

**Menahga Public Schools**  
**Student Activity Purpose Summary Due:**  
**November 1, 2024**

Date:

Name of Activity:

Purpose of Activity:

Grade of students who will benefit:Age(s):

Grade(s):

**Student Activity Guidance**

**Student activities are in nature by the students and for the students. The Advisor role is limited to advising only. The students should be making the decisions regarding the allocation of funds.**

**Student activities are not permitted to pay staff or contracted staff related costs. The student activity cannot donate funds to the district that will then be used to pay for staff-related costs.**

All expenditures must benefit the students participating in the student activity who are currently enrolled.

**Appropriate** expenditures for student activity accounts include, but are not limit to, the following:

- Admission and participation fees for the entire group, not specific individuals within the group
- Entertainment for specific student activity events, including contracted services (i.e., Disc Jockey for prom)
- Food
- Lodging
- Supplies and materials
- Clothing for students participating in the student activity
- Transportation
- Travel Expenditures

**Inappropriate** expenditures for student activity accounts include, but are not limited to, the following:

- Assemblies not representative of the student activity purpose
- Employee compensation, gifts or awards

- Faculty meetings or events
- Labor or service payments (staff salaries or independent contractors acting as staff)
- Library books
- Office supplies
- Office or school furniture (for instructional use)
- Textbooks
- Gift Cards
- Gift Certificates
- Field trips which are curricular in nature
- Personal items for coaches, advisors or other staff members
- Scholarships

Appropriate donations should meet the mission and vision of the student activity as determined by the students and may include, but are not limited to, the following:

- Donations that the student's activity determines after the students have realized a surplus fund balance should be recorded in the General Fund 01 with Finance Code 301.
- Donations that the students have pre-determined to raise funds for a non-profit organization (i.e., culinary club does a Second Harvest food drive or the Spanish club does a fundraiser for Puerto Rico Hurricane Relief) should be recorded in the Custodial Fund 18.

Inappropriate donations from the student activity accounts include, but are not limited to, the following:

- Donations to individuals
- Donations for religious activities
- Donations to booster clubs
- Donations to parent teachers organizations
- Donations to staff related accounts
- Donations to school foundations
- Donations to scholarship fund

I, \_\_\_\_\_ (advisor), have read and understand the attached rules and policies. I acknowledge my responsibilities for assuring proper procedures are followed. I have received a copy of the Manual for Activity Fund Accounting. I also acknowledge that I will be held accountable for any deficit balance that may occur in the above named activity account.

\_\_\_\_\_  
Advisor's Name (printed)

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Name (printed)

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date of Approval

Upon termination of the above named activity, any unobligated funds that remain in the account will be transferred to:

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\_\_\_\_\_  
Advisor's Name (printed)

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Activity Student Representative  
Name (printed)

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date