

**BUSINESS AND FINANCIAL
SERIES 800**

801.1

POLICY TITLE: FUND RAISING/SPONSORSHIP SUPPORT

The District shall maintain funds in each building for the receipt and disbursement of funds to support student activities – both extra-curricular and co-curricular from fund raising activities or sponsorship support. Checking accounts shall be maintained at depositories approved by the Board of Trustees. All projects for the raising of student activity money shall contribute to the educational experience and shall not conflict with instructional programs. All funds raised by internal organizations or outside entities to support student activities, with the exception of those funds appropriated in the District budget, shall be immediately turned over to the building principal or his designee in each building to be receipted and deposited into the student fund account. All money received by any activity shall be put into the Associated Student Body (ASB) Account. The money is to be recorded by the designated person in the office, with a copy of the receipt being given to the payee. The receipt must specify the purpose for which the money has been raised. Sufficient copies of receipts must be prepared to make distribution necessary for internal control. The superintendent will establish administrative procedures for fund raising and sponsorship support activities.

Expenditures and accounting procedures will follow Policy #602.7.
Approved: August. 11th 2008