

SECTION: FINANCES

TITLE: STUDENT ACTIVITY FUNDS

ADOPTED: November 29, 1985

REVISED: August 15, 2012

OLD FORGE SCHOOL DISTRICT

618. STUDENT ACTIVITY FUNDS	
1. Purpose	The Board is responsible for adopting and enforcing reasonable policy and rules regarding the management, supervision, control and prohibition of student activities, including raising and disbursing funds.
2. Definition	For purposes of this policy, student activity funds shall include the funds of Board-approved student groups. Student activity funds shall be raised by students and expended for purposes related to the activity, with student participation in the decision making process regarding these areas.
3. Authority SC 511	<p>Student activity funds are not part of district funds but must be approved by the Board. The Board adopts this policy to ensure proper supervision of student activity funds under the district's responsibility.</p> <p>All student activity funds shall be conducted in compliance with the guidelines of the Student Activity Fund Accounting manual adopted by the Board</p>
4. Delegation of Responsibility Pol. 811	<p>The Superintendent or designee is responsible for developing and implementing administrative procedures governing student activity funds.</p> <p>The building principal is responsible for working with students and advisors, implementing policies and procedures, and maintaining fiscal records. The principal shall serve as trustee of the funds and shall countersign all checks drawn upon them. The principal shall be bonded.</p> <p>The fund custodian/secretary shall be responsible for maintenance of the Student Activity funds.</p> <p>Activity advisors are responsible for working with students in assigned activities and ensuring compliance with policy and procedures by the student organization.</p> <p>The organization's student treasurer and faculty advisor are responsible for maintaining records of all funds collected and disbursed and submitting required reports to the Board.</p>

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<p>5. Guidelines</p> <p>SC 440.1, 623</p> <p>SC 511</p> <p>SC 511</p>	<p>Each student activity covered by this policy must be recognized and budgeted by the student organization before funds can be collected or disbursed in the name of the group.</p> <p>All student activities shall be on a self-sustaining basis, except for situations approved by the Board.</p> <p>Funds of any student body organization may be deposited or invested in banks whose accounts are insured by FDIC or investment certificates or withdrawable shares in state-chartered savings and loan associations doing business in-state and insured by FDIC or FSLIC.</p> <p>All funds collected by student organizations shall be deposited in a student activities fund in a bank designated by the Board.</p> <p>No school sponsored student organization is permitted to establish an account separate from the student activities fund.</p> <p>Funds collected shall be turned in to the custodian of the fund before the end of each school day, and they shall be safeguarded until deposited as soon as possible.</p> <p>Records shall be maintained of the receipt and disbursement of all funds in designated accounts, according to the bylaws of the activity involved.</p> <p>Disbursements from such funds shall be made only by check upon the written request of the authorized advisor and the student treasurer, and the approval of the fund custodian/secretary and the building principal. Request for expenditures must be accompanied by a copy of the minutes noting authorization of the expenditure by its members. Disbursements shall be supported by invoices or verified documentation.</p> <p>All checks shall be signed by the fund custodian/secretary and the building principal.</p> <p>Contracts for materials or supplies, whether on purchase or rental, shall be in accordance with bidding requirements and may be made for a one-year period.</p> <p>All purchases of materials or supplies by any organization, club, society or group, or by any school or class shall be made by the purchaser in accordance with the requirements of Section 807.1.</p>
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Adopted: August 15, 2012

Old Forge School District
300 Marion St.
Old Forge, PA 18518

Request to Establish a Student Activity/Club

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 will it be run, 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 that are 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 Responsibilities: 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: _____

Principal approval: Yes No

Signature _____

Superintendent approval: Yes No

Signature _____

Adopted: August 15, 2012

Old Forge School District
300 Marion St.
Old Forge, PA 18518

Board of Education Action
Request to Establish a Student Activity

This request was: Approved Conditionally Approved Disapproved by the Board of Education at their regular meeting held on _____.

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

Date: _____ Board Secretary: _____

Original Copy: Business Office
Copy: Requestor
Principal
Superintendent

Note: A copy of the student activity constitution/bylaws is to be attached.
Approval of this organization requires that you submit a "Request to Continue a Student Activity" form (No. 618.2) by May 1 of each year. This request must be submitted annually to authorize the continuation and objectives of carryover of any unspent balances to the upcoming school year that will be available to the majority of the returning students who are members of the organization.

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 (No. 618.3) 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 Council fund of the respective elementary or secondary account.

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

Adopted: August 15, 2012

Old Forge School District
300 Marion St.
Old Forge, PA 18518

Request to Continue a Student Activity

1. Name of Organization: _____
Please indicate if any of the following information has changed since the original approval. (Attach a copy of the original request to establish a student activity, Form 618.1)
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 will it be run, 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 Responsibilities: 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: Yes No Signature _____
Superintendent approval: Yes No Signature _____

Adopted: August 15, 2012

Old Forge School District
300 Marion St.
Old Forge, PA 18518

Board of Education Action
Request to Continue a Student Activity

This request was: Approved Conditionally Approved Disapproved by the Board of Education at their regular meeting held on _____.

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Date: _____ Board Secretary: _____

Original Copy: Business Office
Copy: Requestor
Principal
Superintendent

Note: A copy of the student activity constitution/bylaws is to be attached.
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A copy of the entire Board Policy will be provided to all organizations to provide full understanding of the responsibilities of Student Activity groups formed in the District.

Adopted: August 15, 2012

Old Forge School District
300 Marion St.
Old Forge, PA 18518

Request to Close a Student Activity/Club

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 (No. 618.3) 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 Council 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.

Date submitted: _____ Submitted by: _____

Principal approval:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Signature _____
Superintendent approval:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Signature _____

Adopted: August 15, 2012

Old Forge School District
300 Marion St.
Old Forge, PA 18518

Board of Education Action
Request to Close a Student Activity

This request was: Approved Conditionally Approved Disapproved by the Board of Education at their regular meeting held on _____.

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

Date: _____ Board Secretary: _____

Original Copy: Business Office
Copy: Requestor
Principal
Superintendent

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.

Adopted: August 15, 2012

Old Forge School District
300 Marion Street
Old Forge, PA 18518

Plan of Activities

(To be submitted annually after the first meeting of the organization)

- 1. Name of Organization: _____
- 2. Name of Advisor: _____
- 3. School: _____ Date of Submission: _____

4. Planned Fundraising Activities for the 20____ - 20____ Academic Year

a. Yes No

b. Types of Fundraising (if additional space is needed, write on back of form)

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

6. Planned Expenditures for the 20____ - 20____ Academic Year

a. Yes No

b. Types of Expenditures:

Activity / Item	Vendor	Estimated Cost
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

Cc: Principal
Account Custodian
Business Office
Board of Education

Adopted: August 15, 2012

Old Forge School District
 300 Marion St.
 Old Forge, PA 18518

Activity Fund Deposit

Name of Organization _____

Name of Advisor _____

Name of Treasurer _____

Date of Deposit _____ Source of Funds _____

Coins

Pennies:	\$ _____
Nickels:	\$ _____
Dimes:	\$ _____
Quarters:	\$ _____

Currency

1s:	\$ _____
5s:	\$ _____
10s:	\$ _____
20s:	\$ _____
50s:	\$ _____
100s:	\$ _____

Checks

#	\$
#	\$
#	\$
#	\$
#	\$
#	\$

#	\$
#	\$
#	\$
#	\$
#	\$
#	\$

#	\$
#	\$
#	\$
#	\$
#	\$
#	\$

All checks must be made payable to the "Old Forge High School Activities Fund"; we can not accept checks made payable to individuals.

All checks must have the group name in the memo section or lower left hand corner, i.e. Class of 2014, National Honor Society, Student Council, etc.

Total Coin \$ _____

Total Currency \$ _____

Total Checks \$ _____

Total Deposit \$ _____

Advisor Signature _____

Treasurer Signature _____

Adopted: August 15, 2012

Old Forge School District
300 Marion St.
Old Forge, PA 18518

Fund Request for Quotation

Quote #1; #2; #3; (Circle One) Date of Quote _____

Name of Organization: _____

Advisor(s) Name(s) _____

Purposes of Obtaining Quotes: _____

Name of Vendor: _____

Address of Vendor: _____

Telephone No. of Vendor: _____

FAX No. of Vendor: _____

E-Mail Address of Vendor: _____

Name of Representative: _____

Description of Information Received Including Quoted Price: _____

Quote Valid Until: _____

Note:

1. A summary of the quote shall be requested and faxed to _____

2. All quote information shall be filed with the Fund Custodian/Advisor.
3. A minimum of three (3) quotes shall be secured for purchases with an initial estimated cost of \$4,000.00 to \$9,999.00.