



CHIPPEWA VALLEY SCHOOLS

STUDENT ACTIVITY ACCOUNT (STAA)

The Chippewa Valley Schools (CVS) *Student Activity Account Guidelines (STAA)* apply for all fundraisers, raffles or booster work credit donations that take place on behalf of all high schools, sports teams, student clubs, teachers, parent groups, coaches, sponsors, support groups, volunteers, and students. The purpose of the STAA is to help the families of authorized groups offset the cost of a District High School approved trip/camp that has been approved by the Business Office for STAA fundraising. These established guidelines are to ensure the proper management and operation of STAA funds.

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

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

- **A District High School approved trip/camp that costs \$500 or more per student and is authorized by the Business Office for STAA fundraising and/or STAA Booster Work Credit fundraising. More information below.**

Concession sales cannot be used towards STAA, nor can they be used towards uniform cost or maintenance, concert/event/banquet/group party tickets or entrance, spirit wear or any other item or activity.

If the Business Office approves STAA fundraising, a separate STAA internal account ASN will be created for the club/group/team (i.e., "Choir Individual Student Activity"). Band and Choir are required to use *Finance Manager* as the primary software to track STAA financials, STAA fundraising and booster work credits.

Funds raised by students/families shall be only for the benefit of students and managed in accordance with sound business practices, which include accepted budgetary, accounting, and internal control practices. STAA and booster work credit funds donated are considered a part of the total fiscal operation and are subject to policies established by the district.

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

Band and Choir sponsors must keep STAA balances current and updated in [Finance Manager](#) by the 20th of the following month.

STAA Fundraising Revenue and Booster Work Credits

Approved STAA funds and/or booster work credit amounts must be paid to the school. They cannot be paid to the travel agent, teacher, coach, sponsor, parent, guardian, or student.

STAA funds and/or booster work credit amounts for students registered to attend the trip/camp will be paid to the travel agent and/or camp by school check and cannot exceed the total dollar amount of the trip/camp for the designated student. Additionally, STAA funds and/or booster work credit funds earned and applied cannot exceed the trip/camp balance owed if a deposit or payments have been made. If STAA funds and/or booster work credit funds earned are more than the amount owed or total trip/camp cost, the difference must be used as a donation to benefit the entire club/group/team. It is not allowed to apply STAA funds or booster work credits to a parent chaperone, another student, or anyone else that may be attending the trip/camp or hold the funds for a future trip/camp.

To accurately apply funds to the STAA, fundraising payments and booster work credits must be earned and paid to the school 60 days before the last trip/camp payment is due. This allows adequate time for the trip/camp to receive payment and parents to know their balance towards the trip/camp before the last payment deadline. Necessary information includes dates worked, hours worked, parent or guardian first and last name, student name, group name and dollar value for specified days/hours.

Students not attending the trip/camp, students that drop from club/group/team, or students that leave the district for any reason, will forfeit all earned STAA funds, including booster work credits, which will then be used as a donation to benefit the entire club/group/team.

Parents, guardians, or students are not eligible for refunds of fundraised money, STAA funds or booster work credits. Fundraised money, STAA Funds or booster work credits are not transferable to a different student or club/group/team.

If given approval to begin STAA fundraising and/or use booster work credits, a [Payment Collection Form](#) is required to be filled out and submitted prior to any fundraising. This payment collection form is required by the district and must be filled out for any type of payment collection, fundraiser or raffle that takes place on behalf of all schools, sports teams, student clubs, teachers, parent groups, coaches, sponsors, support groups, volunteers, and students. Any advertisement for the fundraiser **must** indicate that it benefits STAA and not the entire club/group/team and should include the following disclaimer:

Please note that STAA fundraised funds and/or booster work credit funds will move into the club/group/team general fund if the student drops out of the trip/camp, the trip/camp is cancelled or if there are any funds left after the trip/camp expenses have been paid. STAA fundraised funds and/or booster work credits are not transferable to another student or club/group/team.

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

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

Once the trip/camp has occurred and all trip/camp expenses have been paid, the trip/camp must have a zero balance and will be closed. Any remaining fundraised monies and/or booster work credits from the STAA will be moved to the club/group/team internal account to be used for the benefit of all club/group/team students. This must take place at least one week before the school Bookkeeper leaves for the summer.