

POLICY

2017

7410

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Students

SUBJECT: EXTRACLASSROOM ACTIVITIES AND EXTRACLASSROOM ACTIVITY FUNDS

The District recognizes that extraclassroom activities play an important role in a rich and broad educational program. These activities are commonly called “student clubs,” “student groups,” or “student organizations.” Extraclassroom activities are conducted by students with financial support raised other than by taxation or budgetary charges. The moneys received for the benefit of extraclassroom activities are defined as extraclassroom activity funds.

This policy seeks to promote the organization and maintenance of extraclassroom activities and to provide for the proper handling and safeguarding of extraclassroom activity funds. The Board of Education is responsible for ensuring that adequate regulations are established for the creation, conduct, and continuation of extraclassroom activities and for the safeguarding, accounting, and audit of all moneys received.

Extraclassroom Activities

Extraclassroom activities, such as student clubs and organizations, may be formed according to student interest. The formation of new extraclassroom activities shall be initiated by student application to the building principal. The superintendent, by regulation, may promulgate procedures and standards governing the creation, continuation, and termination of extraclassroom activities. All extraclassroom activities must have a faculty advisor appointed by the building principal, must designate a student leader each year, and must meet at least once per school year. Each building principal shall maintain a list of active extraclassroom activities.

Extraclassroom Activity Funds

An extraclassroom activity fund must be established for each extraclassroom activity that raises monies through means other than taxation or budgetary charges and such funds must have the prior approval of the Board of Education.

Every extraclassroom activity with an extraclassroom activity fund must designate a student treasurer who shall authorize all receipts and expenditures, and who shall work with the faculty advisor to implement appropriate revenue handling and bookkeeping procedures in accordance with District guidelines. Faculty advisors and student treasurers shall review "The Safeguarding, Accounting, and Auditing of Extraclassroom Activity Funds" Pamphlet issued by the New York State Education Department. All monies received by an extraclassroom activity must be deposited into the subject extraclassroom activity fund account within 72 hours of receipt with appropriate documentation.

All monies in extraclassroom activity funds shall be kept according to standards of good financial management and will be subject to independent annual audit in conjunction with the audit of the school district. Records of receipts and expenditures shall be maintained and reported at least quarterly to the Board of Education as part of the District Treasurer's report. The School District Treasurer shall be the Central Treasurer of all extraclassroom activity funds and shall invest all monies pursuant to General Municipal Law.

(Continued)

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**SUBJECT: EXTRACLASSROOM ACTIVITIES AND EXTRACLASSROOM
ACTIVITY FUNDS (Cont'd.)**

Moneys in extraclassroom activity funds of discontinued extraclassroom activities or of extraclassroom activities that have been inactive for at least one (1) year shall revert to the account of the school's student council organization.

8 NYCRR 172.1 – 172.4

NOTE: Refer also to Policies 7450 – Fundraising by Students
Refer also to Code of Conduct

Adopted: 1/12/99

Revised: 5/17/17