

Vale School District 84

Code: **IGDG**
Adopted: 12/6/94
Readopted: 9/10/08
Orig. Code(s): IGDG

Student Activity Funds

It is the policy of the district that:

1. Student activity funds shall be defined as those funds which include all monies raised or collected by and/or for school-approved student groups, excluding those monies budgeted in the general fund;
2. Student activity fund monies shall be collected and expended for the purpose of supporting the school's cocurricular activities program:
 - a. 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 or large groups, at school events, public events or a combination of these, for purposes such as motivation, enjoyment and/or improvement of skills;
 - b. Participation is usually not required and school credit will not usually be given.
3. Student activity funds shall be administered within the school:
 - a. The principal shall be responsible for administration of the student activity fund;
 - b. The student treasurer of the school recognized student government organization, if one exists, may serve as a representative of the organization in partial administration of the student activity funds.
4. All student activity fund monies shall be receipted and deposited according to district policy and acceptable accounting procedures:
 - a. Receipts shall be in duplicate - first copy (original) goes to the organizational representative making the deposit or to the individual paying a fee. Second copy retained by the school;
 - b. Deposit slips are to be retained by the school.
5. All student activity fund expenditures must be approved by the principal or in emergency situations the superintendent or his/her designee:
 - a. All expenditures from a specific account of student activity funds related to other school recognized student groups must be approved by the members of that organization and their advisor or in emergency situations by the principal;

- b. Requisitions should accompany student activity fund purchases and should be signed by the advisor, if one exists, and the principal or in emergency situations the superintendent or his/her designee.

END OF POLICY

Legal Reference(s):

[ORS 294.305 - 294.565](#)

[ORS 328.441 - 328.470](#)

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