



Coatesville Area School District
Rich in Diversity, Committed to Excellence

STUDENT ACTIVITIES FUND ACCOUNT REGISTRATION

For School Year: _____

School Name: _____

Organization Account Name: _____

Purpose of Organization: _____

Is disposition of account funds made by student members or administration? _____

By registering as a party authorized to request withdrawals I acknowledge that I have read and will comply with CASD Board of Directors policy #618 regarding Student Activities Fund accounts.

	Name (Please print)	Signature:
Student Treasurer:	_____	_____
Alternate Student Signator:	_____	_____
Faculty Advisor:	_____	_____
Building Principal:	_____	_____

*Cash in excess of \$100.00 should not be held overnight in school buildings.
Arrangements should be made with the school district courier to deliver deposits directly to the bank or forward to the Administration building for safekeeping prior to deposit at bank.
Notice of deposits should be promptly forwarded to the Business Office.
Issuance of withdrawals from accounts is administered by the CASD Business Office.
CASD policy requires that accounts be adequately funded prior to any withdrawals being issued.*

For Business Office Use: Fund # 81 Account Number:
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**COATESVILLE AREA SCHOOL DISTRICT
STUDENT ACTIVITIES MEMBERSHIP LIST**

Organization: _____

Faculty Advisor: _____

STUDENT OFFICERS

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

MEMBERSHIP LIST

- | | |
|-----------|-----------|
| 1. _____ | 11. _____ |
| 2. _____ | 12. _____ |
| 3. _____ | 13. _____ |
| 4. _____ | 14. _____ |
| 5. _____ | 15. _____ |
| 6. _____ | 16. _____ |
| 7. _____ | 17. _____ |
| 8. _____ | 18. _____ |
| 9. _____ | 19. _____ |
| 10. _____ | 20. _____ |

Secretary's Signature	Date	Faculty Advisor's Signature	Date
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Book Policy Manual
 Section 200 Pupils
 Title Student Fundraising Application Form
 Code 229-AR-1
 Status Active
 Adopted July 26, 2017
 Last Revised May 10, 2022
 Last Reviewed May 11, 2022

Requests for fundraising projects that will benefit District students must be submitted four (4) weeks in advance of the requested date to the building principal.

Organization: _____

Faculty Sponsor: _____ Building: _____

Dates of Project: From: _____ To: _____

Sale Items/Activity: _____

Description of Project: _____

Groups Being Solicited: _____

Extent of Student Participation: _____

Purpose of Project/Expenditure of Profits: _____

Additional Information: _____

Faculty Sponsor's Signature

Date

Approved: _____

Not Approved: _____

Principal's Signature

Date

Director of Educational Services Signature

Date



Book	Policy Manual
Section	600 Finances
Title	Student Activity Funds
Code	618
Status	Active
Adopted	June 27, 2017

Purpose

The Board is responsible for adopting and enforcing reasonable policy and rules regarding the management, supervision, control and prohibition of student activities, including raising and disbursing funds.

Definition

For purposes of this policy, **student activity funds** shall include the funds of Board-approved student groups. Student activity funds shall be raised by students and expended for purposes related to the activity, with student participation in the decision-making process regarding these areas.

Authority

Student activity funds are not part of district funds but must be approved by the Board. The Board adopts this policy to ensure proper supervision of student activity funds under the district's responsibility.[1]

Delegation of Responsibility

The Superintendent or designee is responsible for developing administrative regulations governing student activity funds.

The building principal is responsible for working with students and advisors, implementing policies and procedures, and maintaining fiscal records. The principal shall serve as custodian of the funds and shall countersign all checks drawn upon them. The principal shall be bonded.[2]

Activity advisors are responsible for working with students in assigned activities and ensuring compliance with policy and administrative regulations by the student organization.

The organization's student treasurer and faculty advisor are responsible for maintaining records of all funds collected and disbursed and submitting required reports to the Board.

Guidelines

Each student activity covered by this policy must be recognized and budgeted by the student organization before funds can be collected or disbursed in the name of the group.

All student activities shall be on a self-sustaining basis, except for situations approved by the Board.

Funds of any student body organization may be deposited or invested in banks whose accounts are insured by FDIC or investment certificates or withdrawable shares in state-chartered savings and loan associations doing business in-state and insured by FDIC or FSLIC.[3][4]

All funds collected by student organizations shall be deposited in a student activities fund in a bank designated by the Board. No school-sponsored student organization is permitted to establish an account separate from the student activities fund.[1][5]

Funds collected shall be turned in to the custodian of the fund before the end of each school day, and they shall be safeguarded until deposited as soon as possible.

Records shall be maintained of the receipt and disbursement of all funds in designated accounts, according to the bylaws of the activity approved by the Board.[1]

Disbursements from such funds shall be made only by check upon the request of the authorized advisor and the approval of the fund custodian. Disbursements shall be supported by invoices or verified documentation.

All checks shall be signed by two (2) individuals authorized to approve such disbursements.

All purchases of materials or supplies by any organization, club, society or group, or by any school or class shall be made by the purchaser in accordance with the requirements of law.[1][6]

All funds shall be of an exchange nature, and large balances should not be permitted to accumulate. Money should not be raised or collected unless there is a definite purpose for doing so.

All funds accumulated in the name of a specific organization must be closed out annually, and any residual funds shall revert to the same group for the following school year.[1]

A financial report of the condition of each student activity fund shall be submitted to the Board at least quarterly.[1]

The student activity fund shall be audited annually during the district's established audit.[7]

Graduating Classes

All graduating classes, after payment of all financial obligations and prior to graduation, shall make a commitment for distribution of the funds remaining in the class account to school activities of the class's choosing, such as a senior gift or scholarship fund.

Funds may not be disbursed or set aside for future obligations, such as class reunions.

Legal

1. 24 P.S. 511

2. Pol. 811

3. 24 P.S. 440.1

4. 24 P.S. 623

5. Pol. 608

6. 24 P.S. 807.1

7. Pol. 619

Pol. 000



Book	Policy Manual
Section	200 Pupils
Title	Student Fundraising
Code	229-AR-0
Status	Active
Adopted	July 26, 2016
Last Revised	May 11, 2022

Building principals and activity sponsors should thoroughly plan with school groups so there will be a limited need for urgent or hurry-up types of fundraising requests. The farther in advance that permission is secured, the more likely it is that proper planning, as well as correct implementation of Board Policy will occur.

Applicable Board Policy and Administrative Regulations will be referenced annually in student handbooks. Copies of these Administrative Regulations will be available in the main office and will be distributed to activity sponsors, student treasurers of school activities and other interested individuals and groups.

Organizations that request to conduct a fundraising activity must make application to the building principal. The application form is available in the main office and contains the following information: the activity proposed, potential use of the revenue, proposed involvement by students, and other information requested by the administration. The building administration will retain all applications.

The activity sponsor will submit the completed request form for each planned fundraiser to the building principal at least four (4) weeks prior to the start of the campaign. The application should be submitted prior to the students' involvement in ordering, selling or sales-related activity.

The building principal will reply in writing to the activity sponsor no later than two (2) weeks after receiving the application. The principal will provide initial approval of a fundraising activity when s/he is assured that the activity satisfies safety concerns; is consistent with the District's educational objectives and Community standards; complies with federal, state and local laws; and that students are not being exploited or forced to participate. The application will also be approved by the Director of Educational Services. If the request is denied, the principal will state the reason for denial.

The building principal will keep a master list of all fundraising activities for the building, and will make every effort to approve only one (1) fundraising campaign for the building during a specific time period.

Upon approval of a fundraising activity, the building principal will forward to the Director of Educational Services a copy of the approved application, and the Director of Educational Services will maintain a file of current fundraising activities. The Director of Educational Services shall prepare and provide a monthly fundraising report for review by the Superintendent.

All student fundraisers will adhere to the following guidelines:

1. For safety reasons, the District strongly discourages door-to-door sales by students, unless accompanied by a parent/guardian. Students should not be used as door-to-door sales agents.

2. Items sold must be in good taste and appropriate to potential customers.
3. No student can be required to participate in a fundraiser.
4. When outside companies or agencies are used, the quality of the product and reputation of the firm must be considered. Related contracts must be reviewed and approved by the Business Manager prior to signing.
5. No money will be given to vendors prior to delivery of services. If up-front money is required, the school will keep the funds until the product is delivered.
6. Schools will not be involved in any way with fundraising activities that involve the use or sale of weapons, alcohol, tobacco, drugs or medications, and/or any material that encourages violence, immorality or abusive behavior.

Acceptable methods of fundraising include, but are not limited to, the following:

1. Bake sales.
2. Car washes.
3. Concession stand sales for one (1) season of a school activity.
4. School dances, with proper planning and supervision.
5. Sale of school-oriented products.
6. Nutritious food items.
7. Nonfood items.
8. Athletic events, concerts, recitals, dramatic performances, when held after school hours.
9. Student and/or class photographs.
10. Operation of school stores.
11. Fairs, such as book fairs, fun days, etc.
12. Seasonal gift items.

Charitable Drives

School-wide fundraising drives for charitable organizations that involve solicitation by students will be limited to two (2) per year for each school.

School-sponsored fundraising drives for charitable organizations that do not involve solicitation by students will be limited to two (2) per year for each school.

Sponsors of charitable organizations must apply to the building principal on the available form, and the fundraising activity must be approved by the principal, who will coordinate the scheduling of such drives with approved school fundraisers.

District-Wide Fundraisers

Applications for District-wide fundraisers will be submitted on the available form to the Director of Educational Services.

The Director of Educational Services will review the application and determine if approval will be granted.

If requested, the Superintendent will submit to the Board a written report outlining the administrators' decision and the rationale for the decision.

Control Of Funds

All funds collected through student fundraisers are governed by Board Policy 618 Student Activity Funds and relevant implementing Administrative Regulations.

Faculty sponsors are responsible for depositing in the main office all money collected through fundraising activities. Deposits should be made as soon as possible after collection, and under no circumstances will money be left in classrooms or student lockers.

Money deposited in the main office requires a deposit receipt to be issued to the depositor. Once deposited, money cannot be removed without permission of the principal. Uncounted money must be placed in a sealed envelope and counted by the depositor at a later time.

All applicable sales tax must be paid on fundraiser items.

All financial statements regarding fundraising projects will be signed by the student officers and faculty sponsor and retained until the student activities fund has been audited.

Faculty sponsors will complete the Financial Report form and submit it to the building principal within thirty (30) days after the ending date of the fundraising project.

The Director of Educational Services shall through cooperation with the building administrators, ensure that the Policy is implemented and that all rules for control of funds are enforced.