

All fundraising activities must be pre-approved by Administration. A *Request for Approval of Fundraiser* form may be obtained from the Business Manager. No contracts with vendors are to be signed by the program instructors. They all need to be reviewed by the Business Manager.

Projects for the raising of student activity money shall, in general, contribute to the educational experience of pupils and shall add to, not conflict with, the instructional program. Results of fund-raisers must be reported on the *Financial Report for Fundraising* Activity form.

Student activity money shall, insofar as possible, be expended in such a way as to benefit those pupils who have contributed to the accumulation of such money.

Student activity funds shall not be used for any purpose that represents an accommodation, loan or credit to employees or other persons. Post-dated checks may not be accepted and checks may not be cashed for anyone.

Deposits

Upon receipt of any funds for activity accounts, a deposit will be made within 48 hours. Please turn money in to Student Activities Bookkeeper for deposit.

Purchases

Tech Campus Purchase Orders will be used to make purchases for Student Activity Funds, but will be identified as a *STUDENT ACTIVITY PURCHASE ORDER*. These will be signed by the Business Manager. Do not use personal credit cards to pay for any purchases.

Payment Requests

All requests for payment from Student Activity Funds must be made on the *STUDENT ACTIVITIES PAYMENT REQUEST* form. Before any payments are made, the Student Activities Bookkeeper will verify the balance in your account. If there are insufficient funds to make the payment, the form will be returned to you. Checks drawn on Student Activity Accounts must be signed by two administrators.

Record Keeping

The Student Activities Bookkeeper will keep a ledger for your account. A copy of your ledger will be provided to you on a monthly basis.

Scholarships

Any outside donations made to your program area that are specifically earmarked for a scholarship will be kept in a separate account with your program name and 'SCHOLARSHIP' on it. (Example: Culinary Arts Scholarship Fund). These funds are restricted for scholarship use only. Fundraising accounts can be used for scholarships as well.