

## GUIDELINES AND PROCEDURES

Guidelines and procedures for the administration of District and campus activity funds are detailed in the **Activity Resource Manual (ARM)**. The expenditures must conform to the District's educational purpose and provide a commensurate benefit to the District or its students through one or more of the following standards. The expenditure must:

1. Coincide with the District's vision, mission, and/or core values;
2. Provide for increased student achievement;
3. Create and maintain a safe, orderly, and nurturing environment;
4. Develop and maintain effective and efficient operations;
5. Cultivate an awareness of diverse cultures, environmental issues, and community service;
6. Promote District and/or school spirit; or
7. Enhance the morale of students and/or faculty.

Each campus must maintain an activity account to manage class, organization, and other funds for the faculty, staff and student body. All monies will be handled according to procedures published in the **ARM** or on the District's Web site.

## CAMPUS ACTIVITIES

Campus organizations will be limited to two (2) on-going campus activities per campus, club, or organization. Raffles, bingo, and other games of chance are not permitted. All campus activities must be conducted in accordance with guidelines and guidelines and procedures set forth in the **ARM**.

All purchases from the activity fund must be made in accordance with established purchasing laws, rules, and regulations, and be consistent with all local policies.

## TERMINATION OF ORGANIZATION

In the event of the termination of an organization, club, group, or graduating class, the organization should try to properly expend all funds. Proper disposition of such remaining monies includes but is not limited to:

1. The purchase of a memorial that is acceptable to the campus administrator.
2. The purchase of equipment or tangible items that would benefit future students. Such equipment must be purchased within the guidelines contained in the **ARM**.

Should an organization fail to take the above action, any monies remaining will be transferred to the school's general activity fund at the end of the school year.

Inactivity of a group, club or organization for a period of three (3) consecutive years will also constitute the termination of an organization.

EXHIBITS

All campus activities shall require completion of the following documents:

- A. EXHIBIT A – Activity Resource Manual (ARM)
- B. EXHIBIT B – Acknowledgement of Responsibilities Form
- C. EXHIBIT C – Conflict of Interest Disclosure Statement
- D. EXHIBIT D – Campus Activity Application
- E. EXHIBIT E – Activity Financial Recap Forms
  - a. EXHIBIT E-1 – Activity Financial Recap Report
  - b. EXHIBIT E-2 – Activity Receipts Worksheet
  - c. EXHIBIT E-3 – Activity Deposit Worksheet
  - d. EXHIBIT E-4 – Outstanding Inventory Sheet
  - e. EXHIBIT E-5 – Items Provided At No Cost
  - f. EXHIBIT E-6 – Donated Items for Sale
- F. EXHIBIT F – Community Service Outreach Form
- G. EXHIBIT G – Deposit Tally Sheet

CONSEQUENCES

Strict adherence to District guidelines and regulations is required. Problem cases will be identified and reported to the Internal Audit Office for review. In instances where fundraising guidelines are not followed, the following actions may result:

- 1. Future fund raising requests may be denied;
- 2. Letter of reprimand in personnel folder;
- 3. Reimbursement for the value of the shortage;
- 4. Other, as deemed appropriate by the Superintendent which may include termination and/or criminal prosecution.