

STUDENT ACTIVITIES FUNDS MANAGEMENT

The Morehouse Parish School Board recognizes that occasionally schools must attempt to generate funds to supply needed instructional materials and supplies, as well as provide other benefits to the school and student body. All fees, fundraising activities, and other sources of student activity funds managed directly by the school shall require approval of the Superintendent and/or his/her designee.

General cash controls, receipt and disbursement of all monies, reports, and other accounting practices to be followed shall be in accordance with procedures outlined by the Superintendent or his/her designee. All teachers, principals, and any other school personnel who handle cash, receipts, or disbursements of school funds shall be required to abide by the stated guidelines.

Implementation of the procedures as developed by the central office auditor shall be the responsibility of the school principal or his/her designee. The procedures shall ensure:

1. The proper identification of moneys belonging to various groups and organizations or moneys raised and designated for various purposes. A journal will be the minimum bookkeeping record.
2. Proper crediting of deposits, with receipts issued depositors.
3. Safeguarding of cash and prompt deposit of all moneys received.
4. Proper authorization for purchases.
5. Proper authorization before payment of invoices.
6. Payment of bills by check, signed by group sponsors as authorized by the principal.
7. Prompt payment of bills.
8. Deposit tickets and invoices filed in orderly manner.

No money shall be drawn on a school fund account unless the request for withdrawal of funds carries two (2) signatures of the individuals present when the withdrawal request (check) is signed, one of which shall always be the principal's signature.

FUNDRAISING ACTIVITIES

The Morehouse Parish School Board recognizes that citizens, students, School Board personnel, other persons and organizations may wish to express support for a particular

school or the school system by participating in school-sanctioned fundraising activities. The School Board shall require that such fundraising projects be conducted so that they do not interfere with educational objectives or community standards.

Any school club or organization shall request permission from the principal and approval of the Superintendent or his/her designee prior to engaging in a fundraising activity. The principal shall submit to the Superintendent or his/her designee a request disclosing a need for the fundraising project. Plans for such activities should be made well in advance of the event, and the total fundraising efforts in a school shall be limited based on needs. The manner in which funds are to be spent shall be clearly defined prior to any fundraising activity that is sponsored by a school or group.

The School Board shall not permit door-to-door soliciting or sales involving students at any grade level. However, this prohibition does not preclude organized off-campus fundraising activities done under the direct supervision of faculty, booster groups, or other adults, if such activities are approved by the principal. Other special sales or solicitations for advertisements may be conducted by phone or mail. If personal visits by students become necessary, they shall be restricted to businesses *only*, and the students must be in groups of at least two (2).

Due to concerns for the safety of students and others, the School Board shall not permit any fundraising activity that engages students in direct solicitation of funds (i.e., *canning* or *can shaking*) from the public at traffic lights or on street corners and roadways.

Fundraising by popularity contests in which the sale and explicit purpose is to elect a student to a position based on the total amount of money collected by that person shall be prohibited.

CHARITY DRIVES

A school has permission to participate in charity fundraising drives during each school session. Fundraising drives for approved charitable organizations must have the approval of the Superintendent or his/her designee.

No drives for money, clothing or food may be conducted in the separate classrooms of a school. All such drives seeking to raise money must be conducted by placing a suitable container or containers at proper places in the halls where children may be allowed to contribute voluntarily. Announcements about such drives shall be made during the school year.

All donations made as a result of charity fund drives by a school or the School Board shall be made without any recompense, expectation of benefit, or receipt of anything of economic value. Schools shall not be allowed to accept raffle tickets, prizes, or any other benefit in return for donations to an outside charity.

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Ref: La. Rev. Stat. Ann. §§17:81, 17:196, 17:414.3, 17:2091, 17:2092, 17:2093, 24:515, 39:1301, 39:1302, 39:1303, 39:1304, 39:1305, 39:1306, 39:1307, 39:1308, 39:1309, 39:1310, 39:1311, 39:1312, 39:1313, 39:1314, 39:1315, 42:1101, 42:1102, 42:1116, 42:1121, 51:224; Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education; Board minutes, 6-3-25.