



Shonto Governing Board of Education, Inc. Policy Statement

SUBJECT: EXTRA-CURRICULAR ACTIVITY FUNDS

POLICY CODE: DFAB

EFFECTIVE DATE: 12/6/13

CANCELS OF POLICY NO.: N/A

DATE OF NEXT REVIEW: 12/2016

DATE OF ORIGINAL POLICY: 8/12/08

DATED: 12/6/13

I. PHILOSOPHY STATEMENT:

The Shonto Preparatory School Business Office has long provided the fiscal oversight for extra-curricular activities according to Arizona Revised Statutes (A.R.S.) §15-1121. Student's activities monies are raised by the efforts of students with the approval of the governing board. These monies must be accounted for in an agency fund titled Student Activities Fund, which is separate and distinct from district operating funds. This policy is not intended to cover the Business Office activities. Rather, it will address important responsibilities at the school site. Therefore, the Governing Board establishes the following policy.

II. POLICY STATEMENT:

It is the policy of the Shonto Governing Board of Education, Inc. all extracurricular activity clubs at the school level shall comply with the provisions of this policy regarding formation and oversight responsibilities.

III. EXCEPTIONS TO POLICY:

None

IV. AMPLIFYING INSTRUCTIONS AND GUIDELINES:

A. GENERAL DESCRIPTION OF EXTRA CURRICULAR ACTIVITY CLUBS

For purposes of this policy, "extracurricular activities" shall be those activities which are sponsored or approved by the Board but are not offered for credit toward graduation. Such activities shall generally be conducted outside the regular school day, available to pupils who voluntarily elect to participate, marked by pupil participation in the processes of initiation, planning, organizing and shall ordinarily include band, clubs, dramatic or musical presentations, and academic clubs. Booster clubs are not recognized for inclusion and must be accounted for separately.

B. PURPOSE OF AN EXTRACURRICULAR FUND

The Governing Board is responsible for the establishment and management of student extracurricular funds. The purpose of student extra-curricular funds shall be to account for revenues and disbursements of those funds raised by students through recognized student body organizations and activities. The funds shall be



Shonto Governing Board of Education, Inc.

Policy Statement

deposited and expended by check in a bank account maintained by the school district for student extra-curricular funds. The use of the student extra-curricular funds is limited to the benefit of the students. Students shall be involved in the decision-making process related to the use of the funds.

C. ESTABLISHING AN EXTRA CURRICULAR ACTIVITY CLUB

All student groups that wish to petition for club recognition must adhere to the following steps:

1. The students must schedule a meeting with the building principal to explain the purpose and mission of the club to be formed.
2. The principal will advise the students that they must have an adult advisor and suggest possible candidates for the students to consider. The students will also be informed that there must be a student president, vice president, secretary, and financial auditor.
3. The principal will advise the students that there must be equal access for all students within the building to be a part of the club if they so wish. All pupils in good disciplinary and academic standing shall have equal access to all extracurricular activities regardless of race, color, creed, religion, sex, national origin, sexual orientation, ancestry, social or economic status, or non-applicable disability.
4. The principal will advise the students of his or her determination that he or she will endorse the establishment of the club pending the identification of an adult sponsor who is willing to serve in that capacity, providing that the club charter when developed is acceptable, and providing that the proposed fund raising activities are within the general parameters developed for all clubs.
5. The principal, proposed sponsor and student officers will petition the Student Council to be accepted for inclusion in the list of approved clubs.
6. The Principal, Sponsor, and Student Officers shall develop and submit an action item to the Superintendent and attend the meeting in which such action item is being considered.

D. FUND-RAISING

Each year in August, the extra-curricular activity clubs within a school shall submit a calendar of fund raising activities planned for the fiscal year. The principal is expected to use good judgment in approving or denying the proposed fund raising activity. It is the Board's preference that fund raisers not include candy sales, especially during the regular school day. It is also the Board's preference that services be provided that are of value to the consumer, staff member, and district resident.

E. GUIDELINES FOR HANDLING OF ALL EXTRA CURRICULAR MONIES

1. It is the responsibility of the building principal and sponsor of a group or activity to see that all monies of said group are collected and deposited with the fund



Shonto Governing Board of Education, Inc. Policy Statement

- custodian at the business office.
2. Interest earned on investments of funds from the extra-curricular groups or activities shall be distributed on a proration basis to the account of each group or activity.
 3. Furthermore, the building principal and sponsor will be knowledgeable of all debts incurred through the operation of said organization or activity and will be responsible to ensure that incurred debts are by purchase order and signed by the sponsor and building principal or other form of authorization.
 4. The Director of Finance or designee will be responsible for depositing all extra-curricular monies in a bank account, for writing checks for requested payments of said monies, for keeping accurate records of all deposits and withdrawals, for disbursing earned interest to accounts and for publishing monthly statements as to the status of all extracurricular accounts. The monthly statement should be included in the board agenda for review.
 5. The Director of Finance or designee shall be responsible to see that accurate records are kept of all approved expenditures, that the expenditures are also approved by the sponsor and forwarded to the building principal in the form of a purchase order or requisition for final approval. No building principal or sponsor may obligate monies without student approval and no student may obligate monies without the building principal or sponsor's approval.
 6. All student funds raised must be turned into the Business Office within 48 hours of the event.

F. FISCAL ACCOUNTABILITY

The Board expects that there will be precise control procedures for the collection and distribution of student funds. All sponsors shall be employees of the school district. Any deliberate misuse of funds will involve disciplinary consequences for the students or staff members in question.

G. USE OF EXTRA CURRICULAR ACTIVITY FUNDS WHEN THE CLUB CEASES TO EXIST OR FUNCTION

When a club ceases to function or exist, all funds within that account shall be transferred in full to the Student Council.

V. DELEGATION OF AUTHORITY:

All Building Principals are expected to know the contents of this policy thoroughly and administer it as outlined.

VI. REPORTS:

The Board desires a quarterly report on all extracurricular activity funds.



Shonto Governing Board of Education, Inc. Policy Statement

VII. REVIEW DATE:

This policy will be scheduled for review in three years following adoption.

VIII. SIGNATURE BLOCK:

Submitted by: Lemual B. Adson Date: 12/6/13
Superintendent

Approved: December 6, 2013

Established: 
Martha Tate, President,
Shonto Governing Board of Education, Inc.