

Procedure #7003
Category: Financial
Title: STUDENT ACCOUNTS – HELP FUNDS
Date of Initial Approval: 01-09-2010 (<i>Previous procedure #2104 – renumbered</i>)
Revision/Reauthorization Dates: 09-05-2014; 03-21-2017; 08-07-2025
Reviewers: MSA Superintendent; MSA Business Office

BASIS

The Minnesota State Academies (MSA) Student Account Help Funds has been set up to assist students and their families financially with expenses necessary for participation in school, dorm, and/or athletic and extracurricular activities. These accounts are not to be used to supplement student accounts for personal spending.

HELP FUND REQUESTS

To request funds from the MSA Help Funds, staff members must complete the request form on the MSA website with all pertinent information (Name of the student, the amount needed, the date the funds are needed, the reason for the request, and additional details as needed.). Before final review via the superintendent, the campus or dorm director must review and approve the request.

The superintendent will review and approve requests for expenditures under \$500. For expenditures above \$500, the superintendent will consult with the Instructional Leadership Team before approval. In some instances, internal MSA fees will be waived in lieu of using Help Funds.

After approval, the request will be sent to the Fiscal Services office for processing.

All requests will be stored in a spreadsheet for the annual report to the board. These records will be maintained according to the appropriate retention schedule.

CRITERIA FOR USE OF HELP FUNDS

- Family income is insufficient to support student participation in school, dorm, or athletic activities. (The directors will use discretion and their best judgment to ascertain student's financial need, using available information – i.e., free/reduced lunch forms, conversations with parents, information from school social worker).
- Participation in activities documented in the request is necessary for student success – elective or “fun” activities may not qualify for funding.
- Other avenues of funding have been identified and exhausted. (i.e., fundraising activities, work study stipends, payment plans, reduced fees, etc.) In some instances, support from foundations and/or booster clubs can be explored.
- Requests for simple classroom supplies and/or other personal needs will be funded via departmental supply budgets (i.e., paper, pencils, diapers, etc.).