



ANADARKO SCHOOLS ATHLETICS

Athletic Office Phone: 405-247-9536

Athletic Office Hours:

8:00 A.M.- 2:30 P.M.

Middle School Athletics: 1:27 p.m. – 2:17 p.m.

High School Athletics: 2:24 p.m. – 3:17 p.m.

COACHES' HANDBOOK

Receipt of Handbook

Board Approval: July 8, 2019

Please sign and return to Athletic Director

Coach _____

School _____

I have received the Anadarko Public Schools Coaches' Handbook for the 2022-2023 school year. With its receipt, I understand and agree to the following:

I am responsible for reading the information contained in this coaches' handbook and making myself familiar with its contents and in following all rules and procedures contained within it.

Coach's Signature

Date

List all sports and grade levels of sports for which you are paid a coaching stipend:

Anadarko Public Schools Athletics Philosophy

Board Approval: July 8, 2019

Anadarko Public Schools believes that interscholastic athletics greatly enhance the educational experience of all students involved, provide lifelong learning experiences, and develop leadership qualities in our students.

Participation in athletics at Anadarko Public Schools is a privilege. With this privilege comes the expectation of exemplary character displayed through good sportsmanship and respect for one's school, coaches, teammates, opponents, officials, facilities, and equipment. Every athlete is required to agree and adhere to the Anadarko Public Schools Student Code of Conduct as defined and described in the Anadarko Athletics Student/Parent Handbook. Coaches are role models and mentors, and this responsibility must be reflected in all of their actions every day as well.

Every sport, coach, and individual student-athlete will be treated fairly at all times by the Athletic Administration and coaching staff. Diversity is embraced within the Athletic Department, and no student-athlete or coach will be discriminated against or subject to harassment of any form.

All APS coaches work under the direct supervision of the principals/assistant principals of Anadarko Middle School and Anadarko High School and the athletic director. All athletic issues/complaints will be handled first by the administrators of the Middle School and High School and the athletic director. This chain of command should be followed when issues with athletic programming arise.

All APS coaches must know and abide by the specific guidelines, rules, and laws that are set forth either by state laws of Oklahoma and/or by the OSSAA as they pertain to the specific sport(s) to which they are assigned.

The Anadarko Athletic Department will follow all rules and regulations established by the Oklahoma Secondary Schools Activities Association and the Anadarko Public Schools Board of Education and Administration.

Purpose of the district athletic program is to:

1. Provide the very best for our student athletes by challenging them in both athletics and academics and by supporting the vision and mission of our schools and district.
2. Serve to teach student athletes how to cope with real-life problems and situations that will include:
 - a) Academic success
 - b) Physical and emotional growth and development
 - c) Acquisition and development of individual skills
 - d) Development of team player attributes, including loyalty, cooperation, and fair play

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- e) Leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that make for both gracious winning and losing
- f) Grooming, appearance, and behavior that serve to make each individual and team an outstanding representative of Anadarko Public Schools

Code of Ethics - It is the duty of all concerned with Anadarko athletics to:

1. Recognize school and learning come first and all student-athletes are students first
2. Emphasize the proper ideals of sportsmanship, ethical conduct, and fair play
3. Stress the values derived from playing the game fairly
4. Show courtesy to visiting teams and officials
5. Respect the integrity and judgment of sports officials
6. Achieve and demonstrate a thorough understanding and acceptance of the rules of the game and the standards of eligibility
7. Recognize the purpose of athletics is to promote physical, mental, moral, social, and emotional well-being of the individual players

Supervision of Student-Athletes

Student-athletes are to be supervised during all athletic practices and events at all times by an Anadarko Schools coach. Student-athletes are never to be left alone or unsupervised in any athletic facility at any time throughout the district. The athletic director and head coach will provide written supervision/monitoring schedules throughout each season and off-season to ensure student-athletes are supervised at all times. This supervision includes students traveling to and from the Middle School and High School and in route to and from all athletic facilities.

Surveillance cameras are utilized both inside and outside the district athletic facilities. The purpose is to help ensure the safety of the students and everyone else who is in the facility and also to protect the facilities from vandalism. The surveillance cameras are on 24 hours per day/365 days per year.

Notification Requirements to School Offices

Should a team have an activity scheduled during the regular school day, the head coach is required to notify the school office 24 hours in advance, is to submit a list of students participating, and is to follow up with a call to the school office verifying those students who are actually in attendance.

Coaches must notify the school office in advance if the regularly scheduled place their teams meet daily changes to a different location.

At the end of each sport season, the head coach will provide the counselors at the Middle School and High School with a list of which sport each student currently enrolled with them is going

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next in order for the school office to have current records of each student's location during each sport season.

Grades & Ineligibility

All grades must be entered in the Student Information System as directed and required by the Middle School and High School principals. Students in ISD or OSS cannot participate or attend extra-curricular functions. Ineligibility lists are generated each Monday and it is the coaches' responsibility to keep up with and enforce the ineligibility of all student-athletes participating in their programs.

OSSAA Eligibility Rules

You may find the OSSAA eligibility rules at <http://www.ossaa.com/OSSAAHome.aspx>

Athletic Facilities

All APS athletic facilities' exterior doors are to remain locked when not in use. The athletic facilities are for the use of APS student-athletes only. No one is allowed in any APS athletic facility without an APS employee or coach present at all times, other than during authorized athletic events. All exterior doors and gates will be checked by the head coach and assistant coach(es) to ensure they are locked at the end of each practice session. No district keys are to be loaned out to anyone except with assistant superintendent or superintendent approval. Surveillance cameras are utilized at all times both inside and outside the district athletic facilities.

Locker Rooms

Student-athletes are not allowed in any locker room at any time without adult supervision. Moreover, the locker room should not be used as a hangout and must be closely supervised by a coach at all times. Student-athletes should only use the locker room to change for practice and then exit the locker room. Only lockers assigned by a coach may be used. All personal belongings must be locked in the student athletes' lockers at all times.

Equipment Rooms

Equipment rooms are to remain locked except when a coach is handing out or putting up equipment. A coach is to be present in the locker room at all times when it is unlocked. No equipment of any type is to be removed from the equipment room without the permission of a coach. All equipment is to be returned to the equipment room which is to be locked when not under direct supervision of a coach. All equipment is to be accounted for by the coaching staff at the end of each practice/athletic event. Coaches are responsible for the inventory, upkeep, and care of all equipment utilized in their programs.

Bullying

Statute [70-24-100.4](#), the School Bullying Prevention Act, requires each district board to adopt a policy for the control and discipline of all children attending a public school. The policy must specifically prohibit threatening behavior, harassment, intimidation and bullying by students at school and via electronic communication. The policy must also establish a procedure for reporting and investigation and reporting of incidents, address prevention and education, and

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establish procedures for referral to mental health care options. The Act requires the district board policy to allow a school to request the disclosure of any information concerning students that have received mental health care following a school referral, if there is a specific threat to the safety of students and/or personnel. Statute [70-24-100.5](#) requires each Safe School Committee to study and make recommendations to the principal regarding student bullying and harassment at school and the professional development needs of faculty and staff.

Cyber Bullying

[Statute 70-24-100.3](#) includes acts of electronic communications and its list of potential acts of "harassment, intimidation and bullying" in the school environment." "Electronic communication" is defined as the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless telecommunication device, or a computer. A specific electronic communication does not need to originate at a school or with school equipment to be included under this policy if it is specifically directed at students or school personnel and contains harassment, intimidation or bullying.

Sexual Harassment/Civil Rights Policy

The district is committed to providing equal employment and educational opportunities and, therefore, forbids discrimination against any employee and student on the basis of gender. The district forbids sexual harassment by any employee or student. The district complies with the Civil Rights Laws (Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973) in assuring the students, parents, and employees of the District that the District does not discriminate on the basis of race, color, sex, national origin, disability, religion, or age.

Hazing

Athletic hazing will not be tolerated. It is the policy (EI) of Anadarko Public Schools that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned or authorized by the Board of Education shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Board of Education.

“Endanger the physical health” shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, low-point beer, alcoholic beverage, drug, or controlled dangerous substance; or other forced physical activity which could adversely affect the physical health or safety of the individual.

“Endanger the mental health” shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep

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deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Oklahoma Hazing Law:

§21-1190. Hazing – Prohibition – Presumption as forced activity – Penalty – Definition

A. No student organization or any person associated with any organization sanctioned or authorized by the governing board of any public or private school or institution of higher education in this state shall engage or participate in hazing.

B. Any hazing activity described in subsection F of this section upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by a public or private school or by any institution of higher education in this state is directly or indirectly conditioned shall be presumed to be a forced activity, even if the student willingly participates in such activity.

C. A copy of the policy or the rules and regulations of the public or private school or institution of higher education which prohibits hazing shall be given to each student enrolled in the school or institution and shall be deemed to be part of the bylaws of all organizations operating at the public school or the institution of higher education.

D. Any organization sanctioned or authorized by the governing board of a public or private school or of an institution of higher education in this state which violates subsection A of this section, upon conviction, shall be guilty of a misdemeanor, and may be punishable by a fine of not more than One Thousand Five Hundred Dollars (\$1,500.00) and the forfeit for a period of not less than one (1) year all of the rights and privileges of being an organization organized or operating at the public or private school or at the institution of higher education.

E. Any individual convicted of violating the provisions of subsection A of this section shall be guilty of a misdemeanor, and may be punishable by imprisonment for not to exceed ninety (90) days in the county jail, or by the imposition of a fine not to exceed Five Hundred Dollars (\$500.00), or by both such imprisonment and fine.

Injuries

Any student-athlete who is injured during a contest, practice, or workout should immediately be seen by the head coach. It is very important that a member of the coaching staff is aware of an injury before a student athlete goes home. It is the coaches' responsibility to report injuries to the student athlete's parent/guardian, the student's principal, the athletic director, and to the superintendent when applicable.

All Coaches are responsible to know and to follow all guidelines as stated in state law, OSSAA policies, and district policies for the various sports-related injuries as they pertain to their programs.

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Concussion and Head Injury Awareness

On an annual basis, a concussion and head injury information sheet shall be completed and returned by district athletes and their parent or guardian. The information sheet must be returned prior to the athlete's participation in practice or competition.

An athlete who is suspected of sustaining a concussion or head injury during a practice or game shall be removed from participation at that time. An athlete who has been removed from participation during a practice or game based upon a suspected concussion or head injury may not participate in practice or game-play until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussions and has received written clearance to return to participation from that health care provider.

Chase Morris Sudden Cardiac Arrest Prevention Act

Each year prior to participation in any athletic activity, students in grades seven through twelve and their parents/guardians shall be required to complete and sign an acknowledgment of receipt and review of sudden cardiac arrest symptoms and warning signs information sheet prepared by the State Department of Health and the State Department of Education.

District may hold an informational meeting prior to the beginning of each athletic season for all ages of competitors regarding the symptoms and warning signs of sudden cardiac arrest. Informational meetings may include parents, students, coaches, other school officials, physicians, pediatric cardiologists and athletic trainers.

A student who collapses or faints without concurrent head injury while participating in an athletic activity shall be immediately removed by the coach from participation and shall not return to participation until the student has been evaluated and cleared for return to participation in writing by a health care provider as defined by law.

Annually and prior to coaching an athletic activity, a coach of an athletic activity shall complete the sudden cardiac arrest training course offered by the State Department of Health.

EXTREME HEAT

The OSSAA recognizes that heat related illness is the leading cause of preventable death in high school students participating in activities. The Board adopted the following policies:

Acclimatization Period: Whenever students are participating in an environment in which the temperature cannot be controlled there should be an acclimatization period. The acclimatization period is defined as the first 14 days of participation beginning with the first date of practice in that sport or activity, or the first date a participant begins practice, whichever is later. Any speed, strength, or conditioning programs shall not be considered a part of the acclimatization period. All students participating in athletics or activities, including those who arrive to preseason practice after the first day of practice, are required to follow the guidelines of the first days of the acclimatization period.

All athletic coaches are required to view *A Guide to Heat Acclimatization and Heat Illness Prevention* at www.nfhslearn.com, annually. A certificate of completion shall be kept on file for each coach at the member school.

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FOOTBALL (Mandates)

- a. Preseason practice shall be limited to 2 ½ hours per session with a minimum of one hour between practice sessions. No more than 5 hours of practice per 24-hour period will be allowed. There will be no physical activity during the one-hour rest period. Any time a coach is present during football practice, the time will count toward the maximum 5 hours, with the exception of strength training.
- b. If a practice session is interrupted by inclement weather or heat restrictions, and it is required the session be divided for the good of the student-athlete's welfare as long as the total practice time does not exceed 2 ½ hours.
- c. When multiple practices are conducted in the same day, it is required that either practice not exceed 2½ hours in length and students not participate in more than five total hours of practice activities, including walk-through sessions. Warm-up, stretching, cool down and conditioning activities are included as part of the practice time. Practices should be separated by at least one hour, where there is no physical activity between the end of the first practice and the beginning of the second practice.
- d. Immediately prior to any practice, coaches are required to use a smart-phone APP, or other mechanism or program to get heat index, such as CoachSmart or the OSHA APP. There are also programs available on the Internet, such as AccuWeather, or Weather.com. These programs are free and can be used on any smart-phone, tablet, or computer. A chart outlining recommendations for making concessions for extreme heat is available on the OSSAA website, Schools must develop their own form to record the heat index each practice session.
- e. All practices must be held under the supervision of a coach employed by the school.
- f. Practices must always be conducted with an open water policy.
- g. Cooling stations shall be made available for the athletes (buckets of cool water, wet towels, sponges, etc.)
- h. Each program shall have a heat related emergency plan on hand at all times.

Concussion/Head Injury Fact Sheet Student-Athletes

What is a Concussion?

A concussion is a brain injury
Is caused by a bump or blow to the head
Can change the way your brain normally works
Can occur during practice or games in any sport
Can happen even if you have just been knocked out
Can be serious even if you have just been dinged

What are the symptoms of a concussion?

Headache or pressure in head
Nausea or vomiting
Balance problems or dizziness
Sensitivity to light
Sensitivity to noise
Feeling sluggish, hazy, foggy, or groggy
Concentration or memory problems
Confusion
Does not feel right

What should I do if I think I have a concussion?

Tell your coach or parents. Never ignore a bump or blow to the head even if you feel fine. Also tell your coach if one of your teammates may have a concussion.

Get a medical checkup. A Doctor or health care professional can tell you if you have a concussion and when you are OK to return to play.

Give yourself time to get better. If you had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a second concussion. Additional concussions can cause damage to your brain. It is important to rest until you get approval from a doctor or health care professional to return to play.

How can I get a concussion?

Follow your coach's rules for safety and the rules of the sport.
Practice good sportsmanship.
Use the proper equipment, including personal protective equipment (such as helmets, padding, shin guards and eye and mouth guards—In order for equipment to protect you, it must be the right equipment for the game, position, and activity; it must be worn correctly and used every time you play.)

For more information visit:

www.Cdc.gov/tramaticbraininjury/

www.oata.net

www.ossaa.com

www.nfhslearn.com

It's better to miss one game than the whole season!

Concussion and Head Injury Acknowledgement

Board Approval: July 8, 2019

(Anadarko Public Schools)

In compliance with Oklahoma Statute Section 24—155 of title 70, this acknowledgement form is to confirm that you have read and understand the CONCUSSION FACT SHEET provided to you by Anadarko Public Schools related to potential concussions and head injuries occurring during participation in athletics.

I _____, as a student – athlete who participates in

PLEASE PRINT STUDENT ATHLETES NAME

Anadarko Public School Athletics and I

PLEASE PRINT PARENT /GUARDIAN'S NAME

As the legal guardian , I have read the information material provided to us by Anadarko Public Schools related to concussions and head injuries occurring during participation in athletic programs and understand the content and warnings.

SIGNATURE OF STUDENT ATHLETE

DATE

Board Approval: July 8, 2019

SIGNATURE OF PARENT/GUARDIAN

DATE

This form should be completed annually prior to the athlete's first practice and /or competition and be kept on file for one year beyond the date of signature in the principal's office designated by the principal.

Board Approval: July 8, 2019

OKLAHOMA SECONDARY SCHOOL ACTIVITIES ASSOCIATION

7300 N. BROADWAY EXTENSION
OKLAHOMA CITY, OKLAHOMA 73116
PHONE: 405-840-1116 FACSIMILE: 405-840-9559



SUDDEN CARDIAC AWARENESS INFORMATION SHEET

The information outlined below is to serve as a guide in identifying sudden cardiac events and the importance of establishing an emergency protocol for sudden cardiac events. It is vitally important to act quickly, and appropriately when dealing with any issue dealing with cardiac arrest. All coaches, at all levels, as well as school administrators should be knowledgeable in the school's protocol for dealing with such events.

What is sudden cardiac arrest?

Sudden cardiac arrest is a condition in which the heart suddenly and unexpectedly stops functioning. In turn blood stops flowing to the brain and other organs, and can result in death if not treated within minutes.

What causes sudden cardiac arrest?

The heart is a complex muscle that has an electrical system that controls the rate and rhythm at which the heart beats. Problems with that electrical system can cause arrhythmias, which can cause the heart to beat too fast or too slowly. An irregular heartbeat can be problematic, and in those cases the person has generally been made aware of the problem, however it can also go unnoticed, which is what makes a cardiac event so dangerous.

Some conditions may be present at birth, or inherited while others may be an abnormality for an individual at birth but not inherited. Other conditions may not be present at birth, but developed later in life.

What are the signs and symptoms?

Fainting/dizziness
Unusual fatigue
Chest pain
Shortness of breath
Nausea/vomiting
Increased heart rate beyond what is normal when exercising

What is the treatment?

Response time is critical when dealing with cardiac arrest.

Call 911 immediately

Begin CPR and or locate the nearest AED (automated external defibrillator) and begin the procedure for using the device.

Can you screen for cardiac abnormalities?

Yes, the student athlete could undergo an EKG. Below is the 12-step screening process from the American Heart Association.

American Heart Association's 12-step screening process:

Personal history

1. Chest pain/discomfort upon exertion
2. Unexplained fainting or near-fainting
3. Excessive and unexplained fatigue associated with exercise
4. Heart murmur
5. High blood pressure

Family history

6. One or more relatives who died of heart disease (sudden/unexpected or otherwise) before age 50
7. Close relative under age 50 with disability from heart disease
8. Specific knowledge of certain cardiac conditions in family members: hypertrophic or dilated cardiomyopathy in which the heart cavity or wall becomes enlarged, long QT syndrome which affects the heart's electrical rhythm, Marfan syndrome in which the walls of the heart's major arteries are weakened, or clinically important arrhythmias or heart rhythms.

Physical examination

9. Heart murmur
10. Femoral pulses to exclude narrowing of the aorta
11. Physical appearance of Marfan syndrome
12. Brachial artery blood pressure (taken in a sitting position)

What can I do to avoid cardiac arrest?

Whether a heart condition is hereditary or not, or even with a healthy heart there are things that can be done to decrease the risks associated with a cardiac event.

A healthy diet, including fruits and vegetables, and avoiding foods high in saturated fat and sodium will help. You should also avoid drinks high in sugar, such as soda and energy drinks. There is no better fluid replacement than water to avoid or combat dehydration.

Energy drinks will increase the heart rate, so you should always avoid drinking anything that promotes an effect of increased energy.

Daily exercise is also recommended to maintain a healthy heart. There is no better way to avoid a cardiac event than to be knowledgeable in your own family history, and live a healthy lifestyle that promotes good heart health.

Develop an Emergency Plan specifically for cardiac arrest.

Each school should develop an emergency plan specifically to deal with cardiac events. The plan should include the location of the nearest AED if available, as well as who will be in charge should the plan be put into action. Example: The head coach will immediately begin CPR and ask someone to call 911.

Each school should develop a plan that will work for their respective school environment. While the plans for different schools may vary, no school should be without an emergency plan, which should be posted prominently. All school staff, including teachers, administrators, coaches, etc. should be trained in implementing the emergency plan.

SUDDEN CARDIAC ARREST ACKNOWLEDGMENT SHEET

(NAME OF SCHOOL)

I, _____, as a student-athlete who participates in
(PLEASE PRINT STUDENT ATHLETE'S NAME)

_____ athletics and I, _____
(NAME OF SCHOOL) (PLEASE PRINT PARENT/LEGAL GURADIAN'S NAME)

as the parent/legal guardian, have read the information material provided to us by
_____ related cardiac awareness during participation in athletic
programs and understand the content and warnings.

SIGNATURE OF STUDENT-ATHLETE

DATE

SIGNATURE OF PARENT/LEGAL GUARDIAN

DATE

This form should be completed annually prior to the athlete's first practice and/or competition and be kept on file for one year beyond the date of signature in the principal's office or the office designated by the principal.

House Bill 2615: STUDENT ATHLETES

A new bill was passed during the 2016 legislative session relating to student-athletes and their families. Please review the guidelines listed below very carefully and feel free to contact the District Administration Office at 405-247-6605 with any questions.

- A. Except as provided for herein, no person shall give, offer, promise or attempt to give any money or other thing of value to a student-athlete or member of the immediate family of a student-athlete:
- * to induce, encourage or reward the application, enrollment or attendance of the student-athlete at a public or private institution of post secondary education in order to have the student-athlete participate in intercollegiate sporting events, contests, exhibitions or programs at the institution; or
 - * to induce, encourage or reward the participation in an intercollegiate sporting event, contest, exhibition or program by the student-athlete.
- B. No person shall enter into or solicit directly or through an agent a transaction with a student-athlete if the person has, or could reasonably be expected to have, knowledge that the transaction would likely cause the student-athlete to permanently or temporarily lose athletic scholarship eligibility, the ability to participate on an intercollegiate athletic team or the ability to participate in one or more intercollegiate sporting competitions sanctioned by:
- * A national association for the promotion and regulation of intercollegiate athletics;
 - * An athletic conference or other sanctioning body; or
 - * The institution of post secondary education itself as a reasonable self-imposed disciplinary action taken by the institution to mitigate sanctions likely to be imposed by an organization as a result of the transaction or as a violation of the rules of the institution.
- C. The aforementioned rules do not apply to:
- * Any public or private institution of post secondary education or any officer or employee of the institution when the institution or officer or employee of the institution is acting in accordance with official written policy of the institution which is in compliance with the by laws of the National Collegiate Athletic Association;
 - * Any intercollegiate athletic award approved or administered by the public or private institution of post secondary education;
 - * Grants-in-aid or other full or partial scholarships awarded to a student-athlete or administered by a public or private institution of post secondary education;
 - * Members of the immediate family of the student-athlete; and
 - * Money or things of value given by a person to a student-athlete or the immediate family of a student-athlete that do not exceed \$100.00 in value in the aggregate on an annual basis.
- D. Any person who violates the rules stated above shall be guilty of a misdemeanor and if convicted, shall be subject to a fine of NO LESS THAN \$5,000.00, or imprisonment not to exceed 1 year, or both.

*Please note that the guidelines stated above do not apply to intramural athletic programs sponsored by the district.

Fundraising Guidelines

Requests for any type of school fundraising shall be made on the Request for Activity Fundraising Form. These forms are available in each school office or the district office. **Fundraising cannot begin until a Fundraiser Approval form has been returned to the requestor.**

1. This Fundraising Guidelines document must be signed and submitted to the principal/director along with the Request for Activity Fundraising form and Request for School Calendar & Facility Usage form.
2. The Request for Activity Fundraising Form and Request for School Calendar & Facility Usage form must be completed, with all requested information accounted for, prior to being submitted to the principal or director for approval.
3. All completed and accurate Fundraising Forms must be submitted by the principal/director to the superintendent by the last Friday of the month preceding each monthly Board of Education meeting.
4. There must be an explicit month/day/year listed for the fundraiser start date and an explicit month/day/year listed for the fundraiser end date. If the fundraiser is a one-time event then the month/day/year must be the same.
5. School-affiliated fundraisers must be held on district grounds unless special permission is granted from the superintendent prior to submission of the Fundraising Forms.
6. If a requested fundraiser item will bear any type of Anadarko Public Schools logo, emblem, etc., that logo, emblem, etc., must have prior approval from the superintendent before submission of the Fundraising Forms and prior to any orders being taken or order forms being printed.
7. The Request for School Calendar & Facility Usage form must be completed and submitted with this document and the Request for Activity Fundraising Form. This will ensure the fundraiser activity is placed on the district calendar and that any facility being requested is available for use.
8. Fundraising shall not conflict with the school lunch programs or classroom activities.
9. No type of food product that does not meet the USDA Competitive Food (Smart Snacks) in School guidelines may be sold during school hours.
10. Upon approval from the Board of Education for the fundraiser, the sponsor will receive a Fundraiser Approval Form, along with Purchasing Requirements, Activity Fund Deposit Slip, and a Fundraiser Accounting Form.
11. Requisitions for fundraising activities should be completed immediately upon receipt of the Fundraiser Approval Form and submitted to principal/director for approval.
12. No merchandise or services may be ordered prior to receiving a purchase order number.
13. It is the sponsor's/advisor's responsibility to receipt all money collected and turn all money into the school secretary.
14. Money must be deposited at least weekly - unless the total equals \$100.00 or more – **then the money must be turned in and deposited daily. DO NOT LEAVE THE SCHOOL OFFICE WITHOUT A RECEIPT FOR YOUR FUNDRAISER MONEY.**
15. It is the sponsor's responsibility to make sure checks collected will clear the bank. It is the sponsor's responsibility to collect the cash for checks returned for insufficient funds.

I have read, understand, and am submitting this Guidelines for Fundraising document, along with the completed Request for Activity Fundraising Form and the Request for School Calendar & Facility Usage Form to my principal/director.

Sponsor/Advisor Signature

Date

Board Approval: July 8, 2019

Request for Activity Fundraising

Instructions:

All fundraising projects must have prior approval of the principal/director/supervisor, the superintendent, and the school board before the project proceeds. Board meetings are held on the second Monday of each month and all requests must be submitted in completed, approvable form by the last Friday of the month preceding each monthly meeting. *Sponsors and student representatives (when applicable) are required to present proposal to the Board at the monthly meeting the request is to be on the agenda.*

Please fill out all of the requested information below and submit to your principal/director/supervisor.

Organization: _____ Date of Request: _____

Name of Sponsor/Advisor: _____

Fundraiser Start Date: _____ Fundraiser End Date: _____

Location of Fundraiser (where will Fundraiser take place?) _____

Briefly explain the Fundraiser (*include: what will be sold**, how Fundraiser activity will be carried out, and time of day Fundraiser will take place) NOTE: Any items bearing any type of Anadarko Public Schools logo, emblem, etc. must have approval prior to any orders being taken.

Briefly explain the purpose of the Fundraiser (*specifically, what will the proceeds be used for?*)

***NOTE:** No type of food product that does not meet the USDA Competitive Food (Smart Snacks) in School guidelines may be sold during school hours.

Estimated Income: _____ - Estimated Expense: _____ = Estimated Profit: _____

It is understood that during any fundraising campaign, the use of school time for selling, delivery, or preparation of goods or services shall be approved by the sponsor's supervisor prior to the start of the endeavor. In signing this form, I realize that I accept responsibility for making good on any money lost or stolen after I have gained possession of said money. I accept the responsibility of proper receipting and depositing, according to OK State Law and Anadarko Public Schools Policy.

Sponsor/Advisor Signature: _____

APPROVAL SIGNATURES:

Principal/Director/Supervisor _____

Superintendent _____

BOARD APPROVAL DATE: _____

APS

Form revised July 1, 2015

Board Approval: July 8, 2019

**REQUEST FOR SCHOOL
CALENDAR & FACILITY USAGE**

DATE RESERVED : _____

FACILITY : _____

EVENT: _____

DATE OF EVENT: _____

TIME OF EVENT: _____

TIME NEEDED IN _____

Rehearsal Date and Time: _____

CONTACT PERSON: _____

E-MAIL ADDRESS: _____

TELEPHONE _____ **or** _____

Sponsor/Advisor Signature _____

Principal/Director/Supervisor _____

All activity will need to be approved before date is secure for school calendar.
When approved a copy of request will returned.

To: _____

Your fundraiser has been approved by the Board of Education. Please send me a completed requisition, so I can assign a Purchase Order Number to your fundraising vendor. When you receive your number, you may order the merchandise to be sold.

You MUST write a receipt to every student for monies received. Pre-numbered receipt books are available at the Administration Office. **ALL MONEY MUST BE TURNED IN TO YOUR SCHOOL SECRETARY DAILY.** Her receipt to you must match the total of your receipts for that day. **DO NOT LEAVE THE OFFICE WITHOUT A RECEIPT FOR YOUR MONEY.** This protects you, as well as the office staff.

There has been a problem with "returned checks". It is your responsibility to make sure the checks will clear the bank. If they are returned as "insufficient funds", it will be up to you to collect cash for them.

Debbie Lovell

District Treasurer/Activity Funds Custodian

Board Approval: July 8, 2019

PURCHASING REQUIREMENTS

STEP 1

Complete the requisition for General Fund or Activity Fund

- a. For Activity Fund please specify which account the money will be disbursed from
- b. Must have a Vendor name and address; make sure the vendor name and address on the invoice matches the information given on the requisition. If not, please reconcile records with Cyd for General Fund or Debbie for Activity Fund so payment is sent to correct vendor name and address.
- c. If you are not sure of the cost, please estimate
- d. Principal's signature is required for Activity Fund purchase orders and Principal's and Superintendent's signatures are required for General Fund purchase orders
- e. **Every requisition must answer the 5 W's; Who, What, Why, When, Where;** Every purchase order should tell a story and all documentation to support that must be submitted before payment can be made; Lists of students and/or teachers must be included for all meals, rewards, lodging, admission tickets, etc.....
- f. All information will be required before a number will be issued for **ALL** purchase orders
- g. Purchase orders cannot be issued over the phone. NO EXCEPTIONS, PLEASE!

STEP 2

Upon receiving a completed requisition and checking your account for available funds (Activity Fund), a purchase order number will be assigned and the yellow copy will be returned to you through school mail.

STEP 3

When you receive your purchase order number, you have the authorization to order your merchandise. Please ask the vendor to put the P.O. number on the packing slip and invoice. No invoices will be accepted for payment without a P.O. number on it (can be hand written)

STEP 4

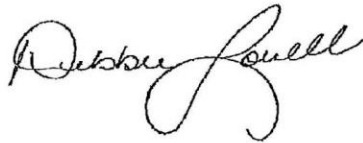
Upon receiving your order, please check to see that it is complete, sign, date and be sure the P.O. number is on the invoice before submitting it for payment.

BY LAW YOU MUST HAVE A PURCHASE ORDER BEFORE ANY PURCHASE CAN BE MADE! ALL INVOICES MUST BE ORIGINAL AND ITEMIZED. WE CANNOT PAY FOR TIPS THAT ARE WRITTEN ON A TICKET. IF YOU HAVE ANY QUESTIONS OR NEED ANY HELP, PLEASE DO NOT HESITATE TO GIVE US A CALL. THANK YOU!!

Attached are new FUNDRAISER FORMS; please discard all prior forms in your files as they are no longer valid. You may copy as needed; there will always be originals filed in the Administration Office. Following are the guidelines for completion of these forms and processing for Board of Education approval & proper district fundraising procedures.

1. Complete REQUEST FOR ACTIVITY FUND FUNDRAISER, with signatures of sponsor and principal's signature approval. Submit to Superintendent for Board of Education approval BEFORE board meeting agenda is posted.
2. Follow all district guidelines for requisitions, purchase orders and placement on the District Activity Calendar, after fundraiser is approved.
3. Follow all district guidelines for receipting and depositing money with building secretaries. Each deposit will now require an accompanying ACTIVITY FUND DEPOSIT SLIP, which will give the secretary a detailed breakdown of the deposit for your activity account. You may need several of these forms; one form per deposit. If there is a monetary total discrepancy, this form will make it easier to reconcile your deposit.
4. At the end of your fundraiser, you must submit a FUNDRAISER ACCOUNTING FORM. This form will be filed with your Activity Fund Account year end report for auditing purposes.

If you have any questions, please feel free to call me.



District Treasurer

ACTIVITY FUND DEPOSIT SLIP

(PLEASE SUBMIT COMPLETED FORM & MONEY TO SITE SECRETARY)

NAME OF FUND _____ DATE _____

FROM THE SALE OF: _____

MONEY COLLECTED: Receipt #'s _____

Coins:

Pennies \$ _____

Nickels \$ _____

Dimes \$ _____

Quarters \$ _____

Halves \$ _____

Dollars \$ _____

TOTAL \$ _____

Bills:

Ones \$ _____

Fives \$ _____

Tens \$ _____

Twenties \$ _____

Fifties \$ _____

Hundreds \$ _____

TOTAL \$ _____

Checks: \$ _____

TOTAL DEPOSIT \$ _____

Deposit made by: (Sponsor's signature) _____

Deposit received by: (Site Secretary's signature) _____

Form revised May 16, 2012

Board Approval: July 8, 2019

ANADARKO PUBLIC SCHOOLS
FUNDRAISER ACCOUNTING FORM

To be completed at fundraiser end

DATE: _____

Name of Club or
Organization: _____

Person Responsible: _____

Date(s) of Sales: _____

Name of Fundraiser: _____

Vendor purchased from: _____

Invoice Amount _____ Invoice Date _____

Total Amount collected & deposited: _____

Date(s) receipts from site office
secretary _____

Sponsor
Signature _____

Form revised May 16, 2012

Board Approval: July 8, 2019

Receipt of Handbook

Please sign and return to Athletic Director

Coach _____

School _____

I have received the Anadarko Public Schools Coaches' Handbook for the 2022-2023 school year. With its receipt, I understand and agree to the following:

I am responsible for reading the information contained in this coaches' handbook and making myself familiar with its contents and in following all rules and procedures contained within it.

Coach's Signature

Date

List all sports and grade levels of sports for which you are paid a coaching stipend:
