



Section: *Pupils*

Title: *Management of Student Activity Funds and Employment of Independent Contractors for Student Activity Programs*

Adopted: *2-17-82*

Revised:

229.1 Management of Student Activity Funds and Employment of Independent Contractors for Student Activity Programs

- I.** *The management of student activity funds shall be delegated to the Principal or his designee. Each specific activity fund shall be provided with procedures for the acceptance of revenues or contributions and also guidelines for the disbursement of funds with the express condition that capital expenditures of \$100.00 or more relating to non-student generated funds must have the approval of the Superintendent, and capital expenditures of \$1000.00 or more must have the approval of the Board of School Directors.*

- II.** *In the operation of the student activity program, individuals need to be employed to perform various functions which are not covered by a contractual agreement. In addition, parent groups supporting various student activity programs through private funds employ individuals to supplement the program provided by the district. The employment of individuals to perform these functions shall be subject to the following guidelines:*
 - A.** *School-sponsored Activity Programs not Covered by a Contractual Agreement*
 - 1.** *The Building Principal, or his/her designee, shall be responsible for interviewing and recommending to the Board of School Directors individuals to positions which provide for a wage payment greater than \$50.*

Wages paid to these individuals shall be reported to the Internal Revenue Service in a manner outlined in Administrative Regulation 7-026.

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- 2. The Building Principal, or his/her designee, shall be responsible for interviewing and assigning individuals to positions which provide for compensation payment of \$50.00 or less. Individuals may be assigned to such positions without prior approval of the Board, but final appointment and payment of compensation is subject to Board approval under Section 508 of the Public School Code.***

B. Supplemental Employment Provided by Parent Support Groups

- 1. The Building Principal, or his/her designee, shall be responsible for interviewing and recommending to the Board of School Directors all individuals employed by Parent Groups to work with students in school sponsored activities.***

Wages paid to these individuals, and reporting to the Internal Revenue Service, shall be the responsibility of the Parent Group.

Section: Business Services

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Adopted: 2-17-82

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