

Student Activities Funds Management

Guidelines for Expenditures for Extracurricular Activities from Fairfield City School District Budgets

1. All extracurricular activities involving students must have a student activity account budget completed and submitted to the District Office according to guidelines issued by the Treasurer.
2. All monies utilized by the extracurricular activity excluding the advisor's(s') salary must be raised or provided for by the activity itself. Areas of revenue may include fund raisers, donations, business sponsorships, etc. Any monies received as revenue must be deposited in the student activity account if the monies are to be managed by an employee or volunteer of the Fairfield City Schools. Any monies managed through an independent sponsor are not under the auspices of the school district. If such monies are spent in behalf of a school activity, this donation should be approved by Board of Education action.
3. All expenditures from a student activity account must comply with fiscal guidelines established by the Treasurer in accordance with State of Ohio law and requirements for expenditures of public monies.
4. The district office will provide for travel and competition expenses for any team or student group of a grades 9-12 only activity which qualifies through an authorized local/regional event to compete at the state and/or national level., with the exception of activities under the auspices of the athletic department or the music department. The district office will provide for travel and competition expenses for any team or student group of a grades K-12 activity which qualifies through an authorized state event to compete at the national level.
5. Within three days after a team qualifies for participation in an event covered by #4 above, the coach/sponsor must inform the building principal, who in turn will notify the Assistant Superintendent's office. The coach/sponsor must provide the district office with necessary and accurate information in a timely manner in order to foster completion of purchase orders and paperwork for all such expenditures.

[Implemented July 1, 1999]