

### **Student Activity Funds**

Office of Education-sponsored student organizations wishing to establish student activity fund accounts must be organized at the school, have a certificated advisor, be composed completely of current student body members and be approved by the Superintendent or designee in accordance with Board of Education policy. They shall hold the majority of their meetings at school and have a democratic plan for the selection of officers. Organization activities shall not conflict with the authority and responsibilities of school officials.

The principal or designee shall direct any group of students seeking to establish a student activity fund account that they must be officially recognized as a student organization. All recognized student organizations must have an application form on file, approved by the Superintendent or designee, which includes the following information:

- Name of the organization and names of student contacts
- A statement of the organization's purposes, objectives and activities
- Name of staff sponsor and a description of the function of staff adviser in the promotion, supervision and leadership of the group. The principal shall have final authority in determining the assignment and role of the staff adviser.
- The proposed dates, times, and location of meetings
- Any special equipment to be used
- A description of the qualifications for membership, if any
- If a curriculum-related group, a statement of the relation of the club to the curriculum and/or instructional program

### **Proper Management of Student Activity Funds**

1. The principal shall be responsible for determining if local, state, and/or federal reports and licenses are required for the student organization's fund-raising activities and for preparing all taxing authority returns and reports. All forms shall be prepared in a timely manner and reviewed by the Assistant Superintendent for Business or designee prior to their submittal to the appropriate agency.
2. With the principal's approval, a student organization may establish a savings and/or checking account in a federally insured bank or savings and loan or in a state or federally insured credit union. Account statements are to be sent directly to the Office of Education Business Office, which will forward the statement to the student organization after retaining a copy.
3. Student organizations using checking accounts shall require that all checks have two signatures: the signatures of the staff advisor and the board-designated official responsible for approving student organization disbursements.

**Business and Non-instructional Operations    Administrative Regulation 3452(b)**

4.    The student organization shall be responsible for depositing all cash into the activity fund and preparing a reconciliation of the student activity fund and bank statement on a monthly basis. The bank statement reconciliation shall be submitted to the Business Office within 15 days of receipt of the fund's bank statement.
5.    All supporting documentation of the group's financial transactions must be maintained by the student organization and staff advisor.
6.    Within 30 days of the end of the fiscal period (i.e., by July 30), the staff advisor shall transmit supporting documentation to the Business Office, which will store the documentation for auditing purposes.