

STUDENT ACTIVITY FUNDS

Background

Section 511 of the Public School Code of 1949, as amended, (“School Code”) states:

The Board of School Directors in every school district shall prescribe, adopt, and enforce such reasonable rules and regulations as it may deem proper, regarding (1) the management, supervision, control, or prohibition of activities related to the school program, including raising and disbursing funds for any or all of such purposes and for scholarships, and (2) the organization, management, supervision, control, financing, or prohibition of organizations, clubs, societies and groups of the members of any class or school....

Student activity funds are not part of the District’s 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.

Definition

For purposes of this policy, student activity funds shall mean 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.

Objective

The objective of this policy is to delegate the authority for development of guidelines providing for consistent and uniform rules and regulations concerning the classification and the sources and the uses of student activity funds in accordance with the School Code.

Policy

It is the policy of the Board of School Directors that the Director of Business is the custodian of student activity funds, and that the Administration shall be responsible for the development and implementation of guidelines for student activity funds.

The guidelines shall address:

1. the responsibility of administrators, faculty advisors and the students in the collection and use of the funds;
2. the purpose of the funds;
3. budget requirements; and
4. general accounting procedures.

The Administration shall report to the Board monthly on the status of the accounts.

Administrative Responsibility

It shall be the responsibility of the Administration to adopt written rules and procedures governing the establishment, classification, termination, use and safekeeping of student activity funds, and any other procedures necessary to implement this policy. Such rules and procedures shall be in compliance with Section 511 of the School Code and shall be consistent with sound business practices.

Communication

This policy shall be communicated to:

1. All School District personnel involved in the use or collection of school activity funds.
2. All school organizations, clubs, societies and other associated groups related to the School District.
3. The Mt. Lebanon community.

Adopted July 18, 1985
Revised June 16, 1986
Revised March 21, 2005
Revised January 20, 2020