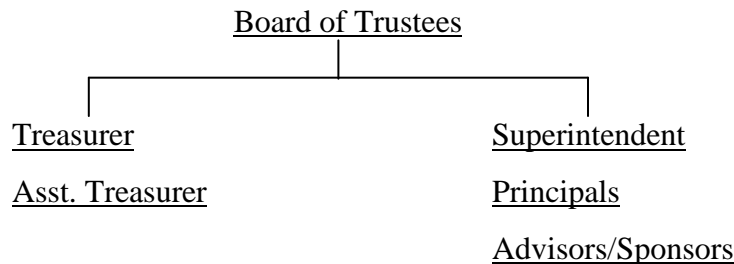


Vallivue School District 139

Philosophy

1. A good student activities program is a necessary facet of the total educational program.
2. The program of co-curricular and extra-curricular experiences shall be well-planned to enrich the curriculum, provide new learning experiences, promote interest in classroom work, and improve morale and discipline.
3. All student activity programs must function within the framework of the educational and organizational policies of the board of trustees.
4. The raising and expending of activity money by student bodies shall have one purpose: to promote the general welfare, education and morale of students and to finance the normal legitimate activities of the student body organization.

Organization



Duties

1. The board of trustees shall adopt policies to govern the establishment and operation of activity programs.
2. The treasurer shall enforce accounting procedures and internal control procedures.
3. The superintendent is responsible for administering all board policies.
4. The principals or other authorized administrators shall be responsible for administering activity policies at the building level and for performing any other related duties as assigned by the superintendent.
5. Advisors and sponsors shall be responsible to:
 - a. oversee preparation of purpose statements and budgets of student organizations;
 - b. supervise all activities of the student group; and
 - c. perform related duties as assigned by administrative authorities.

General Administrative Policies

1. The board of trustees or its designated representative shall approve all class organizations, clubs and associations, and the purpose of each.
2. All projects for the raising of student activity money shall contribute to the educational experience of the students and should not conflict with the instructional program.

3. The board of trustees or its designated representative must approve all sources of revenue.
4. Funds derived from the student body as a whole should be expended so as to benefit the active student body as a whole whenever possible.
5. Student representation is an important factor in the democratic management of funds raised by the student body and should be required whenever feasible.
6. Student activity money raised by and from students will be used in accordance with the stated general purpose of each group.
7. Student activity programs may be classified as part of the general fund, a special local revenue fund, and/or an agency fund. The primary classification criterion is "who determines how the money is spent."
 - a. Classified as student activity programs of the general fund or of a special local revenue fund are those programs that have student participation but do not have student management. These are programs for which the district provides substantial monies, and are administered and controlled by district personnel: (1) athletics; (2) band and choirs; (3) cheerleaders; (4) dance team; and (5) auxiliary.
 - b. Classified as agency funds will be student activity programs which are owned, operated and managed by the student body under the guidance and direction of the principal with the assistance of staff members or other adults for educational, recreational or cultural purposes.
8. Financial policies and procedures governing student activities programs will be prescribed by the treasurer and approved by the board of trustees.
9. The treasurer shall provide accounting procedures for the receipt, deposit, expenditure and withdrawal of activity monies.
 - a. Monthly financial reports for student activity funds will be included in the treasurer's report.
 - b. An adequate system of internal controls will be implemented to safeguard the assets of the student activity funds.



LEGAL REFERENCES: Idaho Code Sections 33-51(12); 33-705

ADOPTED: 12/10/90

AMENDED: 9/12/95, 7/14/98, 7/10/01, /13/04, 8/14/07 (replaces policy #606.2)