

ARDB Policy on Disbursement of Surplus Senior Class Trip Funds

Purpose:

To ensure transparency and fairness in the management of funds raised for the annual Senior Class Trip, this policy outlines the procedure for handling any remaining money after all expenses for the trip have been paid.

Policy Statement:

In the event that funds raised specifically for the Senior Class Trip exceed the total cost of the trip, any remaining balance will be distributed equally among the next four lower classes: the Junior, Sophomore, Freshman, and 8th Grade classes.

Procedure:

1. After the Senior Class Trip has concluded and all final expenses have been paid and documented, the remaining balance will be calculated.
2. The surplus amount will be divided into four equal parts.
3. Each of the following classes — Junior, Sophomore, Freshman, and 8th Grade — will receive one portion of the surplus to be deposited into their class fund accounts.
4. These funds may be used at the discretion of each class for activities, events, or future trips, in accordance with school financial guidelines.

Notes:

- This policy ensures that funds raised by one class continue to support student activities and engagement across the broader student body.
- The disbursement will be overseen by the school administration and/or designated financial officer to ensure compliance and transparency.

Effective Date: October 21, 2025

Approved By: ARDB Board Chair
