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# HACKENSACK BOARD OF EDUCATION

## STUDENT ACTIVITIES GUIDELINES

*July 2021 – June 2022*

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## **1. GENERAL ORGANIZATION’S PRINCIPLES**

### **1.1 MISSION**

The HACKENSACK Board of Education (the Board) mission is to provide a well planned program of activities that will enrich the schools’ curriculum, provide new learning experiences, promote interest in classroom work and improve morale and discipline. The student ultimately will be provided with a solid foundation of knowledge, skills and values that will enable them to become successful, responsible and productive citizens.

### **1.2 OBJECTIVE**

The Board encourages students to participate in student organizations and activities because our schools’ administration considers such participation to be vital to students' educational welfare. The Board believes that student organizations and activities offer an opportunity for students to develop wholesome relationships with adults; and the teachers have an opportunity to gain valuable insights concerning the students with whom they work. Through continuous participation in effective democratic teams, the student can acquire and develop many useful skills. Also, by direct involvement in planning, directing, implementing, and evaluating school projects, the student can gain valuable and rewarding experience.

### **1.3 DEFINITION**

Student activities require the participation of students. Student activity funds are monies generated by students’ participation, **authorized to be spent by students**, and expended on behalf of the students. Monies received from and expended for athletic events or other student activities, such as yearbook, fundraising drives, etc., shall be accounted for in a student activities fund. Funds generated by such activities shall be used to offset cost incurred by such activity first before students are authorized to spend any balances in said activity.

### **1.4 ORGANIZATIONAL STRUCTURE**

The Superintendent shall authorize a student activity programs based on a Principal’s wish to have one operational. The Principal shall submit a completed Charter (**APPENDIX XIII**) to the Superintendent for each activity for their authorization to have such activity before it becomes operational within the school. A faculty Sponsor of the activity shall register that activity with the Principal by submitting the following items for the Principal’s approval:

- 1) Charter (**APPENDIX XIII**)
- 2) An activity budget for the year (See Financial Procedures, Section: 2.2 - Budgets)
- 3) A membership roster (See General Organization’s Principles, Section: 1.7 - Membership)

## 1.5 ORGANIZATION / ACTIVITY TYPES

There are essentially five different kinds of co-curricular and extra-curricular organizations available for student participation: *honorary organizations, service organizations, special interest clubs, academically related clubs, and student government organizations*. Activity types generally fall under the different kinds of organizations. See **Appendix II** for a list of authorized activities types within the HACKENSACK School District.

## 1.6 ELECTIONS

The term of the officers of an organization shall be stipulated in the charter of every organization. The officers of the organization shall be elected by ballot of the members using acceptable parliamentary practices. Election of a class officer and a Student Council officer shall be governed by the charter of the Student Council.

## 1.7 MEMBERSHIP

Membership in organizations or student activities is open to all students, either through election, selection, or by choice.

**Election:** Membership based on election is allowable only in Student Council and Class Boards. The election process is governed by the charter of each organization.

**Selection:** Membership by selection is allowable for such groups as National Honor Society, Quill and Scroll, pompons, flags, and cheerleading. The selection is governed by the charter of each organization.

**Choice:** Participation in academically related and special interest clubs is available to all students who choose to become a member.

## 1.8 RESPONSIBILITY

The responsibility of student activities is the collaborated effort of administration and specific individuals within the schools. Specifically, the responsibilities are as follows:

**Board of Education:** The Board shall adopt policies to govern the establishment and operation of the activity and its funds.

**Superintendent:** The Superintendent is responsible for implementing and administering board policies and developing procedures, rules and regulations related to student activities.

**Principal:** The Principal is responsible for working with the students and professional staff to implement policies adopted by the Board and the guidance established by the Superintendent. The duties and responsibility of the Principal are as follows:

- Registering and approving the formation of an organization or activity through an authorized charter from the Superintendent.

- Maintaining the authorized charter of each student organization or activity
- Approving the annual budgets for student activities based on input from the Sponsor
- Maintaining accurate and appropriate financial records for student activity funds
- Approving fundraising events in accordance with **Policy 5136**
- Depositing collections on a timely basis in accordance with **Policy 3453**
- Approving authorizations for the use of funds and requests for payment in accordance with **Policy 3453**
- Ensuring that funds are expended in accordance with all of the Districts policies
- Performing periodic reviews/audits to ensure adherence to policies, procedures, rules and regulations
- Acting as a signatory to checks for payment from the activity fund
- Approving all publicity media for student activities
- Submitting reports/records to the Business Office no later than July 15th following the fiscal year end for the year end audit.

**Sponsor:** The Sponsor's role is that of an adviser, planner, facilitator, counselor, evaluator, and instructor. The duties and responsibilities of the Sponsor are as follows:

- Developing and registering an organization or activity for approval by the principal and Superintendent
- Preparing the annual activity budget for the Principal's approval
- Adhering to administrative regulations while working with students under **policies 5136 and 3453**
- Supervising the tasks of the activity group
- Accounting and reporting receipts and disbursements from fund raising drives to the schools student activity's Treasurer.
- Authorizing purchases and expenses for student sponsored activities.

**School Business Administrator:** The School Business Administrator is responsible for recommending a proper system of internal controls for managing student activity funds and assisting the Superintendent in developing and maintaining these guidelines. The duties and responsibilities of the Business Administrator are as follows:

- Assist in compiling detailed cumulative and combined financial information for student activity accounts for the year end independent audit
- Conducting self-assessment reviews (**Appendix XII**)
- Assisting the external auditors in performing their audit.

**Student:** Students who participate in student activities should become involved in the fiscal management and administrative duties of the organization.

## **1.9 MEETINGS AND CLUB'S ACTIVITIES**

The occurrence and types of meetings and activities shall be defined in the charter of every student organization or activity. All meetings and activities of student organizations should be held on the

school premises and the school regulations shall be adhered to at all times. The Sponsor shall be present at all meetings and activities of the student organization. Specific permission shall be obtained in writing from the Principal to hold an activity of a student organization off the school premises.

### **1.10 SOURCE OF FUNDS**

Student activity funds are derived basically from conducting activities that are supported by students and require their participation. Funds are generated from various sources, such as school newspapers or publications, yearbook, fundraising drives, concession sales, cap and gown sales etc.. These funds shall be accounted for in the student activity fund.

Activity funds **shall not** be commingled with the Board's funds and **shall not** be *received* from:

- Collections for the Board, such as book fines, repairs for damaged equipment, etc. These funds are not generated from student activities and **shall not** be deposited into the student activity bank account. These funds shall be deposited into the district's general fund.
- The operation of beverage machines, i.e., Pepsi commissions. These funds are not generated from student activities and **shall not** be deposited into the student activity bank account. These funds shall be deposited into the district's general fund.
- Donations, unless the donation resulted from the direct participation of the students in an activity.
- Activities that are part of the State's instructional program.
- Collections of membership dues.
- A student activity charter must support the type of deposit.

### **1.11 USE OF FUNDS**

Organization or activity funds are used solely for the stated purpose as intended by the organization or activity and as specified by the charter. Special request for the use of activity funds shall be submitted in writing to the Principal for approval.

Activity funds **shall not** be commingled with the Board's funds and **shall not** be *expended* for:

- Equipment, supplies, or the like, for curricular, classroom or the Board's use.
- Repairs or maintenance of the District's equipment.
- Salaries or supplies for curricular which are the responsibility of the District.
- Payments to individuals for their involvement in the student activity.
- Gifts, loans or purchase of accommodations for District employees.
- Gifts for members of an organization or activity.

- Memberships in and contribution towards out-of-school organizations, except in Board sanctioned athletic activities.
- Parties or refreshments for activity members.

### **1.12 AWARDS AND GIFTS**

Student activity funds may be used to purchase emblems of membership for students who are members of an organization either by selection or election, such as cheerleaders, student council or the National Honor Society. Student activity funds **shall not** be used to purchase emblems of membership for members who belong to an organization by choice.

### **1.13 PUBLICITY**

Student organizations may advertise their student activities through morning announcements, posters, activities board, the school newspaper, or other approved publicity medium. The Principal and Superintendent of the District shall approve advertising to the community. The Principal shall approve posters before being displayed in designated areas.

### **1.14 INITIATION / HAZING**

Formal initiation ceremonies with invited parents and friends are encouraged. Informal initiation ceremonies that embarrass or ridicule prospective members are prohibited. Hazing in any form **shall be prohibited**.

### **1.15 RECORDS RETENTION**

Records to substantiate the student organization structure, minutes of student activity meetings, and business and financial transactions and reports for student activities shall be maintained for 7 years by the Principal of each school. It is recommended that organizations also maintain a file of all business and financial transactions for 7 years. The discarding of records at anytime shall comply with the State's record retention laws (<http://nj.gov/state/darm/>).

## **2. FINANCIAL PROCEDURES**

### **2.1 OBJECTIVE**

The Board has developed a standard system of internal controls with the proper policies and procedures to effectively manage and control student activity funds within its schools. The policies and procedures are in accordance with the financial procedures mandated by the statutes of the State of New Jersey, Commissioner of Education.

The Board has determined that the Principal within each school is responsible for managing the financial affairs of its school's activity fund. Also, the Sponsor is responsible for ensuring that receipts and disbursements for sponsored activities are properly accounted for. The Board believes that student officers and organization members can benefit from managing the organization's financial



affairs. Through proper guidance by the Sponsor and Principal, the student member can develop proper leadership, management and financial skills that will aid in their overall development.

## **2.2 BUDGETS**

A budget should be submitted to the Principal for approval at the creation of an organization or an activity. It should be prepared every year for the school year and should be completed by the Sponsor along with the assistance of students. The budget shall include expected sources or revenues, expenditures and fund balance for the school year. In addition to the yearly budget, budgets should be completed for activities sponsored during the school year. Also, budgets should be prepared to facilitate proper allocation of resources in instances where activity groups or organizations share sources of funds. All budgets require approval from the Principal, and shall be kept for 7 years.

## **2.3 ACCOUNTABILITY**

Accountability for student activities rests with the student members, faculty Sponsors, Principal, and ultimately the Superintendent. It is imperative that the persons directly involved in administering the student activity accounts closely follow the guidelines established by the Superintendent when maintaining records for student activities. Questions regarding the appropriateness of source of funds, expenditures, and recording of transactions shall be resolved with the Superintendent.

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### **2.3.1 Activity Account**

Each school shall establish a student activity interest bearing checking account, with the approval of the Board, to process its activity funds. The board shall annually approve all bank accounts for the school at the annual Organization Meeting. The funds of student activities shall be separated from the funds in the Board's account. The Principal, if opted, could assign an activity account number to every organization or activity at the completion of the registration process. The account number is used to track transactions of the organization or activity. Also, the Principal may meet with an accountant from the Business Office at the end of the fiscal year to review and eliminate inactive activity accounts and to resolve deficits.

### **2.3.2 Transaction Recording**

Bookkeeping and recording of transactions are completed at the Principal's office. Activity account balances are verified by sending a statement of cash receipts and disbursements summary to the Sponsor every month for review and reconciliation. Errors detected on the statement shall be resolved with the Principal immediately. The day-to-day procedures for recording student activities transactions are as follows:

- The resolution for the Board's approval of an activity fund shall be maintained by the Principal.
- Receipt items of cash and checks shall be recorded in a Cash Receipts Journal on the actual day of receipt showing, at minimum, date, source, purpose and amount.
- Payments of cash and checks shall be recorded in a Cash Disbursement Journal on the actual day of payment showing date, vendor, check number, purpose and amount.

- “Check Request Form” (*Appendix III*) used for the payment of expenses shall be attached to the corresponding invoice for filing.
- Activity funds transferred to another fund shall be recorded in a Transfer Journal by using journal entries.
- “Funds Transfer Authorization” (*Appendix X*) used for funds transferred between activities shall be prepared and kept on file.
- Maintain an updated checkbook balance by posting bank deposits, checks issued, bank charges, interest income and adjustments on a timely basis.
- A “Summary of Cash Receipts and Disbursement” (*Appendix V*) should be prepared using the General Ledger or Cash Receipts and Cash Disbursement Journals.
- Perform a bank reconciliation monthly (*Appendix VI*) and attach to it, supporting documents such as a list of outstanding checks (*Appendix VII*), a “Summary of Cash Receipts and Disbursement” and the bank statement.
- The bank reconciliation shall be reviewed, signed and dated by the Principal on a monthly base.
- If requested, submit a copy of the bank reconciliation, a copy of the bank statement, and a copy of the original “Summary of Cash Receipts and Disbursement” to the Business Office by the 20<sup>th</sup> of the month for the preceding month.
- Before **June 30<sup>th</sup>**, of the school year the Principal shall make an appointment with the a Business Office accountant to transfer books of original entries and all supporting documentation in preparation for the current fiscal year end audit (*Appendix XI*).

## 2.4 REVENUES

Student activity funds for co-curricular and extra-curricular activities are generated from a number of administratively approved sources. Funds (*see section 3.1*) generated by students shall be deposited into an approved interest bearing checking account and shall be used in accordance with the stated purpose of the activity group. The most common means of receipt of activity funds is through cash, check or deposits into My School Bucks collection. Following are procedures for the collection and deposit of monies:

### 2.4.1 Receipts

- Collections shall be substantiated by pre-numbered receipts, pre-numbered tickets, cumulative totals and other supporting evidence.
- Collections from decentralized locations shall be accounted for everyday.
- Records of collection shall be maintained. Unsold tickets shall be available for review.
- Bank deposits shall be made within two school days of collection.

- Overnight deposits shall be maintained in a school safe. Money collected shall not be taken home or kept in desk drawers or file cabinets.
- Deposits shall be substantiated by deposits slips from the bank and tally slips from the student activity Treasurer.
- An “Activity Deposit Form” (*Appendix IV*) form shall be completed by the Sponsor in preparation for collections to be deposited by the student activity Treasurer on behalf of the Principal.
- Receipts shall be logged onto the “Activity Deposit Form” and they shall be matched with the bank deposit slips.

All checks received should be endorsed, “*for deposit only*” immediately upon receipt.

- Interest from the student activity account shall be disbursed to each student activity fund in proportion to the sums on deposit for each activity.

## 2.5 EXPENDITURES

Expenditures include two fundamental areas: purchasing and disbursements. The procedures for each area are outlined below. **It must be noted that payment for expenses of an activity shall not be made directly from cash collections/receipts of activity funds.** Expenses shall be paid by check with proof of proper documentation to substantiate the payment.

Also, the students, Sponsor, and the Principal shall authorize the use of student activities funds. The Principal considers the recommendations of the students and Sponsor before approving all disbursements of funds (*See Appendix IX*).

### 2.5.1 Purchasing

- State regulations prohibit the District from purchasing items from District employees or their immediate family members (e.g., spouse and/or minor children).
- An “Authorization for Use of Funds” form (*Appendix IX*) initiated by the Sponsor and completed by the Principal shall support all disbursements for goods and services. This form can also be adapted to support claims against student funds.
- The Sponsor fills-in on the form, the school, date requested, organization number, description, quantity, unit price if known, and cost. The form is signed and dated by a student officer and the Sponsor, and it is submitted to the Principal.
- The Principal assigns a fund authorization number upon approval of the authorization before the order is placed. The form is then completed, signed and dated by the Principal. A copy is given to the Sponsor for filing.
- The Sponsor verifies receipt of the items and compares them to the order placed on the “Authorization for Use of Funds.” If correct, the Sponsor fills in his/her initials and the

date in the verification fields of the “Authorization for Use of Funds” form. A copy is attached to the invoice and is submitted to the Principal, along with a “Check Request Form” for payment.

- Discrepancies between the invoice, funds authorization form and items received should be brought to the attention of the Principal and be resolved prior to payment.
- The HACKENSACK School District is a tax-exempt organization. Completion of the state tax-exempt form should accompany all purchases. Reimbursement for sales taxes **shall not** be granted.
- All purchasing laws apply to the student activity accounts. Refer to Title 18A:18A, Board of Education **Policy (3324.1)**, and **the District’s Purchasing Manual**.

### **2.5.2 Disbursements**

- Check payment shall bear two authorized signatures, the Principal and the student activity Treasurer, but could be the Assistant Principal or the school Secretary if the board approves such at the annual Organization Meeting.
- Payment shall be made only from an original invoice.
- **Checks should be made payable to a company for invoiced items and not to an individual for invoiced items. Checks shall not be made payable to “CASH”.**
- Checks **shall not** be pre-signed. They should be signed only after they are completely prepared.
- All checks shall be accounted for, including spoiled and voided checks.
- Unused checks should be properly controlled and safeguarded.
- A “Check Request Form” shall be completed by the Sponsor for non-invoiced items, i.e., services rendered, and shall be submitted to the Principal for authorization and processing of payment.
- The Sponsor shall complete a “Check Request Form” for payment to another fund, i.e., athletic fund.
- Request for payment of expenses shall be substantiated by proper documentation.
- Letters of correspondence, contracts, authorization for use of funds, packing slips and other supporting documents shall be maintained in the Principal’s office relating to the student activities fund.

## **2.6 AUDITING PROCEDURES**

The Board will be conducting self-assessment reviews (*Appendix XII*) to ensure that Principals are following administrative policies and directives in their daily operations, and to determine the accuracy and completeness of school activity accounting and financial records. Also, the Board has

contracted external auditors to render an opinion on the financial statements. This is accomplished by making a determination as to whether the internal controls system is adequate and effective. Specifically, the auditors will be concerned with:

- Compliance to legal requirements, and adherence to policies and procedures established by the Board and the administration
- An authorized charter for the activity
- Accuracy and completeness of accounting and financial records
- Proper substantiation of receipts and disbursements
- Consistency in Sponsor and/or student authorization for purchases and payments
- Proper approval by the Principal for purchases, payments and fund raising events

The Principal and possibly the Sponsor shall provide the auditor with information as requested to complete the review.

### **3. SPECIFIC ACTIVITY PROCEDURES**

#### **3.1 FUND RAISING ACTIVITIES**

##### ***3.1.1 Objective***

Organizations may engage in fund raising activities to provide funds to meet their objectives. All fund raising activities shall be done in accordance with the Board's **Policy 5136** for student fund raising.

##### ***3.1.2. Fund Raising Guidelines***

- Notification to Principals for organizations to conduct fund raising activities in District's buildings shall be approved in writing by the Superintendent.
- Sales and solicitation activities shall take place at the school. Door-to-door sales activity is not allowed.
- The organization shall give the buyer a written receipt for items purchased and not yet received.
- The Sponsor, at the close of the school day in which the money was collected, shall give collections of money to the Principal. **A receipt shall be given to the Sponsor as proof of the amount of money received from the Sponsor.**
- Individuals shall not profit from the revenue generated by a raffle or game of chance.
- Ticket sales cannot be limited to quotas.
- The faculty members of the organization sponsoring the fund raising activity are not allowed to win a contest or prize.

- The Sponsor shall complete and submit to the Principal a “Detailed Report of Fundraising Transactions” (*Appendix VIII*) at the end of each fundraiser. The report shall show details of cash receipts and expenditures, and the profit or loss for the fundraiser.

## 3.2 DANCES

### 3.2.1 *Objective*

The school sponsored dances should take place so that students may have the opportunity to develop social skills and habits consistent with the proper use of leisure time. Through proper planning and organizing, the students can develop leadership skills. Each school may provide three types of dances: formal, semiformal, and casual. Dances should be well organized and advertised so that all students from the hosting school will have an opportunity to participate.

### 3.2.2 *Guidelines for Dances*

- By late spring, Sponsors shall submit proposed dates for dances for the upcoming school year.
- A request to use school facilities to schedule a dance shall be completed in writing by the Sponsor and submitted to the Principal for approval.
- The date of the event **shall not** conflict with a schedule board meeting.
- A set-up and clean-up schedule shall be completed by the Sponsor and submitted to the Principal for approval, one week in advance of the dance.
- The Principal shall approve the price of dance admissions tickets.
- The Sponsor is accountable for dance tickets which should be serially-numbered and accounted for.
- Guests of the students of the school hosting the dance may be admitted if prearranged with and approved by the Principal.
- Students from other schools may be admitted with the consent of the Principal and presentation of proper identification.
- The sponsoring organization and the Principal shall determine the appropriate attire for the dance.
- School rules and regulations shall be followed at the dance.

### 3.2.3 *Supervision*

The Sponsor is responsible for the direct supervision of the students and faculty members assigned as supervisors of the event. The duties and responsibilities of assisting faculty members should be outlined by the Sponsor and given to the faculty members two days before

the date of the dance. The local Police may be hired and paid for by the Board. The Sponsor is also responsible for remaining on duty until the building and/or premises are secured and no special supervision is necessary.

### **3.3 CONCESSIONS**

#### ***3.3.1 Objective***

Student operation of concession activities serves as an opportunity for student organizations to raise the money necessary for organizational expenses. A Concession Administrator instead of the Sponsor may be appointed by the Principal to handle concession activities.

#### ***3.3.2 Guidelines for Concession***

- The Sponsor is responsible for the planning and supervision of concession activities.
- The Sponsor will be responsible for outlining the operation of the concession activity, the duties of adult supervisors and students.
- Students will perform the actual work for concession activities.
- The Sponsor is responsible for preparing and submitting to the Principal a Concession statement of receipts and disbursements the 1<sup>st</sup> school day after the activity.
- The Sponsor is responsible for clean up of concession activities.

#### ***3.3.3 Supervision***

The Sponsor is responsible for the supervision of students. The Sponsor is also responsible to remain on duty until clean-up is completed.

### **3.4 PUBLIC PERFORMANCES**

#### ***3.4.1 Objective***

Public performance is an integral part of a student's educational experience. Rehearsal and performance schedules shall not affect any student's academic performance or interfere with scheduled board meetings.

#### ***3.4.2 Guidelines for Public Performances***

- Off performances by any organization requires approval from the Principal. Authorization shall be obtained from the Superintendent and the Board.
- The scheduling of rehearsal and production dates, times, and building facilities should be made with the Principal during the spring of the year preceding the activity.
- Participation in public performances is restricted to students who are enrolled in

the sponsoring schools. Student participation from non-sponsoring schools requires approval from the sponsoring school's Principal.

- The Sponsor is responsible for preparing and submitting to the Principal, a statement of receipts and disbursements the first school day after the production.
- An official audience count shall be made at each performance by an individual not involved in the function, selected by the principal. The official audience count shall be compare by the principal to the number of tickets actually sold for the performance. Discrepancies must be investigated by the principal and a report filed with the organizations file.

### ***3.4.3 Supervision***

The Sponsor is responsible for the direct supervision of the students and faculty members assigned as supervisors at the public performance. The Sponsor should be present at all rehearsals and performances. The duties and responsibilities of faculty members who are assigned as supervisors should be outlined by the Sponsor and given to the faculty members two days before the date of the event. The Sponsor is also responsible for remaining on duty until the building and/or premises are secured and no special supervision is necessary.

## **3.5 TRAVEL ACTIVITIES**

### ***3.5.1 Objective***

Travel to off- locations, such as field trips, tours and excursions, is considered to be an integral part of the educational process.

### ***3.5.2 Guidelines for Travel Activities***

- Travel to off- locations requires approval from the Principal. Authorization shall be obtained from the Superintendent and the Board.
- Travel activities are reviewed annually by the Principal and are published and distributed for funding requests after approval by the Board on or before November 15, of the current school year.
- The District student activities budget supports non-competitive and non-performance "educational tours".
- Educational tour documents shall be completed and approved in accordance with District's policy and procedures.
- Travel arrangements are to be made through the school.
- One adult chaperone shall accompany every ten students and a minimum of two adults chaperones shall be on every tour unless otherwise approved by the Principal.



- Students and chaperones shall travel together at all times.
- Upon completion of a tour, the Sponsor shall provide the Principal with a list of the student and chaperones who were present at the tour, along with conference brochures, schedules of activities or itinerary.

### **3.5.3 Supervision**

The Sponsor and adult chaperones are responsible for the supervision of student while off-

## **4. EMERGENCY PROCEDURES**

### **4.1 Objective**

The activity Sponsor is responsible for the care and well being of each student or individual in their organization.

### **4.2 Procedures for Care of the Injured**

- The Sponsor shall make an attempt to remain with the injured person to provide immediate supervision.
- Assistance should be obtained from any other able bodied individual.
- Trainer or paramedic assistance should be obtained if needed.
- Parents and school administration should be notified.
- An accident report shall be filed in all cases.
- Sponsors are encouraged to follow-up on the condition of the injured person.

### **4.3 Medical Information**

The Sponsor shall maintain a copy of medical records for student activity members requiring special need or assistance.

### **4.4 Hazardous Conditions**

Activity sponsors should promptly report any potentially hazardous conditions to the school administrator.

# **APPENDIX**

**HACKENSACK SCHOOL DISTRICT  
STUDENT ACTIVITY FUNDS  
DEFINITIONS**

**Student Activity Funds** – Monies generated by students' participation; authorized to be spent by students and expended on behalf of students.

**Sponsor** – A faculty member who is responsible for carrying out the tasks of an activity or organization.

**Cash Receipts Journal** – A journal for recording all funds received daily. It shows the date, source, purpose, account posted, and amount of each receipt.

**Cash Disbursements Journal** – A journal for recording funds expended daily. Checks are recorded chronologically showing the date, payee, check number, description, account posted and amount.

**Transfer Journal** – A record of journal entries for transferring or adjusting amounts from one activity account to another.

**General Ledger** – A summary and monthly balance of the cash receipts, cash disbursements and transfer journals for each accounts.

**Bank Reconciliation** – The cash account balance in the general ledger and bank balance on the bank statement are compared with each other on a monthly basis. The book balance should be equal to the bank balance after reconciling any difference by accounting for outstanding checks, deposits in transit, errors or adjustments.

**HACKENSACK SCHOOL DISTRICT  
STUDENT ACTIVITY FUNDS  
LIST OF AUTHORIZED STUDENT ACTIVITIES TYPES**  
(Each shall have student activity charter signed by the Superintendent)

Academic Day	Advanced First Aid Club	African Drum Club
Alumni Club	Art Club	Athletics
Band	Baseball	Basketball Girls
Boys Basketball	Cap and Gown Fees	Cheerleaders
Chess Club	Choral Club	CJS Football
Class of 2XXX	Color Guard Squad	Computer Club
Dance Club	Debating Team	Drama
Drill Team	Fashion Club	Flag Twirlers Club
Football Club	Four H Club	French Club
Girls / Boys Track Team	Girls Softball	Grade XX
Law Club	Music Club	National Honor Society
Printing Club	Prom Bids	Reading Club
School Store	Science Club	Soccer Club
Social Club	Spanish Club	Student Council
Track Club	Yearbook	

**HACKENSACK SCHOOL DISTRICT  
STUDENT ACTIVITY FUNDS  
CHECK REQUEST FORM**

**CHECK REQUEST**

Activity Fund # \_\_\_\_\_

Date: \_\_\_\_\_

**Attach Invoice or Bill**

To the Treasurer: Draw check for \$ \_\_\_\_\_ chargeable to \_\_\_\_\_ Fund

Payable to \_\_\_\_\_  
(Include address if not given on attached bill)

Write below the nature of payment covered by this request.

\_\_\_\_\_  
\_\_\_\_\_

Signature of person requesting payment \_\_\_\_\_

Principal's approval \_\_\_\_\_

**Do Not Write Below This Line**

Check Number \_\_\_\_\_ Main Office Secretary \_\_\_\_\_

**CONFIRMATION**

Check Number \_\_\_\_\_  
Mailed On \_\_\_\_\_  
Mailed To: \_\_\_\_\_

Amount of Check \_\_\_\_\_

Charged Against: \_\_\_\_\_

Requested by: \_\_\_\_\_

**Note: This is a four-part form obtained from the Principal's office**

---

**Date**

**Organization Number**

**Note:**  
**Bank deposits shall be made within 48 hours of collection.**

# HACKENSACK SCHOOL DISTRICT STUDENT ACTIVITY FUNDS SUMMARY OF RECEIPTS AND DISBURSEMENTS FOR THE MONTH ENDED

— — / — — / — — — —

SCHOOL NAME: \_\_\_\_\_

Account	Beginning Balance	Transfer		Receipts	Disburse- ments	Ending Balance
		From	To			
	\$	\$	\$	\$	\$	\$
<b>TOTAL</b>	\$	\$	\$	\$	\$	\$

**Procedures:**

*Record the beginning monthly balance for each account in the column "Beginning Balance"*

*For each account, record the transfers, cash receipts and cash disbursements in the appropriate columns.*

*Compute the ending balance for each account by adding receipts to and subtracting disbursements from the beginning balance. Transfers "from" and "to" should be equal to zero. Record in each account line item.*

*Compute the total beginning balance, transfers, receipts, disbursements and ending balance for all accounts. Record in the "Total" row.*

**Book Fines, non-student activity funds, beverage commissions, etc... shall not be deposited into the student activities bank account.**

# HACKENSACK SCHOOL DISTRICT STUDENT ACTIVITY FUNDS BANK RECONCILIATION FOR THE MONTH ENDED

\_\_\_ / \_\_\_ / \_\_\_\_\_

**School Name:** \_\_\_\_\_

**Ending Cash Account Balance (Book Balance)**

*(From Summary of Receipts & Disbursements – Appendix V)*

\$ \_\_\_\_\_

**Adjustments: (Journal Entries)**

**Add:** Interest Income

\$ \_\_\_\_\_

Credit Memo

\_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Less:** Bank Charges

\_\_\_\_\_

Checkbook Fee

\_\_\_\_\_

Debit Memo

\_\_\_\_\_

Other: \_\_\_\_\_

( \_\_\_\_\_ )

**Adjusted Book Balance**

\_\_\_\_\_

**Less:** Deposits in Transit *(not on bank statement)*

\_\_\_\_\_

\$ \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

( \_\_\_\_\_ )

**Add:** Outstanding Checks *(see Appendix VII for list)*

\_\_\_\_\_

**Ending Bank Balance**

\$ \_\_\_\_\_

*(From Bank Statement)*

\_\_\_\_\_  
*Principal's Signature*

\_\_\_\_\_  
*Date*

*The adjusted book balance less recorded receipts not deposited in the bank, plus recorded checks that did not clear the bank shall be equal to the ending bank balance.*



**HACKENSACK SCHOOL DISTRICT  
STUDENT ACTIVITY FUNDS  
LIST OF OUTSTANDING CHECKS  
FOR THE MONTH ENDED**

— — / — — / — — — —

**School Name:** \_\_\_\_\_

Item	Check No.	Check Date	Payee	Amount
				\$
			<b>TOTAL</b>	\$

**HACKENSACK SCHOOL DISTRICT  
STUDENT ACTIVITY FUNDS  
DETAILED REPORT OF FUND RAISING TRANSACTIONS  
FOR THE PERIOD**

To  
-----

**Fund Raising Activity:** \_\_\_\_\_

**Purpose:** \_\_\_\_\_

Date	Description	Receipts	Expenditures	Profit (Loss)
4/2/2001	Candy Co		\$ 30.00	
4/2/2001	Grade 2 (various students)	\$ 15.00		\$ (15.00)
	<b>TOTAL</b>	\$	\$	\$

*This form shall be completed for each separate fund raising activity. Each day's receipts and disbursements shall be shown as single line items.*

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# HACKENSACK SCHOOL DISTRICT STUDENT ACTIVITY FUNDS FUNDS TRANSFER AUTHORIZATION FOR THE MONTH ENDED

— — / — — / — — — —

**School Name:** \_\_\_\_\_

DATE	FROM ACCOUNT	TO ACCOUNT	AMOUNT	REASON
			\$	
			\$	
<i>From: Student/Sponsor's Authorization</i>		<i>To: Sponsor's Authorization</i>		<i>Principal's Approval</i>
<i>Date</i>		<i>Date</i>		<i>Date</i>

**HACKENSACK SCHOOL DISTRICT**  
**STUDENT ACTIVITY FUNDS**  
**AUDIT CHECKLIST**  
*For the year ended*  
*June 30, \_\_\_\_\_*

**School Name:** \_\_\_\_\_

ITEM	DESCRIPTION	MONTHLY	YEARLY	SCHOOL'S √	ACCOUNTANT'S √
	Cash Receipts Journal		×		
	Cash Disbursement Journal		×		
	Summary of Receipts & Disbursements	×	×		
	Transfer Journal (if applicable)		×		
	Checkbook		×		
	Deposit Slips		×		
	Debit and Credit Memos		×		
	Money Receipts Book		×		
	Activity Deposit Forms		×		
	Original Bank Statements (July 01 – May 02)		×		
	Copy of Monthly Bank Statement	×			
	Cancelled Checks (July 01 – May 02)		×		
	Bank Reconciliations & List of Outstanding Checks	×	×		
	Copy of End of Year Letter to Bank		×		
	Authorization for Use of Funds		×		
	Check Request Forms		×		
	Invoices		×		
	Funds Transfer Authorizations		×		
	Detailed Report of Fund Raising Transactions		×		
	Other Supporting Documentation		×		

\_\_\_\_\_  
*Principal's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Accountant's Signature*

\_\_\_\_\_  
*Date*

***This form is completed and submitted to your Accountant with all applicable records ONLY AT YEAR END. The monthly column indicates the records that shall be submitted to your Accountant for the monthly review, if requested.***

# HACKENSACK SCHOOL DISTRICT STUDENT ACTIVITY FUNDS SELF-ASSESSMENT REVIEW

*For the period ending \_\_\_\_\_*

**School Name:** \_\_\_\_\_

Item No.	Task	Yes	No	N/A	Comments
1	Are policies and procedures established by the Board for student activity accounts adhered to?				
2	Do pre-numbered receipts, pre-numbered tickets and forms used to substantiate collections properly accounted for and maintained?				
3	Are bank deposits made by the student activity Treasurer within 48 hours of collection?				
4	Did the Principal approve all fundraising events?				
5	Was a fund raising report prepared for each fundraising activity showing details of cash receipts and disbursements, and profit or loss for the fundraiser?				
6	Are deposit slips and student activity Treasurer tally slips accounted for and retained?				
7	Are "Activity Deposit Form" and receipts matched with bank deposit slips?				
8	Are bank deposits reconciled to the Cash Receipts book?				
9	Is the monthly bank reconciliation reviewed and signed off by the Principal?				
10	Is an "Authorization for Use of Funds" form completed and approved for all purchases?				
11	Is proper verification of receipt of items made, and do they agree with the items ordered?				
12	Do two authorized signatures appear on each check?				
13	Are checks pre-numbered?				
14	Are checks pre-signed?				
15	Are all checks (used, unused and voided) properly controlled and accounted for?				
16	Is payment made from an original documentation, i.e., invoice for invoiced items?				
17	Is a "Check Request Form" prepared for non-invoiced purchases, including transfers by check to other funds?				
18	Are letters of correspondence, contracts, authorization for use of funds, and other supporting documentation maintained in the				

Item No.	Task	Yes	No	N/A	Comments
	Principal's office for 7 years?				
19					
20	Are receipt amounts and payments recorded, on the actual date of occurrence, in the cash receipts and cash disbursement books, respectively?				
21	Is an updated checkbook balance kept on a timely basis?				
22	Are totals from the cash receipts, cash disbursement and transfer journals posted to the general ledger monthly? <b>(optional)</b>				
23	Is a "Funds Transfer Authorization" form completed for each transfer of funds between accounts?				
24	Are all financial and business records maintained for 7 years?				
25	Have agreed upon decisions made to dispose funds from inactive student activity accounts?				

<i>Principal's Review</i>	<i>Internal Auditor / Business. Office. Review</i>
<i>Date</i>	<i>Date</i>

***This self assessment should be used as a monthly guide and self-check. The Internal Auditor or Business Office can request you to complete it at any time, at which time it must be signed and dated by the Principal.***

## Student Activity Charter

School Name \_\_\_\_\_

Club Name \_\_\_\_\_

Purpose of Club:

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Term and Election

---

Meeting Dates of Club:

---

Proposed Budget (Attached)

Receipts Expected \$ \_\_\_\_\_

Disbursements  
Expected \$ \_\_\_\_\_

Number of Expected Members \_\_\_\_\_

Club Offices:

President \_\_\_\_\_

Vice-President \_\_\_\_\_

Treasurer \_\_\_\_\_

Secretary \_\_\_\_\_

Faculty Sponsors Name \_\_\_\_\_

\_\_\_\_\_  
Faculty Sponsors Signature

Principal's Name \_\_\_\_\_

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

Student Organization Number Assigned by the Principal # \_\_\_\_\_

Superintendents Authorization

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



# **Student Activity Charter - SAMPLE**

**School Name** HACKENSACK High School

**Club Name** Printing Club

## **Purpose of Club:**

The purpose of the club is to publish a newspaper approximately every three weeks that informs readers of the HACKENSACK School District's happenings, provides a public forum for students and staff to express ideas, and leads the HACKENSACK High School community to be the best learning environment it can be. In order to write for the newspaper, students must successfully complete Journalistic Writing I and 2 and must be enrolled in Journalistic Writing 3-8, which meets as a regular class period daily. Artists and photographers can participate without registering for a journalistic writing class.

**Meeting Dates of Club:** Everyday at the Print Shop 3:00 PM except Friday.

## **Term and Election:**

One year term ending the last day of school, Elections will be held the first Tuesday in June via close ballot. Voting requirement are those members who have been at least 50% present to all club meetings.

## **Proposed Budget (Attached)**

Receipts Expected	\$10,500	Disbursements Expected	\$9,500
Number of Expected Members		25	

## **Club Officers:**

President	Jane Doe	Vice-President	John Smith
Treasurer	Mary Money	Secretary	Jim Typo

**Faculty Sponsors Name** Mr. Rich Dough

\_\_\_\_\_  
Faculty Sponsors Signature

**Principal's Name** Dr. Will Behere

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

Student Organization Number Assigned by the Principal # 12

## **Superintendents Authorization**

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

# Student Activity Budget

School Name \_\_\_\_\_

Activity Name \_\_\_\_\_

Activity Number \_\_\_\_\_

Faculty Sponsor's Name \_\_\_\_\_

## Receipts:

Last Years Actual \$ \_\_\_\_\_

Current Year Projected \$ \_\_\_\_\_

Proposed Year \$ \_\_\_\_\_

## Disbursements:

Last Years Actual \$ \_\_\_\_\_

Current Year Projected \$ \_\_\_\_\_

Proposed Year \$ \_\_\_\_\_

## Fund Balance:

Last Years Actual \$ \_\_\_\_\_

Current Year Projected \$ \_\_\_\_\_

Proposed Year \$ \_\_\_\_\_

## List Proposed Receipts and Type:

Type	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Budgeted Receipts	\$ _____

## List Proposed Disbursements and Type:

Type	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Budgeted Disbursements	\$ _____

# Membership Rooster

School Name \_\_\_\_\_

Activity Name \_\_\_\_\_

Activity Number \_\_\_\_\_

Faculty Sponsor's Name \_\_\_\_\_

Student Names:

\_\_\_\_\_

\_\_\_\_\_

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## SAMPLE LANGUAGE FOR THE PURPOSE OF THE CLUBS

**Art club** is a club designed for students who are interested in exploring the diverse media methods of art. Students typically meet once a week to discuss, create, or learn about art. The club also looks to participate in school and community activities involving art.

**Break dancing club** is a performing break-dance/hip hop club. All are welcome to join to try out new moves and to teach others the skills you already possess. Students work hard to build strength, stamina, endurance, self esteem and style. The music is as diverse as the moves, from Michael Jackson to James Brown to Kanye West. Performances include half time shows for basketball games, various special events and battles against other schools! This club meets at least once a week all year long.

**Cheerleaders** work hard to promote school spirit and crowd involvement at various athletic events and other school functions. Additionally, the Varsity cheerleading squad competes at local, regional and state competitions. Cheerleading tryouts are held in the spring. Tumbling skills are encouraged. All are welcome! Students can try out for the football and/or basketball cheersquad(s). Practices start in the summer and are held after school throughout the fall and winter seasons.

**Chess team** helps students who are interested in chess to learn the game and develop skills that will improve their level of play. In team competition, eight players form a Varsity team and play individual matches against players from opposing teams. HACKENSACK participates in the Mid-Suburban League division Chess League - providing competitive play across New Jersey. The season culminates at the State Tournament, usually held in Trenton in February of each year.

**Debate team** in HACKENSACK offers competition in Lincoln/Douglas Debate. The season runs from late September to March. Tournaments are typically held Saturday mornings and competition consists mostly of other local schools. Also known as Value debate, the activity involves an affirmative and a negative debating to convince that certain values will be upheld by a vote cast in their favor. While Lincoln/Douglas debaters use historical evidence, quotes, statistics and current world examples in the cases they present, the bulk of the debate is based on the ability to communicate in a persuasive manner. One of the most challenging parts of debate is the fact that every debater must argue a common resolution on both sides at every tournament.

**Play/Drama/Musical** - The HACKENSACK High School fall play is the first of three major stage presentations produced during the school year. Juried auditions are open to all, and are announced early in the school year. As with any dramatic production, participation will be limited to the number of roles necessary for each play's demands. In previous years, a wide variety of comedies

and more serious works have been presented, with casts of as few as nine, to as many as thirty. Break a leg!

The Winter Musical is a time-honored tradition at HACKENSACK High School, and with sound reason. Each year over one hundred students join together to produce an outstanding production, combining instrumental music, acting, singing, and choreography. Juried auditions are open to all, and are announced several weeks prior the actual production period. This is a fun, worthwhile experience for all interested students. It should be noted that participation may include a significant time commitment and the rehearsal period can be demanding for those who do participate.

The spring play is the final major, all-school production. Open auditions will be announced several weeks prior to actual rehearsal. The spring play offers students a chance to practice the actor's craft in an educational environment. All students are welcome and encouraged to participate. If you have always wanted to "trod the boards," this is for you!

**French Honor Society** - La Société Honoraire de Français exists to stimulate interest in the study of French, to promote higher standards of scholarship, to reward high scholastic achievement and to encourage achievement and to encourage enrichment and service opportunities relating to French. In order to be selected as a member of the French Honor Society, students must be presently enrolled in French and must have completed at least three semesters of French at the high school level with a 4.7 grade point average and must have a 4.0 overall GPA. In addition, members must demonstrate an interest in French language and culture by participating in several French-related out-of-class activities. A formal induction ceremony is held in early May.

**Future Educator's Club** - The purpose of FEA is to provide students who are interested in careers in education with opportunities to explore available options in a variety of school settings. Students will also be encouraged to pursue service goals within the school and community. One of the goals of the organization is to help students develop a positive, yet realistic understanding of the challenges and expectations involved in pursuing teaching as a career. The Future Educators of America Club actively encourages students in the program to take on primary roles in defining the focus and future of the organization at the HACKENSACK High School.

**National Honor Society** (NHS) is a group for students who display exceptional abilities in the areas of academics, service, leadership, and character. Members are chosen at the end of their junior year or senior year through an application process based on these four qualities. Members participate in events designed to benefit the community.

**Printing Club** - The purpose of the club is to publish a newspaper approximately every three weeks that informs readers of the HACKENSACK School District's happenings, provides a public forum for students and staff to express ideas, and leads the HACKENSACK High School community to be the best learning environment it can be.

In order to write for the newspaper, students must successfully complete Journalistic Writing I and 2 and must be enrolled in Journalistic Writing 3-8, which meets as a regular class period

daily. Artists and photographers can participate without registering for a journalistic writing class.

**Poms club** is composed of a Junior Varsity and a Varsity squad. Both of these squads are comprised of students representing all classes. Their goal is to promote school spirit and pride, provide an opportunity for individual growth and enjoyment, and entertain at school and community functions. The Poms perform at both football and basketball halftimes, as well as pep assemblies and other special events throughout the school year. They also compete at the local, state and national levels. Tryouts are held in the spring for the following year's squads. Practices are held after school during the school year. Early morning and evening practices are held prior to major performances as well.

**Speech and Acting team** - The Individual Events team, also known as the Speech and Acting team, begins its activities in September and continues through the month of February, ending with Individual Events Championships. Students compete in a wide range of activities, including interpretation of verse and prose, extemporaneous speaking, original comedy, radio, duet acting and many more. Students compete on two levels: Novice and Varsity. Tournaments are on Saturdays and are held at various high schools throughout the state. The Forensics class listed in the English curriculum offers students a basic knowledge of the speaking and acting events used in competitions. Students who enjoy performing or speaking will find much excitement in this activity.

**Student Council's** purpose is to encourage students to involve themselves in the school and community; to conduct activities that promote the general welfare of the school and the community, to represent the interests of the student body, and to instill and promote leadership within the student body. Student Council is responsible for planning many all-school activities such as Homecoming, Variety Show and Silent Auction. Elections for the Executive Board are held in the spring for the following year's council. Representatives must apply after board elections are held (in the fall for freshmen). Student Council meets during 4th hour on Tuesdays and committee meetings are held on an as needed basis.

**Yearbook** meets as a class 8th hour every day, with the goal of producing the yearbook for the HACKENSACK High School. Students must apply with a formal application available at registration, obtain a recommendation from a junior high English teacher, be committed for the entire year, and be willing to learn "In Design", "Illustrator" and "Photoshop" (desktop publishing programs) as well as how to take digital pictures. Students must also recognize that they will do some writing.

**The Class of 20XX** - Each class has its own governing body consisting of four officers and numerous representatives. The purpose of the class boards is to promote class unity, foster class spirit, and allow students the opportunity to accept responsibility while enhancing student life for all students at the school. Representatives are elected/appointed in the spring for the following school year. From this body the sophomore, junior and senior class officers are elected. Representatives are elected/appointed for the freshmen class board in the fall of the year. The freshmen class officers are elected from within this group. All class boards meet on Thursdays during 4th hour.