

SECTION: FINANCES

TITLE: STUDENT ACTIVITY FUNDS

ADOPTED: November 16, 2006

REVISED: October 25, 2012

CARLISLE AREA SCHOOL DISTRICT

	618. STUDENT ACTIVITY FUNDS
1. Purpose	The Board is responsible for adopting and enforcing reasonable policy and rules regarding the management, supervision, control and prohibition of student activities, including raising and disbursing funds.
2. Definition	For purposes of this policy, student activity funds shall include the funds of Board-approved student groups. Student activity funds shall be raised by students and expended for purposes related to the activity, with student participation in the decision-making process regarding these areas.
3. Authority SC 511	All student organizations operating within the school setting must be recommended by the building principal and approved by the Board. No activities may be carried on, no accounts established, funds collected or disbursed prior to Board approval.
4. Delegation of Responsibility	<p>The Superintendent or designee is responsible for developing and implementing administrative procedures governing student activity funds.</p> <p>The establishment of a student activity account must have the recommendation of the building principal and approval of the Superintendent. Information regarding the nature and purpose of the activity and proposed budget, including any planned fundraising activities along with any other pertinent information, shall be presented to the principal annually.</p> <p>The building principal shall exercise general supervisory control over all student activity organizations within his/her building and shall be responsible for ensuring that each organization adheres to the regulations and policies of the district.</p> <p>The organization's student treasurer and faculty advisor are responsible for maintaining records of all funds collected and disbursed and submitting required reports to the Board.</p>

	<p>The building principal may request the business office to terminate an inactive account at any time. The request must be in writing and signed by the building principal and organization advisor, if available. Any account having no activity for a period of two (2) school years will be terminated automatically. Any fund balance remaining in a terminated account shall be transferred to the building's student body account.</p> <p>Interest earned, net of bank fees, will be distributed semi-annually to the building's student body accounts proportionally based upon the account balances.</p> <p>SC 511, 807.1 All purchases of materials or supplies by any organization, club, society or group, or by any school or class shall be made by the purchaser in accordance with the requirements of law.</p> <p>SC 511 All funds accumulated in the name of a specific activity must be closed out annually, and any residual funds shall revert to the same group for the following school year.</p> <p>SC 511 A financial report of the condition of each student activity fund shall be submitted to the Board quarterly.</p> <p>Pol. 619 The student activity fund shall be audited annually during the district's established audit.</p> <p><u>Graduating Classes</u></p> <p>All graduating classes, after payment of all financial obligations and prior to graduation, shall make a commitment for distribution of the funds remaining in the class account to school activities of the class's choosing, such as a senior gift, scholarship fund or donating to another class.</p> <p>Funds may not be disbursed or set aside for future obligations, such as class reunions.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 440.1, 511, 623, 807.1</p> <p>Board Policy – 000, 608, 619, 811</p>
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