemental - September/November  
 Winter Supplemental - January/March  
 Spring Supplemental - April/June  
 All Year Supplemental- January/June  
 \*Exception Athletic Director/Cheer Advisor – November/March/June

# What not to do

Do not put school money in your personal checking/savings account

Never keep all the cash and write one check to the school

Do not set up outside bank accounts with the school's name and/or using school money

Do not buy anything without purchase order

Do not use school money to purchase alcohol or pay tips

Do not accept any "compensation" or gifts of value from vendors or Boosters

Do not purchase personal items using the school's name or account to avoid paying sales tax

# What to do

Turn ALL money in with 24 hours of receipt

If you “win” something as a result of your position with Crestview Local Schools, you must turn the item over to the school

Account for all school equipment

Conduct yourself as an adult at all times

If you have questions call the Treasurer’s office 419-895-1700

