

**Winston-Dillard
School District 116**

Code: **IGDG**
Adopted: 7/10/02
Readopted: 4/20/11; 1/11/12
Orig. Code(s): IGDG

Student Activity Funds Management

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

Student activity funds shall be collected and expended for the purpose of supporting the school's cocurricular activities program.

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 in large groups at school events, public events, or a combination of these - for purposes such as motivation, enjoyment, and/or improvement of skills. Participation is usually not required and school credit usually will not be given.

Student activity funds shall be administered within each local school. The principal and the person in charge of the student activities program shall be responsible for administration of the building student activity funds. A student representative of the school recognized student organization shall serve as a representative of that organization in administration of the student activity funds.

All student activity fund expenditures must be approved by the staff advisor and/or the principal and student representative of the student group or program. All expenditures from the general student activity funds must also be approved by the school recognized student government organization. All expenditures from a specific account of student activity funds related to other district recognized student groups must be approved by the members of that organization and their staff advisor. Expenditures from student activity funds will not result in a negative balance to the fund.

All student activity fund moneys shall be receipted and deposited according to district policy and acceptable accounting procedures.

Student activity funds and other fees and cash collections shall be audited annually.

END OF POLICY

Legal Reference(s):

[ORS 294.305 - 294.565](#)

[ORS 328.441 - 328.470](#)

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