

Student Activity Funds

Student activity funds shall be administered within each school.

1. The principal shall be responsible for the administration of the building student activity funds.
2. The elected treasurer of the associated student body shall represent that organization in the partial administration of building student activity funds.

Student activity funds shall be collected and expended for the purpose of supporting student activity programs.

1. Student activity programs are comprised of school-sponsored activities or clubs, under the guidance or supervision of qualified adults, designed to provide opportunities for students to participate in experiences on an individual basis, in small groups, or in large groups – at school events, public events, or a combination of these – for purposes of motivation, enjoyment or improvement of skills.
2. Student activity funds may also include non-club related items such as lock fees, library fines, vending machines and other student fees.
3. Participation in student activities is not required and credit is not usually given.

All student activity funds shall be receipted and deposited according to district policy and acceptable accounting procedures. The director of business services is assigned the responsibility of developing and implementing procedures for the accounting, budgeting and expenditure of student activity funds.

Expenditures within the established budget shall be requested for the specific activity, approved by the student body advisor and staff advisor, and authorized by the principal.

1. All student activity expenditures shall be based on preplanning and goal setting as per Board policy KI – Public Solicitation in District Facilities.
2. Any staff related expenditures drawn from student activity funds shall be student initiated. (e.g.: token gifts for teacher appreciation week.)
3. Administrators have no authority to independently expend student funds.
4. Established district purchasing procedures shall be used.