



4.40.054-AD Club Finances And Money-Raising Activities

Club activities should be limited to those types of activities requiring only reasonable expenditures of money. Earning or accumulation of large amounts of money by clubs is discouraged. Such money should generally be raised through regular dues and occasional special assessments of members. Sales or other money-raising activities held during school hours should be kept to a minimum and require approval of the principal in accordance with school and district rules. Clubs are responsible for losses incurred in club activities.

- (1) Approval. The office of the principal must approve all club money-raising activities.
(2) Expenditures. Clubs may spend their funds in a manner deemed advisable by the club members and their advisor subject to approval of the office of the principal.
(3) Accounting for Finances. All school clubs use a standardized district form for their accounts. Club accounts are part of the school finance program, are listed with the school bookkeeper, and are audited with other funds by the District. Account sheets are kept and filed by the club treasurer and the school's bookkeeper. Under the standardized accounting system in all Portland high schools, chartered clubs may bank funds through the schools.

Policy Implemented:

History: Adpt. 6/71; Amd. 9/01/02

For official use only
Approved:
[Signature]
Superintendent
9/01/02
Date