

STUDENT ACTIVITIES FUNDS MANAGEMENT

The Board of Education of the Wynantskill Union Free School District recognizes the importance of the extracurricular life of the school and supports the concept of a diverse extracurricular program to enable each student to achieve full potential. The control and safety of Extra-classroom Activity Funds by students, under the direction of school staff, provides valuable learning experiences in business management. The Board supports the assignment of staff for the formation of student groups for any of the following purposes:

1. Developing academic interests.
2. Developing athletic interests.
3. Providing for social interaction and the development of positive social relationships.
4. Developing understanding of the responsibilities and characteristics of good citizenship.

Fund Personnel

At its Reorganization Meeting, or as needed, the Board shall appoint the following managers, counselors, and advisers of extra-classroom activities and Extra- classroom Activity Funds to work at the administrative direction of the Superintendent:

- Central Treasurer
- Faculty Advisor(s)
- District Treasurer Independent Auditor

The following Board employees and appointees shall have the Extra-classroom Activity Fund responsibilities prescribed by law, regulation, policy and administrative regulation:

- Superintendent
- Faculty Advisors Student Activity Treasurer(s)
- Others:
 - Principal
 - Appointed by Faculty Advisers or elected by students
 - As decided or prescribed by Board policy

Fund Administration

The extra-classroom activity advisors shall oversee the Extra- classroom Activity Funds and ensure that they are handled within New York State established rules, regulations and procedures and in compliance with generally accepted accounting principles. The Extra-classroom Activity Fund Central Treasurer(s) shall meet with all extracurricular club faculty advisors and student activity treasurers at least annually. As prescribed by New York State,

he/she will advise them on the proper handling of Extra-classroom Activity Funds. For each extra-classroom activity fundraising activity, the Central Treasurer, and Chief Faculty Counselor for the building shall review for fiscal integrity the actual costs (expenditures), actual revenues (receipts), and profits and loss.

Prior to termination of a student organization, all funds remaining in the treasury must be disposed of in one of the following ways:

- Expended by a majority vote of the organization, as provided for in its bylaws.
- Transferred to another student organization or for another purpose, as determined by the membership of the student organization.

If no action is taken by the student organization, leftover funds of inactive or discontinued extra-classroom activities and of graduating classes shall automatically revert to the account of the general student organization or student council.

Cross-ref: 2210, Board Organizational Meeting
5210, Student Organizations
6660, Independent External Audit

Ref: Education Law §207
8 NYCRR Part 172
The Safeguarding, Accounting, and Auditing of Extraclassroom Activity Funds, Finance Pamphlet 2, New York State Education Department (revised 2008)

Adoption date: September 21, 2107

STUDENT ACTIVITIES FUNDS MANAGEMENT REGULATION

Extra-classroom activities shall be conducted only for educational purposes.

Students or staff desiring to form an extra-classroom activity organization shall petition their principal in writing, specifically stating the purpose, activities and potential membership of the organization.

If, in the opinion of the principal, the proposed extra-classroom activity is for an educational purpose, there is sufficient student interest and a suitable Faculty Advisor is available, the principal shall recommend establishment of the proposed organization to the Superintendent.

All extra-classroom activity organizations require the recommendation of the Superintendent and the approval of the Board of Education.

The Superintendent shall maintain a list of all approved active extra-classroom activity organizations.

As required by the Regulations of the New York State Commissioner of Education (Regulations of the Commissioner), each extra-classroom organization shall have a Faculty Advisor recommended by the Superintendent and approved by the Board of Education. The Faculty Advisor shall assume the primary responsibility for directly supervising the operation of the extra-classroom activity organization. He/She shall:

- a. Adopt rules of procedure that is necessary to the activity's operation and consistent with District and school rules.
- b. Meet with students as often as necessary.

As required by Regulations of the Commissioner, each extra-classroom activity organization shall adopt a constitution that shall define the purposes of the organization, duties of its officers, membership prerequisites, rules of procedure and other necessary matters. This constitution shall incorporate the items of this administrative regulation and, in high school, any special requirements of the Student Council. The constitution of each extra-classroom activity shall be approved by the faculty advisor and the principal. A copy of the constitution shall be on file in the office of the principal.

As required by Regulations of the Commissioner, each extra-classroom activity organization shall have a president, vice president, secretary and treasurer. The treasurer shall be the Activity Treasurer described by the Regulations of the Commissioner. The Activity Treasurer may be elected by the student members of the organization or may be appointed by the Chief Faculty Counselor (principal).

Adoption date: September 21, 2017