**Whitepine Joint School District #288**
***Leah Swanson Memorial Fund***
**Standard Operating Procedure (S.O.P.)**

## 1. Purpose & Commitment

The purpose of the *Leah Swanson Memorial Fund* is to provide financial support exclusively for students who are in need of essential PE/Athletics related items (apparel, camps, etc.). These items may include but are not limited to ANY essential items necessary for safe and appropriate participation in Physical Education, as well as Athletics. **This fund exists to remove financial barriers to ensure all students have equitable access.**

Commitment Statement:

This fund is established with the explicit understanding that:

The *Leah Swanson Memorial Fund* will **never** be used for any purpose outside of supporting students in need of PE/Athletic related wear, as well as individual equipment.

** This commitment remains in effect indefinitely.*

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## 2. Fund Use Restrictions

- The *Leah Swanson Memorial Fund* shall be used **ONLY** for assisting students in need of **PE/Athletic related** items.
    - Athletic Shoes
    - PE Appropriate Clothing
    - Recommended Team "Athletic Wear"
    - Athletic Camps
    - IDFY Youth Summit
- Under no circumstances shall this fund be used for:
    - General school expenses
    - Equipment purchases for staff or programs
    - Incentives, rewards, or non-essential items
    - Any purpose unrelated to direct student PE assistance
- The existence of available funds does **not** justify or permit use for alternate purposes.

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3. **Longevity of Funds**
   - It is fully acceptable and expected that funds may remain unused for extended periods of time.
   - Funds may sit for **months or years** without being spent if there is no qualifying student need.
   - The passage of time or accumulation of funds shall **never** be used as justification to redirect or repurpose the account.
     - **Non-Transferability Clause** - At no point shall funds be transferred, borrowed, or reassigned to other accounts, programs, or needs – **regardless of fund balance**.

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4. **Accountability and Oversight**
   - All purchases made by the *Leah Swanson Memorial Fund* must be documented and tied directly to a student's need. (LSMF 'Open Arms' Application)
   - Records should include the type of item purchased, and/or the dollar($) amount, and for what activity it is intended.

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5. **Eligibility and Approval**
   - ALL students within the Whitepine Joint School District are eligible for assistance when there is **legitimate** need for PE/Athletic - related items due to financial hardship or lack of access.
   - All expenditure *must be approved* by the **Athletic Director** and the **HS Principal**.
   - Below are ways to access the *LSMF* 'Open Arms' Application for these funds:
     - Contact the Deary School main office (208) 887-1151
     - Contact the Deary MS/HS Athletic Director
     - www.sd288.org - DISTRICT WEBSITE
       - Deary MS/HS Activities 'tab' - Application linked @ the bottom of the webpage
     - Print a copy of the Appendix attached to this SOP

**Whitepine Joint School District #288**
***Leah Swanson Memorial Fund***
**'Open Arms' Application**

**Description:** The purpose of the *Leah Swanson Memorial Fund* is to provide financial support exclusively for students who are in need of essential PE/Athletics related items (apparel, camps, etc.). These items may include but are not limited to ANY essential items necessary for safe and appropriate participation in Physical Education, as well as Athletics. **This fund exists to remove financial barriers to ensure all students have equitable access.**

**Confidentiality Note:** This form is for internal use only. The approval team includes the leader of the organization where the funds are needed to participate and the high school principal. All information shall remain confidential.

**Name of Student/Parent Applying:** _____

**Date(s) of Event:** _____

**Cost of Event/Items: $** _____

**Amount Requested: $** _____

**Explain how requested funds will be used:** _____

_____

_____

_____

_____

**Please briefly explain your financial need:** _____

_____

_____

_____

_____

**Would you (the student) be willing to perform duties at the school or in the community to receive funds?**

☐ **Yes** ☐ **No**

**Note:** This would generally be for larger requests for things that are not necessarily needed but wanted. Summer sports camps, IDFY trips, etc. This may include cleaning up litter, touch up painting, sweeping gravel, etc. This is not a requirement for funds, but it will be considered when determining if the application will be approved, larger requests especially.

**Student Signature:** _____ Date: _____

**Guardian Signature:** _____ Date: _____

**For Official Office Use Only**

☐ **Approved in the amount of** $_____**.**

☐ **Denied (Reason for denial)** _____

_____

**Athletic Director:** _____ Date: _____

**HS Principal:** _____ Date: _____

** A copy of this application will be kept on-file with the Athletic Director.*