

Kingsport City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Student Activity Funds Management	Descriptor Code: 2.900	Issued Date: 11/07/17
		Rescinds: 2.900	Issued: 02/03/11

- 1 The activity funds of each school shall include athletic and student organization funds and any other
2 fund belonging to any student group, class, or activity.

- 3 Whatever the source, all student activity funds shall be under the jurisdiction of the Board and under
4 the specific control of the school principal.¹ Contracts with fund-raising agencies must comply with
5 Board policy and be approved by the principal.

- 6 Student activity funds shall be deposited in respective school activity accounts. Proper records of
7 receipts and disbursements shall be maintained in accordance with Tennessee Internal School Financial
8 Manual.²

- 9 Revenue raised for specific purposes must be expended for that purpose, unless otherwise authorized
10 in writing by both the activity group sponsor and the principal.³

- 11 An annual audit of the account and records of all student activity funds shall be conducted as a part of
12 the audit of all other district funds.⁴

- 13 Any unencumbered class or activity funds automatically revert to the general activity fund of the
14 school when a class graduates or an activity is discontinued.

- 15 Funds derived from activities sponsored by parent-teacher associations, parent-teacher organizations or
16 other support organizations are not subject to this policy, unless such funds are (a) derived from an
17 academic, art, athletic or social event involving students; (b) raised by clubs involving students; (c)
18 raised by fundraisers involving students which are under the supervision of a school employee; (d)
19 received for the direct sale of items to students from a bookstore located on school grounds; (e) raised
20 from fees charged to students; (f) obtained from any related school activity which involved the use of
21 school personnel, students and property during the regular hours of operation of the school during
22 which classes are conducted; or (g) otherwise in the sole custody of the school.

- 23 Limited fund-raising is permitted at the high school level in order to promote co-curricular activities
24 either not supported by or partially supported by public funds.

- 25 The Board of Education hereby establishes the Activities Committee for Dobyons-Bennett High School
26 to oversee fund-raising and manage co-curricular activities related to fund-raising campaigns. The
27 committee's duties shall be to:

- 28 Approve the annual budget for internal accounts. Approve all club-related fund raising events.
29 Undertake other responsibilities as assigned by the Board.

1 The membership of the Activities Committee shall be comprised of a Board member, the Superintendent
2 of Schools, Dobyns-Bennett Principal, Assistant Principal for Student Activities, High School Athletics
3 Director and Director of Finance.

4 The committee meets at least twice per year in the spring and fall to accept written proposals from
5 organization/activity sponsors. A report on each semi-annual meeting shall be provided to the Board by
6 a member of the committee. Organization/activity sponsors may appeal committee decisions to the
7 Board.

8 School support organizations shall not use instructional time to promote sales or to collect money without
9 prior approval. Such school support organizations are required to identify their projects as school support
10 organization projects and not confuse them with student organizations/ activities.⁵

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Sections 4-31, 4-32
2. TCA 49-2-110(d)
3. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-1 through 4-3
4. TCA 49-2-112(a)(1)-(2)
5. TCA 49-2-110(f); TCA 49-2-601 through 611

Cross References

- School Support Organizations 2.404
- Fundraising Activities 2.601
- Use of Facilities 3.206
- Field Trips 4.302
- Adjunct Instructors and Service Contractors 5.705
- Student Organizations 6.702