Administering Student Activity Funds

The Principal has the responsibility to manage the student activities fund program consistent with these administrative procedures.

School activities shall meet each of the following criteria:

1. Be as broad and varied as necessary to meet the needs of the student body.

2. Be consistent with the goals and objectives of the educational program of the school district.

3. Be self-supporting through gate receipts, activity tickets, and profits from commercial sales, with the exception of those specific items budgeted in the General Fund.

Receipts

1. The principal shall approve all fees charged by building organizations.

2. Receipts from any school activity may be considered as a possible source of revenue for all activities.

3. The Superintendent or designee shall approve the admission price of general school activities.

Expenses

1. Expenditures for approved expenses shall be administered impartially to any groups.

2. Individual participants in a school activity may be requested to help defray that part of the costs of activities, which are not covered in the activity budget.

3. Expenditures through each account shall be limited to the specific purpose for which it has been established.

Accounting

1. Monies handled by school personnel for all school activities shall be accountable through the activity fund in accordance with Policy JJF.