

#5100.6**Student Activities Funds/Donations**

Student activity funds are those funds raised or collected by and/or for school approved student groups and gate receipts. Student activity funds will be collected and expended for the purpose of supporting the school's co-curricular and extracurricular activities program.

Monies raised by students through student body organizations, receipts from activity tickets and gate receipts, are subject to review by the Board of Education. Each school in the district that has student activity funds is to designate a bookkeeper. The bookkeeper may be: (1) an assistant principal, (2) the principal, or (3) the head secretary.

- The principal of each school is responsible for all school/student accounts. The principal will assign one, or more, school staff member(s) who has been designated to share the responsibility for assuring that accounting records are maintained in accordance with district guidelines.
- The principal is the primary advisor to the student body. The principal will be responsible for designating advisors to the various student subgroup organizations affiliated with fundraising.
- The principal will be responsible for supervising the accounting functions to be performed at the building level. The building level accounting procedures will be consistent with the accounting functions performed at the district office level.
- Schools may establish bank and savings accounts in institutions that have been designated as depositories of school district funds by the Board of Education.
- Materials and equipment purchased by student activity funds/donations become district property.

5100.6 (Continued)

- Projects for raising student activity funds should in general contribute to the educational experience of students and should not conflict with, but add to the instructional program and comply with district guidelines.
- Donations must be accepted under the provisions of Policy #3280.
- The Superintendent, or his/her designee, may request all necessary financial information needed for review or required by the Board of Education.

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