

GUIDELINES FOR STUDENT ACTIVITIES FUNDS

- Business Office Procedure JJF-R will be followed by all entities soliciting student activity funds.
- A tracking sheet will be used to account for each fundraising activity and maintained by a coordinating body of the benefiting entity.
- All targeted student body members will have equal opportunity to raise funds. Events will be communicated via the school newsletter AND email or postal mail. Great effort shall be made to ensure any mail list is complete.
- A reconciliation of each student's fundraising credit shall be communicated to that student within 7 days of accounting for funds from each fundraising event and upon request.
- Ongoing groups that are accounting for individual student's fundraising credit shall publish a record of earned and accumulated credit at least monthly.
- It is the expectation of the board that each fundraising group is fully transparent and releases information in a timely and consistent manner.

Adopted: January 28, 2010