

Salinas City Elementary School District

Students

Regulation #3452

STUDENT ACTIVITY FUNDS

Student Activity Fund Procedures

If at all possible, have the PTA/PTO/PTC sponsor any fund-raising activity.

If sponsorship as described above is not possible, prior approval by the Principal or his/her designee is required accompanied by a statement of the purpose of the activity.

1. Fund-raising activities of a long-term nature that will involve \$200 or more and/or involve more than one classroom shall follow these rules:
 - a. The establishment of a bank account requiring two signatures, one the Principal/designee and the second a parent involved in and responsible for the activity.
 - b. The establishment of an accountability system with a report to the Principal/designee on a quarterly basis; deposits and disbursements are to be included in quarterly reports.
 - c. The school's bank account may involve several student activities which will be reported by the bank as a single fund; the quarterly reports must keep each activity separate and distinct with separate reports of expenditures and income raised.
2. Fund-raising activities of a short-term nature, or that involve less than \$200 shall follow the same rules except that the Principal/designee and a staff member may provide the two signatures. i.e. a parent does not need to be involved. However, the same care and conduct shall be followed.
3. Teachers may facilitate the collecting of funds for book orders.