

**SAN LORENZO
UNIFIED SCHOOL DISTRICT
BOARD POLICY**

Business and Noninstructional Operations

BP 3452 (a)

STUDENT ACTIVITY FUNDS

The Governing Board recognizes that student organizations can provide students with an opportunity to conduct worthwhile co-curricular activities beyond those provided by the District and can also help students learn about effective financial practices. To that end, student organizations may raise and spend funds to support activities that promote the general welfare, morale, and educational experiences of the student body.

Fund-Raising Events

At the beginning of each school year, each principal or designee shall submit to the Superintendent or designee a list of the fund-raising events that each student organization proposes to hold that year. The Superintendent or designee shall review the proposed events and determine whether the events contribute to the educational experience and are not in conflict with or detract from the school's educational program. When reviewing proposed events, the Superintendent or designee shall consider the effects of the activities on student health and safety, evaluate the risk of liability to the District, and ensure that the proposed activities are in compliance with law, Board Policy, and Administrative Regulation, including but not limited to restrictions related to food sales on campus.

Management of Funds

Student Body funds shall be managed in accordance with law and sound business procedures designed to encourage the largest possible educational return to students without sacrificing the security of funds.

The Superintendent or designee shall develop internal control procedures to safeguard the organization's assets, promote the success of fund-raising ventures, provide reliable financial information, and reduce the risk of fraud and abuse. These procedures shall detail the oversight of activities and funds including, but not limited to, the appropriate role and provision of training for staff and students, parameters for events on campus, appropriate and prohibited uses of funds, and accounting and record-keeping processes, including procedures for handling questionable expenditures.

The principal or designee shall be responsible for the proper conduct of all student organization financial activities. The budget adopted by the student body organization should serve as the financial plan for the school year and shall be submitted to the Superintendent or designee at the beginning of each school year. The Superintendent or designee shall periodically review the organization's use of funds to ensure compliance with the District's internal control procedures.

Funds derived from the student body shall be disbursed according to procedures established by the student organization. All disbursements must be approved by a Board-designated official, the certificated employee who is the student organization advisor, and a student organization representative. (Education Code 48933)

Minutes shall be kept of student organization meetings and shall properly reflect all financial activities.

The Board shall provide an annual audit of student accounts by a certified public accountant or licensed public accountant. The cost of the audit shall be paid from district funds. (Education Code 41020)

Scholarships from Student Body Funds

Scholarships from student body funds generally are not allowed, as they do not benefit a group of students. There are three exceptions to this limitation.

1. Scholarships paid from funds that are donated from an outside source specifically for individual scholarships. In such cases, these donations must be accounted for separately and used specifically for scholarships. It should be noted that a donor may not donate toward a specific student's scholarship, as this could become a violation of the Internal Revenue Code.
2. Scholarships granted through work with certain national nonprofit organizations that expressly allow participating student groups to raise money toward scholarships.
3. Site-Level Scholarships paid by student body funds under the following conditions:
 - a. Maximum number of scholarships annually per high school: twenty (20)
 - b. Maximum amount of scholarship or combined scholarships to any individual student: \$500.00
 - c. Maximum amount of total funds authorized for scholarship awards in a calendar year per high school: \$5,000.00
 - d. Criteria for scholarship award shall be approved by the school principal and shall include, but is not necessarily limited to: scholarship (GPA), excellence in extra curricular activities, and community service.
 - e. Cash, checks, or other disbursement of funds shall not be provided directly to any individual. Instead, such disbursements must be issued to institutions of higher learning or related bookstore for payment of tuition, books, or supplies for the award recipient.
 - f. All such disbursement of funds shall be subject to the same approval process prescribed for all other disbursement of Student Body funds.

Business and Noninstructional Operations (continued)

BP 3452 (c)

Legal Reference:

EDUCATION CODE

35182.5 Non-nutritious foods and beverages, vending machines

35564 Funds, obligation of the student body

41020 Requirement for annual audit

48930-48938 Student body organization

49431 Sale of food and beverages, elementary school

49431.5 Sale of food and beverages, middle and high schools

51520 School premise, prohibited solicitations

51521 Fund-raising projects

CODE OF REGULATIONS, TITLE 5

15500 Food sales, elementary schools

15501 Food sales, middle and junior high schools

COURT DECISIONS

Prince v. Jacoby, (2002) 303 F.3d 1074

Board Adopted: October 7, 2008

Board Revised: November 17, 2009