

BUSINESS OPERATION

Student Activity Funds

The following general principles regarding a Student Activity Fund shall be followed:

1. Student activity monies are to be used to finance a program of noncurricular school activities augmenting, but not replacing, the activities provided by the district.
2. Projects for the raising of student activity money shall contribute to the educational experience of pupils and shall not conflict with the instructional program.
3. Money derived from the student body as a whole shall be so expended as to benefit the student body as a whole, and not for the benefit of a special group.
4. Student activity money shall, whenever possible, be expended in such a way as to benefit those pupils currently in school who have contributed to the accumulation of such money.
5. The management of student activity funds shall be in accordance with sound business practices, including proper budgetary and accounting procedures and thorough audits.
6. Student body business shall be conducted in such a manner as to offer minimum competition to merchants.
7. Principals, having control over student activity monies, shall participate in the preparation, modification, and interpretation of policies, regulations, and procedures affecting these monies.
8. The Principal, as trustee, is responsible for replacement of student activity money he/she improperly spent.
9. No student body organization, nor the Principal, shall be obligated for purchases made by student, faculty, and others unless supported by a purchase order signed by the authorized individuals.
10. Student association funds shall be invested on a regular basis according to prudent procedures established by the Assistant Superintendent, Business/Personnel Services.
11. Three percent interest on the average monthly balance above \$500 shall be given annually to clubs which maintain an average monthly balance of \$500.00 or more.
12. The remainder of the interest earned shall be deposited in a scholarship trust fund.
13. One half of the money earned by the vending machines situated in the commons will be deposited in the scholarship trust fund annually.
14. The principal of this trust fund shall remain untouched. Interest earned in the trust fund will be distributed as scholarships annually to students selected by the faculty scholarship committee.

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BOARD OF EDUCATION
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