STUDENT FUNDRAISING ACTIVITIES

The Board of Education prefers that the School District support student activities, but it may be necessary for students to raise funds to support some of them. The Board recognizes fundraising projects of student and school-related organizations, such as membership fees, product sales, “Fun Night” and raffles, are necessary financially and that these activities may provide valuable learning experiences. All fundraising must be approved by the principal before the activity is initiated.

Any funds collected are subject to supervision by the school principal and the Assistant Superintendent. They will be deposited in a designated deposit, accounted for in appropriate Special Revenue Funds or Custodial Accounts, and will be disbursed at the request of the advisor with secondary supervisory approval in accordance with all federal, state, and local laws and regulations and this policy.

The Assistant Superintendent will be responsible for establishing cash handling procedures for use by the account sponsors. The Assistant Superintendent will also be responsible for the oversight of the accounting records. Each building principal shall ensure that all procedures are followed and records are maintained by the individual groups for reconciliation purposes. All business office records will be compared with each group’s account records on a semi-annual basis to maintain accuracy. The individual designated as responsible for the accounts will sign off on the records annually and submit a copy to the Business Office.

Any unencumbered funds will automatically revert to the General building account of the school after five years of inactivity. Materials and equipment purchased by fundraisers will become the property of Adrian Public Schools. Fundraising for the sole purpose of donating money to a charitable organization is prohibited.