

REQUIREMENTS FOR REMAINING EXEMPT FROM SCHOOL ACTIVITY FUND REQUIREMENTS

All adult organizations which have been exempted from the requirements of Policy D-07, School Activity Fund Management, must do the following in order to maintain their exempt status*:

1. Adult organizations shall not use students or District employees for fundraising activities during school hours;
2. Adult organizations shall not use the District's mailing address nor that of individual schools;
3. Adult organizations shall not use the District's federal identification number;
4. Adult organizations shall not incur debt in the name of the School District or individual schools;
5. Adult organizations shall not have joint fundraisers with any school-sponsored organization;
6. Adult organizations shall not have District employees as their sole fund custodians;
7. Adult organizations shall not allow District employees to perform bookkeeping functions;
8. Adult organizations shall not allow District employees to make purchases or sign fundraising agreements in the name of the organization;
9. Adult organizations shall not allow District employees to be the sole signatories on the organization's bank account signature lists;
10. Adult organizations must maintain appropriate accounting records;

11. Adult organizations must submit financial records to the District's internal auditor, or an external auditor, immediately upon request;
12. Adult organizations must comply with other District policies, regulations and rules as they relate to fundraising activities on District property; and,
13. Adult organizations must make the District immediately aware of any changes in their organizational structures.

Any organization which fails to follow the requirements outlined in this regulation will lose its exempt status.

*No faculty account will be allowed to obtain an exemption from the requirement of maintaining a school activity fund account.