

BARNEVELD SCHOOL DISTRICT

STUDENT ACTIVITY FUNDS

The Barneveld School believes that students can increase their knowledge and citizenship by being able to become involved in class/club organizations or other groups to promote or pursue specialized activities outside the classroom. Such groups shall have the approval of Administration and must have an official faculty advisor. Membership in such groups shall be open to all interested and/or eligible students.

The Administrator will assign each class/club a faculty advisor. The class/club officers and faculty advisor (s) will be responsible to the administrator or his/her designee for documentation of the receipts and disbursements of all class/club monies.

The collection or raising of any funds by the class/club must have the approval of the Administrator. All such funds shall be under the financial control of the School Board; and shall be deposited in a school district account after having been received by the school district office.

Disbursements of class/club funds may be made only with the approval of the faculty advisor, administrator or his/her designee and after meeting the following conditions:

- Proper documentation such as an invoice, must accompany each properly signed request.
- 48 hours' notice is required to receive a check. If the check is needed before that, the advisor will pay the obligation themselves and be reimbursed from the student activity account.
- **NO** checks will be made payable to cash. They must be payable to an individual or company.

At the end of each school year, complete records relating to class/club funds shall be audited. The audit of all class/club funds shall be made at the same time as the annual audit of school district funds with the district bearing the cost of such audit.

At the end of a school year, June 30, all balances shall be carried forward to the next school year with the exception of a graduation class fund. The graduating class, after paying all its expenses, should designate before graduation how any remaining balance will be spent. Once designated, the funds will not be expended by the school until June 30 to safeguard against any late arriving Senior Class bills. Funds will not be held by the School for Alumni parties or Class reunions.

Clubs and organizations that are disbanded or become inactive will forfeit their funds to the district general activity fund.

The Barneveld School District does not discriminate on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status, sexual orientation, gender identity or disability.

Adopted:	October 14, 1982
Revised:	January 30, 1986
Revised:	January 9, 1992
Revised:	January 12, 2000
Revised:	April 9, 2003
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