

FAIRFIELD AREA SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES

ACTIVITY FUNDS

8030

- 8030.1 Accounts are authorized to student groups whose activities are in accordance with Policy 3176 Extra-Curricular Activities, Policy 3177 Co-Curricular Activities (Extension of Curriculum) and Policy 3178 Interscholastic Athletics (PIAA Sanctioned). Each organization shall have a statement purpose or goals which reflect the educational relationship and benefits.
- 8030.2 Each organization must have a faculty advisor.
- 8030.3 Each organization's minutes should record the authorization of payment.
- 8030.4 Request to Close a Student Activity
Any Student Activity groups who will be 1) closing or, 2) whose major membership will be graduating, or 3) whose major membership will no longer be eligible to participate in future activities of the organization, must submit a "Request to Close a Student Activity" form for approval before the regularly scheduled Board meeting in June, or as soon as dissolution is anticipated to occur if the closing will occur during the school year. Failure to take any action regarding any unspent balance within one year of the inactivity of the account will deem those funds to be donated to the "Student Activities" fund of the respective elementary, middle school, or high school account. A copy of this Policy will be provided to all organizations and this shall also be noted on all forms to provide full understanding of the responsibilities of Student Activity groups formed in the District.
- 8030.5 No account can hold a negative balance for more than 45 days. Should negative balances extending beyond 45 days occur, the organizations and their advisor will develop plans to rectify the negative balance with the building principal as soon as possible.
- 8030.6 Deposits must be verified by an organization member (student) or club treasurer, advisor, and the Activities Accounts Secretary/Treasurer. Withdrawals will require at least two signatures. One shall be the advisor and the other one of the authorized group's officers.

FAIRFIELD AREA SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES

ACTIVITY FUNDS (Contd)

8030

8030.7 No organization is allowed to keep monies overnight.

- a. Any monies collected during normal school hours must be properly counted, sealed in the appropriate deposit bag and HAND CARRIED to the Activities Accounts Secretary/Treasurer on the same day or delivered to the high school secretary if the activities accounts secretary is not present In ALL situations the deposit bag must be given to a high school office employee. The Activities Accounts Secretary/Treasurer will ensure that all money received during normal school hours will be properly deposited with our financial institution before the close of business on the same day. The advisor will keep the deposit bag tear-off tag for their records.
- b. The faculty advisor for an organization that anticipates after school hour money collection must contact the Activities Accounts Secretary/Treasurer, BEFORE monies are collected. Procedures for all monies collected after normal school hours are as follows:
 1. The faculty advisor must obtain deposit tickets, night deposit bags, and the night deposit key. The faculty advisory is responsible for these items until they are returned to the Activities Accounts Secretary/Treasurer .
 2. Deposit Ticket - All money must be accurately counted and recorded on the deposit ticket. Press firmly to insure all information is transferred to the duplicate copies. Do not use pencil. Date the deposit ticket, record currency and coin in the appropriate box and then list each check separately using the first initial and last name printed on the check. The back of the ticket may be used to record additional checks received. Enter the total at the bottom and the side of the deposit ticket.
 3. The White copy – must be placed in the deposit bag.
The Second copy – must be sent to the Activities Accounts Secretary/Treasurer on the next school day following the night deposit.
The Third copy – stays with the advisor until the end of the season or school and is returned to the guidance secretary at that time.

FAIRFIELD AREA SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES

ACTIVITY FUNDS (Contd)

8030

4. Night Deposit Bag – Upon completion of the deposit ticket, record the information on the front of the night deposit bag using a ballpoint pen. This includes recording the total deposit (said to contain), cash, checks, and coin (other). The faculty advisor must then sign the front of the deposit bag.
 5. The night deposit bag tear off tab must then be completed with the date, total amount of deposit and signature of the faculty advisor. The tab is then carefully removed before sealing the bag.
 6. Place your deposit ticket and all monies in the bag and seal.
 7. The night deposit bag tear off tab must be sent to the Activities Accounts Secretary/Treasurer along with the second copy of the deposit ticket on the next school day following the night deposit.
 8. Night Depository – take the properly annotated night deposit bag to the financial institution and place it in the night depository.
- 8030.8 Activity accounts monies shall be invested with the District's cash management program.
- 8030.9 Interest will be credited to each account annually based on a pro-rated percentage of the end-of-month balance for each account.
- 8030.10 Any expenditure in excess of \$4,000 but less than \$10,000 shall be authorized based on written or telephonic price quotations from at least three qualified and responsible vendors.
- 8030.11 It is highly recommended that each organization prepare and follow a yearly budget.

Revised April 28, 2003

FAIRFIELD AREA SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES

ACTIVITY FUNDS

8030

REQUEST TO ESTABLISH A STUDENT ACTIVITY

1. **NAME (PROPOSED) OF ORGANIZATION:** _____

2. **PURPOSE OR OBJECTIVE:** Describe why this organization is being formed. _____

3. **BENEFIT:** How will the students/district benefit from the establishment of this organization. _____

4. **ELIGIBILITY OF STUDENTS:** Are students required to meet certain eligibility requirements before participating in this organization? If so, please indicate those requirements: _____

5. **LEADERSHIP:** How will this activity be organized, how it will be operated, are the officers elected or appointed, etc. _____

6. **FUND RAISING:** a. Will this organization raise funds? Yes _____ No _____
b. If yes, briefly describe typical fund-raising activities _____

7. **USE OF FUNDS:** Describe how funds raised will be used to benefit the students or the district. _____

8. **FINANCIAL DEPENDENCE:** Will this organization require any financial assistance from the General Fund? Yes _____ No _____ If yes, briefly describe the assistance needed and whether it is a continuing year-to-year need: _____

9. **FINANCIAL REPOSIBILITIES:** Identify who will be responsible for any funds and how the decisions to raise funds/spend funds will be made and documented. _____

Date submitted: _____ Submitted by: _____
Please print: _____

Principal approval: _____ Superintendent approval: _____

**REQUEST TO ESTABLISH A STUDENT ACTIVITY
FAIRFIELD AREA SCHOOL BOARD ACTION**

This request was: Approved_____ Conditionally approved_____
Disapproved_____ by the Board of Directors at their regular meeting held on
_____.

Reasons for disapproval or qualification of approval, if applicable were as follows:

Date:_____ Board Secretary:_____

Approval of this organization requires that the student activity shall comply with all prevailing regulations and policies as set by the Fairfield Area School District

Any Student Activity groups who will be 1) closing or, 2) whose major membership will be graduating, or 3) whose major membership will no longer be eligible to participate in future activities of the organization, must submit a "Request to Close a Student Activity" form for approval before the regularly scheduled Board meeting in June, or as soon as dissolution is anticipated to occur if the closing will occur during a school year.

Failure to take any action regarding any unspent balance within one year of the inactivity of the account will deem those funds to be donated to the "Student Activities" fund of the respective elementary middle school or high school account. A copy of this Policy will be provided to all organizations and this shall also be noted on all forms to provide full understanding of the responsibilities of Student Activity groups formed in the District.

Definition:

Extra Curricular student activities are those activities which are sponsored and/or approved by the Board but are not offered for credit toward graduation. These activities shall ordinarily be marked by student participation in the processes of initiation, planning, organizing and execution. Furthermore, these activities are available to all students who voluntarily elect to participate. Where eligibility requirements are necessary or desirable the Board shall be so informed and must approve the establishment of eligibility and standards before they may be operable.

Applicable Board Policies:

The following Board Policies must be followed: 3175- Activities, 3176- Extra Curricular Activities (Intramural Sports and Clubs), 6610- Public Appearances by Students, 8030- Activity Funds, 6620- Contests for Students, and any other board policies that are determined to be required by the school administration.

FAIRFIELD AREA SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES (Contd)

General Guidelines:

All student initiated intramural sports and club requests must be forwarded to the building Principal. The intent of clubs is to have scheduled meetings during the school day. The Principal will ensure that the requests have included all necessary information. This information should include, but not limited to, a review of the proposed intramural sports or club objective. The guidelines for student activities (Board Policy 8030), including all fundraising and the handling of money will be reviewed with the student spokesperson and proposed faculty advisor. It is further understood that the Principal will have the authority over all intramural sports and clubs. This includes the use of facilities, meetings times, fund raising and all other issues.

Advisor Duties:

Each extra curricular activity will have an approved school employee as an advisor. The advisor shall include but are not limited to: Conduct school time meetings, Secure all school required paperwork such as permission slips, etc, Scheduling activities, responsible for appropriate student conduct, Ensures all school policies are followed.

**FAIRFIELD AREA SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

ACTIVITY FUNDS

8030

REQUEST TO CLOSE A STUDENT ACTIVITY

Any Student Activity groups who will be 1) closing or, 2) whose major membership will be graduating, or 3) whose major membership will no longer be eligible to participate in future activities of the organization, must submit a "Request to Close a Student Activity" form for approval before the regularly scheduled Board meeting in June, or as soon as dissolution is anticipated to occur if the closing will occur during a school year. Failure to take any action regarding any unspent balance within one year of the inactivity of the account will deem those funds to be donated to the respective Student Activities fund of the respective elementary or secondary account.

1. **NAME OF ORGANIZATION:** _____

2. **REASON FOR CLOSING:** _____

3. **DISPOSITION OF FUNDS:**

Does this organization have any funds remaining? Yes _____ No _____

If yes, what is the estimated ending balance? \$ _____

What disposition will be made of these funds? (Donation to another activity, purchase of equipment or other contribution to the district, etc.) All funds must be expended. _____

A copy of the entire Board Policy has been provided to all organizations to provide full understanding of the responsibilities of Student Activity groups formed in the District.

4. **DATE OF CLOSING:** _____

Date Submitted: _____ Submitted by: _____

Principal approval: _____ Superintendent approval: _____

**FAIRFIELD AREA SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

ACTIVITY FUNDS

8030

**REQUEST TO CLOSE A STUDENT ACTIVITY
FAIRFIELD AREA SCHOOL BOARD ACTION**

This request was: Approved_____ Conditionally approved_____
Disapproved_____ by the Board of Directors at their regular meeting held on
_____.

Reasons for disapproval or qualification of approval, if applicable were as follows:

Date:_____ Board Secretary:_____