

IGDG. STUDENT ACTIVITIES FUND MANAGEMENT

Definition

Student activity funds shall be defined as those funds that include all monies raised or collected by and/or for school-approved student groups, excluding those monies budgeted in the general fund.

General Rules

Student activity fund monies shall be collected and expended for the purpose of supporting the school's co-curricular activities program.

Co-curricular activities are comprised of the group of school-sponsored activities, under the guidance or supervision of qualified adults, designed to provide opportunities for students to participate in such experiences on an individual basis, in small groups or in large groups – at school events, public events or a combination of these – for motivation, enjoyment and/or improvement of skills.

A building principal and the person in charge of the student activities program shall be responsible for administration of the building's student activity funds.

All student activity fund moneys shall be receipted and deposited into a checking account administered by the school office.

All student activity fund expenditures must be approved by a building principal and the person in charge of the student activities program.

All expenditures from the general account of student activity funds shall be expended to benefit the student body as a whole and must also be approved by the school-recognized student government organization, if such organization exists.

All expenditures from a specific account of student activity funds related to other school-recognized student groups shall be expended to benefit the specific club or organization, and in so far as possible, to benefit those students currently in school who have contributed to the accumulation of those funds. Such expenditures must be approved by the members of that organization and their staff advisor.

All student activity funds will be receipted and deposited according to district policy and acceptable accounting procedures. All activity accounts will be audited.

Fundraising

- A. Requests to hold fund drives will be submitted to a building principal on the approved District form at least one month in advance of the starting date.
- B. Completed forms will be forwarded to the school office along with the following:
 1. a detailed explanation or a sample of the materials to be sold.
 2. a copy of the contract, if any, provided by the supplier of the materials.
- C. Requests will be processed and numbered in order of date received in school office.
- D. Processed requests will be distributed as follows:
 1. a copy to the superintendent
 2. a copy to the building principal
 3. a copy to the applicant

Bethel School District #52
Administrative Rule

Guidelines for Community Fundraising

When students are involved in solicitation of funds or sales of articles or magazines in the community in an approved school-sponsored activity, the following requirements will be met:

Each student will carry proper identification including:

1. The name of the student
2. A student body identification card
3. The school logo or name, address and phone number

Generally, young children should not be involved in door-to-door solicitation unless supervised by an adult. Adult supervision is not required when students are raising funds or selling magazines or articles to friends and relatives when engaged in an approved fund-raising activity.