

MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963

POLICY

5104

**STUDENT ACTIVITY FUNDS**

This policy governs all student organizations under the jurisdiction of the Board of Education and serves as recommended guidelines and procedures for all affiliated organizations.

(1)STUDENT ORGANIZATION: Shall be defined as any student group under the direct supervision of a building principal or other designated member of the district staff.

(2)AFFILIATED ORGANIZATION: Shall be defined as any parent, booster, or other group whose purpose is supportive of a student organization.

General Guidelines

1. Any monies raised by fund-raising activities shall be for the benefit of the students, student organizations, and/or the school.
2. Activities or expenditures that require the raising of funds shall be appropriate to the needs of the school, organization, and students who will benefit.
3. All fund-raising will be scheduled and regulated by the principal.
4. All accounts shall require multiple signatory parties. For the high school, one of the signatories must be a student representative.
5. No organization shall permit the Treasurer of the organization to be a district employee.
6. No product, materials, or publications will be sold or distributed by anyone to students during school hours without prior approval of the building principal.
7. Any fund-raising activities, which could be construed as gambling (such as raffles and lotteries), must also adhere to existing legal requirements and may not be advertised in school nor involve students.
8. Any uniform purchase must have prior approval of the District's administration.
9. Any equipment, uniforms, etc., purchased and/or donated to the school becomes district and/or school property and must adhere to the requirements of the Delaware Division of Purchasing.
10. The hiring of personnel and providing of stipends to staff (direct employees) is prohibited.
11. Any fund-raising that benefits organizations other than student or affiliated groups is not permitted, unless by special permission of the Board of Education.
12. The giving of awards or other incentives to students may affect the athletic eligibility of students and will not be given without the approval of the principal and district administration.
13. All student and affiliate organizations are to develop annual budgets, plan, and request approval for fund-raising activities early in the school year so they can be properly scheduled.

14. The person disbursing the funds for any organization shall be different from the person serving as the bookkeeper.
15. The bookkeeper shall not be a signatory authority for checks issued to themselves.

### Specific Procedures

1. The funds of school and student organizations shall be placed in internal accounts, which are regulated by the building principal and comply with district guidelines.
2. Affiliated organizations must register with the building principal prior to any solicitation for funds using the school name.
3. The principal or his designee is to orient the sponsors of student organizations to these guidelines on an annual basis.
4. All fundraising requests must be submitted and approved in advance as specified by Board Policy #5103.
5. All fundraising requests must identify specific budgeted items for which the funds will be used.
6. Solicitation by adults on behalf of students is permitted.
7. Any student solicitation of relatives and other adults familiar to students is permitted, but other door-to-door solicitation is prohibited.
8. Only high school student organizations are permitted to solicit businesses.
9. The utilization of an automated checkbook is encouraged.
10. Specific check request/authorization forms previously approved by multiple persons shall be utilized prior to disbursement of a check.
11. Receipts and other pertinent financial data shall be secured and safeguarded.
12. Specific procedures to maintain a permanent record of all bank accounts shall be established and followed.
13. A ledger of account shall be established, kept up to date at all times, and shall be designed to follow standard bookkeeping practices.
14. Receipts for all monies received by the organization shall be issued. All receipts are to be posted to the respective account on a timely basis and deposited in the appropriate bank account on the day received, or in the case of a holiday, weekend, or evening activity, the next business day.
15. No monies shall be kept overnight by an employee and/or sponsor.
16. Disbursement (payments) shall be made by checks only.
17. Detailed meeting minutes with special emphasis for notations regarding authorizations to expend funds shall be recorded.
18. The pre-signing of disbursement items (checks) is prohibited and inappropriate.
19. The organization shall provide the school's administration with an up-to-date list (name, address, and telephone number) of office holders.
20. At the end of each month, the account ledger for each organization is to be totaled and balanced, the bank statement must be reconciled, and a Treasury Report is to be issued to the President and Secretary of the organization as well as to the principal.
21. At least annually, the district shall conduct an internal review/audit of all student activity accounts.
22. The account balance of the graduating class must be exhausted at the time of graduation. Any account balance of the graduating class that has not been

expended or designated as a donation to other school classes or organizations shall be considered a donation to the Milford High School. Such donation shall be expended for the benefit of the Milford High School as determined by the school administration.

ADOPTED: 8/25/03; 2/28/05