

PARK COUNTY SCHOOL DISTRICT #6
BOARD OF EDUCATION POLICY

Code: JJA-R

MODEL SCHOOL CLUBS REGULATION

- A. Application for a club must include the following (for grades K-12):
1. Names of applicants (minimum of 3)
 2. Club sponsor (must be School Employee)
 3. Club name
 4. Statement of purpose
 5. Statement of goals
 6. Statement of (proposed) activities
 7. Proposed budget, including proposed source and use of funds (club accounts must be maintained within district business office)
 8. Proposed meeting times, dates, places
 9. Will try-outs be required? Times/location, if available
 10. Assurance that all materials distributed in club meetings will be delivered to school administration no later than 24 hours after each club meeting and parents who request may have opportunity to review materials.
 11. Assurance that club membership will be limited to students who attend the school.
 12. Communicate to parents/guardian the purpose of any field trip.
- B. Club applications must be submitted 10-days prior to a regularly scheduled board meeting.
- C. Establish contact people and locations for picking up applications and turning them in; indicate if applications are available online.
- D. Clubs must complete Facility Use Agreement Forms (See Activities Office)
- E. Receipts shall be deposited promptly in the authorized District's bank account. The funds for each student organization shall be kept in separate accounts supervised by Superintendent or designee the school/activities administrator.
- F. Expenditures for the above listed receipts are to be charged to line items in a Special Revenue fund or as prescribed by law and government accounting standards board.
- G. The disbursements from the club are authorized by a faculty advisor (assigned to the club on behalf of the school district) or school/activities administrator.
- H. The disbursements from the club are to be monitored by school/activities administrator to be consistent with the purpose of the donation and shall directly benefit students.
- I. The club and activity accounts will be reviewed periodically by Superintendent or designee for inactivity and will be disposed of, unless the advisor submits a plan to the board indicating why the activity has been inactive and why it should not be terminated. Any funds accumulated in terminated student activity account shall revert to the school's activity accounts in an equal proportion or through other board approved means provided funds are expended for student activities.

Student organization or activity funds raised for an approved club or team are committed by the Board of Trustees solely for the stated purpose.

Adopted: 6/16/15
Revised:
6/18/21

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