8/7/2026

MARLINGTON LOCAL SCHOOLS

STUDENT ACTIVITIES HANDBOOK

WWW.MARLINGTONLOCAL.ORG

Table of Contents

1. 1. Principles
2. 2. Procedures
3. 3. Student Activity Budget & Statement of Purpose Form
4. 4. Fund-Raising Guidelines & Request Form
5. 5. Purchasing of Goods and Services
6. 6. Proof of Receipt Form / Daily Deposit
7. 7. Records
8. 8. Board Policies
9. 9. Receipt of Handbook

Principles

Students need opportunities to explore interests beyond the classroom. The Marlington Local Schools Student Activities Program provides a framework to promote responsibility, teamwork, and leadership while aligning with district educational goals. A well-planned program enriches the curriculum, encourages participation, and strengthens school community spirit.

All student activities must function within the framework of Marlington Local Schools' educational and fiscal policies. The building principal is responsible for the conduct of student activities in accordance with Ohio law and Board policy. The Treasurer's Office maintains responsibility for accounting, auditing, and fiscal oversight of all activity funds.

Procedures

Prior to performing any financial transactions, each student activity must have an approved Budget and Statement of Purpose form on file with the Treasurer's Office. The purpose statement should clearly define the reason for the organization's existence, its objectives, and how its goals will be achieved.

Each year, advisors must complete the Budget and Statement of Purpose form, estimating all revenues and expenditures. All spending must align with the approved budget and the group's purpose statement. Expenditures require pre-approved purchase orders, and all revenues must be deposited using district pay-in forms.

When a class graduates, or club closes, the officers should submit a signed letter to the Treasurer requesting the funds be allocated to a school service project, another class fund, a scholarship fund, or other approved district use as determined by the Board of Education. Typically, graduating classes direct their remaining funds to an upcoming class.

--- INSERTED FORM BELOW ---
(Budget and Statement of Purpose Form follows)

Fund-Raising Guidelines

The Board of Education encourages student participation in fundraising projects that support educational purposes and align with district policies. Fundraisers must:

- Be conducted by recognized student groups.
- Be appropriate for the students' age levels.
- Be supervised by school staff and administrators.
- Not interfere with instructional time or school operations.
- Avoid excessive solicitation of the community.
- Be approved by the building principal and Treasurer before starting.

No cash awards or vendor bonuses may be offered to staff or students. Fundraising activities must not compete with school nutrition programs. A Fundraiser Request Form must be submitted and approved before any activity begins.

A copy of the Fundraiser Request form is included at the end of this document.

Purchasing of Goods and Services

All requisitions must include complete details and estimated shipping costs. Advisors may request purchases only for their assigned student activity accounts. Orders or reimbursements can be made only after a purchase order is approved by the Treasurer. Original invoices must be verified, signed by the advisor, and submitted to Accounts Payable in the Treasurer's Office for payment. Typically, requisitions are entered by the building secretary.

Proof of Receipt Form / Daily Deposit

All funds collected must be supported by receipts or ticket reports. Duplicate receipts should be issued for every collection of cash or checks. The Ohio law requires next-business-day deposits for all funds received. The Treasurer's Office will audit deposit records to ensure compliance.

A copy of the Proof of Receipt form is included at the end of this document.

Records

Activity advisors must retain records for all financial and operational transactions related to their organizations. Failure to maintain adequate documentation may result in audit findings. The Treasurer's Office will store records to ensure accessibility for future audits.

Board Policies

Relevant Marlington Local Schools Board of Education policies include:

6600 – Deposit of Public Funds: Cash Collection Points
6605 – Crowd Funding
6610 - Student Activity Fund
6620 – Petty Cash Funds
6621 – Change Fund
6423 – Use of Credit Cards
6460 – Vendor Relations

Full policies are available on the district website under the Board of Education section.

FUNDRAISER REQUEST FORM

The **FUNDRAISER REQUEST FORM** is used to report ***estimated sales*** and ***actual sales*** from fundraising activities and events. The estimated sales (top half of the form) is to be completed and approved ***before*** the fundraising event and the actual sales (bottom half of the form) is to be completed ***after*** the event.

Organization_____ Start Date: _____

Fund/Special Cost Center_____

Proposed Project_____ End Date: _____

Purpose of Project_____

Requisitions attached _____ Flyer/brochure attached_____

Failure to attach will result in automatic nonapproval

Estimated Sales

Cost of Items		**Revenue (Sales)**	
Quantity to be purchased	_____	Quantity to be sold	_____
Cost per item	_____	Sales price per item	_____
Total cost to organization	_____	Total revenue to organization	_____

Estimated Profit (revenue less cost): _____

Requested by: **Approved by:**

_____ _____ _____ _____

Sponsor Signature Date Principal/Administrator Date

_____ _____ _____ _____

Treasurer Date Superintendent Date

Actual Sales

Cost of Items		**Revenue (Sales)**	
Quantity purchased	_____	Quantity sold	_____
Cost per item	_____	Sales price per item	_____
Total cost to organization	_____	Total revenue to organization	_____

Gross Profit (revenue less cost): _____

Less adjustments:

Returned items -_____

Lost/Stolen items -_____ Explain:_____

Spoilage/other adjustments -_____ Describe:_____

Net Profit (Gross Profit less adjustments): _____

Cost of items unsold: Qty:_____ x Cost each _____ = $_____

_____ _____ _____ _____

Sponsor Signature Date Principal/Administrator Date

_____ _____

Treasurer Date

PROOF OF RECEIPT - HIGH SCHOOL ACTIVITIES

PROOF OF RECEIPT - MARLINGTON HIGH SCHOOL

TO: TREASURER, MARLINGTON LOCAL BOARD OF EDUCATION

FROM: **Marlington High School** Date:

DESCRIPTION	FUND	RECEIPT	SCC	SUBJ	OU	AMOUNT
					006	

currency	qty	total
100		0.00
50		0.00
20		0.00
10		0.00
5		0.00
1		0.00
2		0.00
currency		**0.00**

coin	qty	total
0.25		0.00
0.10		0.00
0.05		0.00
0.01		0.00
1.00		0.00
0.50		0.00
	total	**0.00**

TOTAL DEPOSIT	

Sponsor Signature ______________________

	Dollars	Cents		Checks		
Currency	0.00					
Coins		0.00				
						0.00

TO BE COMPLETED BY CASHIER ↓

Amount Received: $

Receipt #

Date Received

Deposit Bag #

Signed: ______________________

Receipt of Handbook

This certifies that _____ has received a copy of the Marlington Local Schools Student Activities Handbook.

Signature: _____ Date: _____