

St. Francis Area Schools

Business Services Department
4115 Ambassador Boulevard NW, St. Francis, MN 55070
763-753-7040 • www.isd15.org

Student Activity Purpose Form

Date: _____ Name of Activity: _____ Activity Code: 01-401-_____

Purpose of Activity: _____

Grade(s) of students who will benefit from Activity: _____

STUDENT ACTIVITY GUIDANCE

Student activities are in nature by the students and for the students. The Advisor role is limited to advising only. The students should be making the decisions regarding the allocation of funds.

Student activities are not permitted to pay staff or contracted staff related costs. The student activity cannot donate funds to the district that will then be used to pay for staff-related costs.

All expenditures must benefit the students participating in the student activity who are currently enrolled.

Appropriate expenditures for student activity accounts include, but are not limited to, the following:

- Admission and participation fees for the entire group, not specific individuals within the group.
- Entertainment for specific student activity events, including contracted services (i.e., Disc Jockey for prom).
- Food
- Lodging
- Supplies and materials
- Clothing for students participating in the student activity
- Transportation
- Travel expenditures

Inappropriate expenditures for student activity accounts include, but are not limited to, the following:

- Assemblies not representative of the student activity purpose
- Employee compensation, gifts or awards
- Faculty meetings or events
- Labor or service payments (staff salaries or independent contractors acting as staff)
- Library books
- Office supplies
- Office or school furniture (for instructional use)
- Textbooks
- Gift cards
- Gift certificates
- Field trips which are curricular in nature
- Personal items for coaches, advisors or other staff members
- Scholarships

Appropriate donations should meet the mission and vision of the student activity as determined by the students and may include, but are not limited to, the following:

- Donations that the student activity determines after the students have realized a surplus fund balance should be recorded in the General Fund 01 with Finance Code 301.
- Donations that the students have pre-determined to raise funds for a non-profit organization (i.e., culinary club does a Second Harvest food drive or the Spanish club does a fundraiser for Puerto Rico Hurricane Relief) should be recorded in the Custodial Fund 18.

Inappropriate donations from the student activity accounts include, but are not limited to, the following:

- Donations to individuals
- Donations for religious activities
- Donations to booster clubs
- Donations to parent teacher organizations
- Donations to staff related accounts
- Donations to school foundations
- Donations to scholarship fund

The Advisor and Building Principal need to sign this form twice.

I, _____ (advisor) have read and understand the attached rules and policies.
 I acknowledge my responsibilities for assuring proper procedures are followed.

Advisor's Name (printed)	Advisor's Signature	Date of Submission
Building Principal's name (printed)	Principal's Signature	Date of Approval

Upon termination of the above named activity, any unobligated funds that remain in the account will be transferred to:

Fill in termination instructions on this line.

Advisor's Name (printed)	Advisor's Signature	Date of Submission
Activity Student Representative name (printed)	Student Signature	Date of Approval
Building Principal's name (printed)	Principal's Signature	Date of Approval
Activity Director's name (printed)	Activity Director's Signature	Date of Approval

Board approval is required for any new activities.