**Standard Operating Procedures and Checklist**

**For Activity Requests**

**Submitting Activity Requests:**

Copies of all forms are available online. MUST HAVE THREE COPIES:

1. Your Copy
2. Activity Coordinator’s Copy
3. Admin’s Copy (Mrs. Milan)

**Planning for an Activity – ACTIVITY COORDINATOR (Ms. Julie Ancheta)**

**[ ] Activity Request Form**

* *Must be completed and submitted* ***two-weeks before the start date*** *of an activity*

**[ ] Cafeteria Usage Form**

* *Dependent upon need for activity*

**[ ] Field Trip Form**

* *Dependent upon need for activity*

**HANDLING OF MONEY – NAF (Non-Appropriated Funds)**

All MONEY should be turned in to Ms. Lina Rojas in the Main Office.

**[ ] Cash Count Form**

* *Must be accompanied by Pre/Post Inventory Sheets*

**[ ] Pre/Post Inventory Sheet**

* *Must be submitted when there are items to be sold (to be completed EVEN for activities selling tickets only)*
* *Complete Before (Pre-) and After (Post-) Activity to account for all items sold and/or items remaining*
* *Should reflect amount to be submitted (on Cash Count Form)*

**[ ] Student Organization Meeting**

* *This should be completed if funds are to be appropriated; details to whom funds will be disbursed and the item(s)/service(s) being paid*
* *As stated on the form, meeting minutes should be attached*

**[ ] Student Sign-In Sheet**

* *Team/club members approval / disapproval of disbursal of funds*

**[ ] Student Organization Voucher**

* *To be submitted when ready to have voucher (check) made out to vendor*
* *Be sure to include price quotes as required*
  + <$100 – no quote required
  + >$100 – one quote required
  + >$500 – three quotes required
* *Obtain and SUBMIT all receipts Mrs. Milan*

**[ ] Transfer of Funds**

* *Only needed to transfer funds from one account / activity to another*

**A monthly report of team/club balances shall be posted once a month.**

**BE SURE TO KEEP A LEDGER FOR YOUR OWN RECORDS.**

**Clubs/Teams will be asked to reconcile ledgers EACH QUARTER.**

**DANCES / ACTIVITIES that require TICKET SALES**

* **Team lists** indicating where students will go (whether to the dance or team-sponsored activities
  + Must be completed **No later than 2 days prior to the dance/activity**
  + **MUST be submitted as a TEAM**. Any lists submitted individually will be returned. A copy should be provided to Ms. Bobbie in the Main Office for accountability purposes.
  + *A template of the form is included is included online*.
* **ANY TICKET SALES** - **ALL TICKETS MUST be SUBMITTED, VERIFIED, AND STAMPED by Activity Coordinator(s) BEFORE selling.** *(Dances, raffles, car washes, etc.)* 
  + **Money** collected for a Dance shall be submitted **one day before** the activity. **Ticket sales should END a day before the dance.**
  + Amount of money collected should be indicated on the **Cash Count Form**
  + **All tickets – sold and unsold - must be indicated on the Pre/Post Inventory Form**

**FOOD / SNACK SALES**

* Food and/or snack sales MUST adhere to the Guam Department of Education’s Nutritional Guidelines. *A copy of the guide is available online*
* Only those who have been scheduled and approved to sell are allowed to sell. Any others who are doing so “secretly” shall be penalized.
* Food and snacks shall NOT be sold to students during instructional time, break time, and/or lunch, unless otherwise approved.
* Lunch plates shall NOT be sold to students AT ANY TIME.

**PENALTIES**

Any club/team that does not adhere to the guidelines mentioned here and in the NAF Handbook will be penalized in the following progression:

1. Will not be approved for an activity for **30 school days** from the start date of the violation
2. Will not be approved for an activity for **60 school days** from the start date of the violation
3. Will not be approved for an activity for **the rest of the year.**