

# La Grande School District 1

Code: **IGDG**  
Adopted: 3/9/05  
Readopted: 6/13/07; 4/30/08  
Orig. Code(s): IGDG/JN

## **Student Activity Fees, Fund Raising and Accounting Procedure**

### **Student Body Fees**

The Board recognizes the need for student fees to fund certain school activities which are not funded by local, state or federal resources. It also recognizes that some students may not be able to pay these fees. No student will be denied an education because of his/her inability to pay supplementary charges. However, no student is exempt from charges for lost or damaged books, locks, materials, supplies and equipment.

All student fees and charges, both optional and required, will be listed and described annually in the student handbook, or in some other written form, and distributed to each student. Students will be advised of the due dates for such fees and charges as well as of possible penalties for failure to pay them.

### **Fund Raising Activities**

Activities to raise funds for various aspects of a school's student activity program shall be of such a nature as to generally meet with community approval and acceptance.

Fund raising activities shall be of a nature as to give value received.

All fund raising activities shall have the approval of the principal or his/her designated authority. Major fund raising activities shall require the approval of the superintendent.

### **Student Body Accounting Procedures**

Student body funds shall be defined as those funds which include all monies raised or collected by school-approved student groups, excluding those monies budgeted in the general fund.

Student body fund monies shall be collected and expended for the purpose of supporting the school's cocurricular activities program following these guidelines:

1. The superintendent and the principal will be responsible for administering student activity funds;
2. The student business manager or treasurer of the student government organization will serve as that organization's representative in administration of student activity funds.

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

Cocurricular 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 combination of these for motivation, enjoyment and/or improvement of skills.

The principal and the person in charge of the student body program shall be responsible for administration of the building's student body funds.

The student-treasurer of the school-recognized student government organization may serve as a representative of that organization in partial administration of the building's student body funds.

All student body fund monies shall be receipted and deposited into a checking account administered by the school fiscal officer. The accounts shall be subject to an annual audit. At any time there is a change in the principalship of the school, an audit shall be made in a manner approved by the superintendent.

All student body fund expenditures must be approved by the principal or designee and the person in charge of the student body program.

All expenditures from a specific account of student body funds related to other school-recognized student groups must be approved by the members of that organization and their staff adviser.

END OF POLICY

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**Legal Reference(s):**

[ORS 294.305 - 294.565](#)

[ORS 328.441 - 328.470](#)

[OAR 581-022-1660\(2\)](#)