**WALWORTH POLICY 662.1**

**ADMINISTRATIVE REGULATIONS**

**STUDENT ACTIVITY FUNDS MANAGEMENT**

Funds raised under the umbrella of a student activity belong to the student organization, not to individual students' or to the advisor. Gifts, grants, scholarships, parent organization funds, and staff related funds such as coffee or sunshine funds are not student activity funds.

Procedures to ensure control of student activity funds include the following:

1.      Before a new activity club or organization can be established, an application must be

completed outlining the purpose of the club or organization, the source of funds, and the use of funds. The Principal must approve the application for the new activity club or organization. For all active student activity accounts, documentation as to the purpose of each club or organization must be kept on file. The Principal will review this information annually with the District Administrator and Business Office designee in conjunction with the annual budget preparation process.

2.     Any and all fundraising by activity clubs or organizations must follow Board Policy 374

Student Fundraising Activities. All fundraisers must be approved by both the Building Principal and the District Administrator in advance. Participants soliciting funds need to have some knowledge of how the proceeds will be spent.

3.      The District's Business Office designee will be charged with the responsibility of

establishing liability accounts in Fund 60 for each student activity account since all student activity funds must be accounted for in the district's accounting program.

4.      The District Administrator and Business Office designee will approve checking accounts

and investment accounts for any student activity.

5.      No student activity account will be permitted to operate with a negative balance for

longer than three months duration or at fiscal year ending on June 30th. Special exceptions may be made with the approval of the Building Principal and District Administrator based upon a reasonable expectation that such negative balance is a temporary condition that will be corrected with incoming future receipts.

6.      If any activity account is dormant for a period of 24 months, the account will be closed

by the District Administrator in conjunction with the Business Office designee with the remaining funds transferred to another District fund. This information will be shared with the Board of Education at a monthly meeting,

7.     All District records related to Activity Accounts will be maintained for a minimum of

seven (7) years.

Walworth Jt. District #1 does not discriminate on admissions to any school, class, program, or activity on the basis of sex, religion, national origin, creed, pregnancy, marital status, parental status, sexual orientation, or physical, learning, emotional, or mental disability. All discrimination complaints shall be processed in accordance with established procedures.

**CROSS REFERENCE:** 374 Student Fundraising Activities

**POLICY ADOPTION:**     October 25, 2010

**POLICY REVISED:**         June 19, 2017