



CONTRACT AND MANAGEMENT OF 865 STUDENT GROUP

A fund 865 Student Activity account is used for “bona fide chapter student group/clubs”. It is best defined as a formal organized and responsible group made up of and governed by students and a sponsor who is a school staff member. The group may or may not be affiliated with a state or national organization. A contract for the student group must be approved by the Principal annually to insure the group is fulfilling its stated purpose to eliminate conflicts and duplication of efforts by different groups. The group must also hold meetings and conduct business at least once a month. The district holds the funds on behalf of a group or club but it is generally controlled and spent as the student group directs. These funds are not budgeted. Any cash remaining in the fund at the year of the end will carry forward to the New Year. To close an account, the group must hold a meeting and elect such action at the end of each school year. Accounts that are close will not be allowed to reopen for four years. When the account is closed and funds remain in the account the group may elect to donate the funds to another group or the funds will remain dormant for four consecutive years before the administrator/principal can request to move the funds into another account.

In order, to create a new account the following must be submitted to the Finance Office:

- current bylaws and/or a constitution and elected student officers

Sponsor (Employee) Acknowledgement of Responsibilities (initial)

____ I am responsible for collecting, safeguarding and accounting of money from students or on behalf of students and will properly receipt/submit the funds to the office regularly (preferably daily) in the same form received.

____ I understand all purchases made on behalf of the student organization will be made by purchase order and approved by the Principal using a purchase order system.

____ I will review my organization Sponsor’s Ledger statement monthly and ensure a positive balance is maintained.

____ I understand all fundraising activities will be approved in advance by: The Principal, the Purchasing/Finance Office.

____ I will be held responsible for any student funds entrusted to me and I will reimburse the District or student organization for any money which is lost due to carelessness, theft, fraud, or failure to follow established procedures.

865 e 36 6499 00 ____ ____ ____ 0 99 ____ ____ ____
ACCOUNT CODE

Beginning of School Year PRINT Sponsor Name		End of School Year PRINT Sponsor Name	
PRINCIPAL SIGNATURE	SPONSOR SIGNATURE	PRINCIPAL SIGNATURE	SPONSOR SIGNATURE
Date	Date	Date	Date