

## Operational Services

### Administrative Procedure - Student Activity Fund Management and Ticket Sales

The student activity funds treasurer in each building shall keep all monies on deposit in a designated depository and maintain appropriate accounts. Each student activity receiving money from any source must deposit the money with the student activity treasurer and obtain a signed receipt.

On a regular basis, the Superintendent or designee will report to the School Board amounts received and disbursed, and the amount of cash on hand in each activity fund.

The fiscal year for annual reports shall coincide with the school's fiscal year and all accounts shall be audited annually by a licensed public accountant. At the end of the fiscal year all balances will be carried over to the next fiscal year by each activity, except that the School Board or its designated representative, may transfer monies lying dormant in an account of a class, organization, club, and/or association at the close of the fiscal year to any other class or organization, or to the District's Education Fund.

### Fees And Regulations Concerning Athletic Ticket Sales And Admissions

#### I. Fees: Granite City Senior High School

##### A. Student Activity Tickets

\$15.00 per student ticket to include admissions for both girls' and boys' events for which admission fees are administered.

##### B. Adult Season Ticket

###### 1. Non-Reserved Seating

- a. Varsity Level Basketball - \$2.00 x number of games
- b. Varsity Level Football - \$2.00 x number of games
- c. Varsity Level Wrestling - \$2.00 x number of games
- d. Varsity Level Soccer - \$2.00 x number of games
- e. Varsity Level Volleyball - \$2.00 x number of games

##### C. Single Session Adult Fees - Varsity Level

- 1. Basketball - \$4.00
- 2. Football - \$4.00
- 3. Wrestling - \$4.00
- 4. Volleyball - \$4.00
- 5. Soccer - \$4.00

##### D. Student Single Session Admissions - Varsity Level - Home and Visiting Students With Proper Identification

- 1. Basketball - \$2.00
- 2. Football - \$2.00
- 3. Wrestling - \$2.00
- 4. Volleyball - \$2.00
- 5. Soccer - \$2.00

E. Under class Single Session Admissions -

|                 | STUDENT | ADULT   |
|-----------------|---------|---------|
| 1. Football     | \$1.00  | \$ 2.00 |
| 2. Volleyball   | \$1.00  | \$ 2.00 |
| 3. Girls Soccer | \$1.00  | \$ 2.00 |
| 4. Basketball   | \$1.00  | \$ 2.00 |
| 5. Wrestling    | \$ 1.00 | \$ 2.00 |

II. FEES - Coolidge Junior High School

Admission fees shall be charged for Junior High School athletic events when part of an athletic conference schedule, special tournament, or individual non-conference event.

A. Adult

1. Basketball - \$1.00
2. Wrestling - \$1.00
3. Football - \$1.00
4. Volleyball - \$1.00

B. Students/Identification

1. Basketball - \$.50
2. Wrestling - \$.50
3. Football - \$.50
4. Volleyball - \$.50

C. Admission fees for conference tournament games will be based on conference standards.

III. REGULATIONS - Certified and Non-Certified Employees of Community Unit School District #9 and Special Guests.

A. Gratis tickets or pass gate admissions.

1. Gratis tickets or pass gate admissions are not permitted for Illinois High School Association sponsored events.
2. Provided extra tickets are still available after reserved seating for local events such as May Day, School Plays, etc., has been met and after participating student body requirements of the school have been met, the following regulations shall be in effect regarding gratis admissions:
  - a. School district employees, spouses, and children are admitted with identification cards.
  - b. Tickets must be requested and picked up at the school's main office or designated area prior to the day of the scheduled event.
  - c. Available tickets will be distributed on a first-come, first-served basis.
  - d. All questions and/or decisions relative to the availability of tickets are to be determined by the school building principal and ticket manager.

B. Conditions for admittance, except as noted above, at the pass gate entrance with presentation of Community Unit School District #9 identification as follows:

1. Employee identification cards are not transferable. It shall be considered grounds for revocation of the gratis pass for the remainder of the school year should an attempt be made to transfer the identification card to another individual.
  2. When the activity is conducted by the school in which the employee is employed, the employee, his/her spouse, and Community Unit School District No. 9 school aged children (or under) are admitted only when entering with the school district employee.
  3. In situations where the employee is working as an athletic helper and is required to report earlier, the employee's spouse and children will be admitted without being accompanied by the spouse, but the spouse's identification card must be shown for proper identification.
  4. When the activity is conducted by a local school, other than the school in which the employee is employed, only the school employee shall be admitted when displaying Community Unit School District #9 identification.
  5. When local schools are competing against each other, each school shall be considered as a "host" school and regulations apply as stipulated in Regulation No. 2 above.
- IV. District Administrative Staff Members. All district administrative staff members are entitled to district school admission regulations. They are expected to assist with emergency crowd control situations when in attendance.

V. Other Admissions

- A. Visiting Board of Education members and Administrators will be admitted gratis.
- B. Senior Citizens will be admitted at the pass gate entrance upon presentation of proper Community Unit School District #9 "Gold Seal Award" identification card.
- C. Visiting school bus drivers and adult chaperons - a maximum of one bus driver and one adult chaperon per bus will be admitted gratis.
- D. Community Unit School District #9 athletes' admission regulations as follows:
  1. Athletes from the school shall be admitted to their school's games in which admission is charged only in the activity in which they are participating as student athletes.
  2. In Regulation I above, the assistant or head coach will submit an updated eligibility list to the ticket manager of the host school a minimum of two hours prior to the varsity game time. Athletes whose names do not appear on this list shall not be admitted.
  3. Junior High student athletes shall be admitted to the senior high school's home events as stipulated in Regulation 1 above.
  4. Only members of the Lettermen Club who are voluntarily serving as student workers for a specific event shall be admitted. It shall be the responsibility of the Athletic Director to submit names of student athletes serving as student workers to the host school ticket manager or pass gate attendant.
  5. A maximum of two scouts per school shall be admitted at the pass gate providing they have signed in properly at the pass gate and show their school identification card. No more than two visiting scouts per school shall be admitted into the football press box.
  6. Non-affiliated conference passes are not admissible unless they are used as school identification and persons presenting these passes have signed in properly (two per school).
  7. Home and visiting student trainers shall be admitted along with the local and/or visiting team.
  8. Statistician is governed by Regulation No. 7.
  9. Student cheerleaders shall be admitted gratis only when in school uniform. Sub-varsity list should be provided by cheerleading advisor.
  10. Band auxiliary girls shall be admitted gratis only when performing in uniform or if carrying uniforms intending to dress on-site prior to performance.

11. Student band members shall be admitted gratis only when performing at specific contests or events. Parent helpers - 12 passes for football. Does not apply to other sports.
12. Persons or groups other than those listed above shall not be admitted at the pass gate entrance unless approved by the Board of Education or administrator in authority at each specific event.

VI. Gratuity passes to be issued by the Superintendent of Schools or President of the Board of Education only upon approval by the Board of Education. The Board of Education and Administrative Staff of Granite City Community Unit School District No. 9 reserve the right to change any of the above regulations when determined advisable for the welfare of the School District.

LEGAL REF.: 105 ILCS 5/8-2, 5/8-7, and 5/10-20.19.  
Rules and Regulations and Fiscal Procedures for the Operation of Local Education Agencies, Student Activity Funds, Convenience Accounts, and Trust and Agency Funds, April, 1975, State Board of Education.

Adopted: 7/13/04  
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