

STUDENT ACTIVITIES FUNDS MANAGEMENT

The Board authorizes the establishment and maintenance of a student activity fund for each school which will be the only authorized depository fund for student clubs or organizations. The principal of the school will be responsible for the proper administration of the financial activities of each account. All payments made from the student activity fund will have the prior approval of the student organization, faculty advisor and the principal.

The annual school district audit will include an audit of student organization funds. Payment for the audit will be made from district funds.

Moneys raised by student organizations must be expended for the benefit of students. Any expenditures will have approval from the student organizations' officers. This approval will be reflected in the minutes of the organization's meetings.

All fund-raising projects must be approved in advance by the organization advisor, the principal and the superintendent. This approval will be based upon the intended usage of the funds raised, the nature of the fund-raising activity and the degree to which the proposed activity fulfills the purposes of the organization.

When appropriate, the principal may require the faculty advisor to submit for approval an annual budget listing proposed activities, projected expenditures and income.

(ADOPTION DATE: January 10, 1983)

(REVISION DATE: January 13, 2004)

(REVIEWED DATE: June 22, 2009)