

EXTRACLASSROOM ACTIVITIES

Establishment, Conduct, Operation, and Maintenance of Extraclassroom Activities

This regulation sets forth the procedures for the creation and operation of Extraclassroom Activities (“ECAs”). Additional required procedures and guidelines can be found in the Extraclassroom Activities Procedure Manual.

Definition – ECAs include organizations within the District whose activities are conducted by students in grades 6 through 12 and whose financial support is raised other than by taxation or through charges of a Board of Education, for, by, or in the name of a school, student body, or any subdivision thereof.

Allowable Purposes – ECAs may be formed for educational, school or community service purposes in compliance with applicable laws and regulations

Activity Advisor – The Activity Advisor is the adult facilitator who advises and assists the students with the day-to-day operations of the activity account. The Activity Advisor position is voluntary and is not a Board-appointed position. The Activity Advisor shall attend all meetings and assist the students in preparing the documents needed to run the activity account.

School Treasurer – The School Treasurer is a District employee appointed annually by the Board of Education to oversee a specific School’s Extraclassroom Activity accounts.

Formation:

1. Principal Recommendation

- a. Students wishing to form an ECA shall submit a proposal to the building principal which sets forth the purpose of the ECA, the Activity Advisor, if identified, and the names of the students wishing to participate in the ECA.
- b. The principal shall review the request to form the ECA and, if there is an identified Activity Advisor, shall preliminarily recommend the formation of the ECA unless the proposed ECA is not for an allowable purpose; there is an existing ECA the serves the same purpose or fewer than four students wish to participate in the ECA.
- c. If the requirements of paragraph 2 above are met, but the students have not identified an Activity Advisor, the principal shall attempt to recruit an advisor from building faculty or staff. If no faculty or staff member volunteers to serve as the Activity Advisor within 30 days, the principal shall not recommend the formation of the ECA.
- d. Should an ECA not be recommended, the principal shall provide written reasons therefore to the student(s) making the request.

2. Finance Department Review

- a. Upon preliminary recommendation by the building principal, the School Treasurer shall submit a request to open an ECA account to the Chief Financial Officer or designee for review. Upon confirmation that the proposed ECA meets the requirements of Board Policy 6620 and this regulation, the Chief Financial Officer shall request that the ECA be submitted to the Board of Education for approval.

3. Approval by the Board of Education
 - a. The Board of Education shall review and approve all new ECA accounts. Upon approval, the Finance Department will provide a copy of the resolution to the School Treasurer.
4. Organizational Structure of the ECA
 - a. Within 90 days of approval by the Chief Financial Officer or designee, the student members of the ECA must meet to:
 - i. Create a charter that sets forth the approved purpose of the ECA and its mission/goals.
 - ii. Create bylaws that establish the governance structure of the ECA. The governance structure shall be consistent with best practices and shall, to the extent practicable, follow typical not-for-profit organizational structures. Any variance from typical structures must be approved by the principal and the Finance Department to ensure that actions cannot be taken unilaterally and funds are safeguarded.
 - iii. Select student officers either by appointment or election from the ECA membership.
 - b. A copy of the charter must be given to the School Treasurer within 30 days after officers have been determined.

Operational Procedures

1. Supervision – Each ECA must have an Activity Advisor and each school with operational ECAs shall have a School Treasurer to supervise and ensure compliance with Board Policy 6620 and these regulations.
2. Meetings – Each ECA should meet on a monthly basis and will be reviewed for inactive status if it does not meet at least quarterly during the school year.
 - a. Meetings shall be held outside of the regular school day, on school property and must include the Activity Advisor.
 - b. Minutes shall be kept for every meeting which shall describe any action taken at the meeting and the vote to approve the action.
 - c. No ECA funds may be expended without ECA student approval.
3. Risk Management – The principal shall work with the business official to assure that the District’s exposure to any risk resulting from ECA activities or fundraisers is minimized. In all cases where a vendor will be using District facilities to conduct its event, the District may require a certificate of insurance with the District named as an additional insured. Periodically, the District may request that its primary liability insurance carrier conduct a review of the activities of its ECA activities and may prohibit certain events based on the results of the review.

Financial Procedures and Reporting

1. Fund Raising
 - a. Requests to hold a fund-raising event must be submitted to the building principal for approval and must comply with Board Policy 5560.
 - b. Each School Treasurer shall provide information to the Finance Department on sales, campaigns and fundraising activities for all ECAs within that school, including the nature of the event, dates of operation, duration of sale or campaign, means of solicitation (e.g., door-to-door, direct mailing, etc.), and funds raised.

- c. The ECAs are not included in the exemption granted to the School District from New York State sales tax.
 - i. Without exception, clubs and activities are prohibited from using the District's tax exemption.
 - ii. Some ECAs may be eligible for their own tax exemption. In this case, the taxable status of all fundraising events for the activity, are guided by the New York State Publication 843 *A Guide to Sales Tax in New York State*.
 - iii. The taxable status of all fundraising events shall be enforced by the School Treasurer and Finance Department. Any event not specifically listed as not taxable in the New York State Education Department's guide *The Safeguarding, Accounting and Auditing of Extraclassroom Activity Funds* shall be deemed taxable unless a written determination that it is non-taxable has been issued from the Business Official or designee to the School Treasurer.
 - iv. The School Treasurer shall be responsible for collecting and submitting all information necessary for the Finance Department to file the periodic sales tax returns for the ECA funds.
2. Receipt of Funds
- a. Cash
 - i. All cash receipts from events, concessions, or other fund-raising activities shall be counted at the conclusion of the event by the ECA treasurer or designee, and the Activity Advisor or adult designee. The amount of receipts shall be recorded and initialed by both individuals.
 - ii. Cash receipts shall be submitted to the School Treasurer the same school day, if possible, but no later than the next school day. The School Treasurer and the ECA representative shall count the cash receipts together and reconcile with the previously recorded amount.
 - b. Non-cash
 - i. The ECA shall provide non-cash (checks, credit card payments, etc.), student raised funds to the School Treasurer within 2 business days of receipt for deposit in the ECA's Extraclassroom account.
 - ii. Students are encouraged to identify fundraising opportunities that provide for direct deposit into the ECA's account.
3. Deposit of Funds
- a. The School Treasurer may not deposit non-student raised funds into an ECA account and shall instruct that such funds be brought to the Finance Department.
 - b. All ECA funds are to be deposited in a bank approved by the Board in a manner that is consistent with the Extraclassroom Activities Procedures Manual.
 - c. Interest earnings on Extraclassroom Activity Fund Accounts will be maintained in the general school activity fund and allocated quarterly to specific activities based on the average daily balance of the active and significant activity accounts.
4. Expenditures
- a. All requests for expenditures must be approved by a majority of the ECA board, as recorded in the ECA's minutes.
 - b. All requests shall be supported by appropriate documentation of the expense and the reason therefore.

- c. Requests shall be submitted to the School Treasurer, who will verify the expenditures and disburse a check if deemed appropriate.
- 5. Sales Tax – The District is not exempt from the provisions of the Sales Tax Law whenever it becomes the vendor of services or property ordinarily sold by private persons. Each Activity Adviser should know which of the activities are subject to sales tax and take steps to see that all sales tax information is accurately recorded and sent to the School Treasurer.
- 6. Financial Records and reconciliation
 - a. Both the ECA Treasurer and the School Treasurer shall maintain records of all monies received, including the source thereof, and expended by the ECA.
 - b. The School Treasurer shall provide the Finance Department with a monthly bank reconciliation and cumulative quarterly statement for all Extraclassroom Activities at their school.
 - c. The Board of Education shall be provided with reports, audited by the External Auditor, at least annually in regards to the operation of the Extraclassroom Activities accounts.
- 7. Equipment Acquisitions
 - a. All equipment purchased or received by the ECA shall be evidenced in the meeting minutes by official action of a majority of the ECA or activity members.
 - b. Title to all equipment acquired with ECA funds or donated to the ECA for assets meeting the District’s capitalization threshold shall reside with the District through donation of the asset by the ECA to the District and be carried as an insurable asset on its list of insurable values in accordance with District policy and procedures.
 - c. All equipment shall be operated on District property, unless express permission from the Superintendent or designee is secured to use the equipment or have it reside off-premises. Such equipment must be tagged as District property in accordance with District policy and procedure but is available for exclusive use by the ECA club acquiring the item.

Inactive Clubs and Leftover Funds

- 1. An ECA shall be considered inactive if it has no meetings and takes no action for one full school year or if its purpose is terminated (*e.g.* a graduating class ECA). Upon designation of an ECA as inactive, the following shall occur:
 - a. Closure of Graduating Senior Class Activity Accounts – No later than the last day of regularly scheduled classes, each Graduating Senior Class ECA may establish by vote where remaining funds will be disbursed. Should the ECA take no action, funds will be transferred to the upcoming Senior Class ECA by the School Treasurer. If there is no upcoming Senior Class ECA, any remaining funds will be divided equally among all active accounts at that school.
 - b. Closure of Inactive Activity Accounts – The School Treasurer is directed to transfer any remaining funds of an inactive ECA as follows in the order specified:
 - i. As determine by a vote of the organization controlling the ECA funds.
 - ii. Should the ECA take no action to designate the transfer of remaining funds, the School Treasurer shall transfer remaining funds into the General Student Organization or Student Council activity account for that school.

- iii. If the school does not have a General Student Organization or Student Council, divide remaining funds equally among all active accounts at that school.
 - c. Closure of Activity Accounts Upon Request – The Activity Advisor and/or the School Treasurer may submit a request to the Finance Department to close an activity account due to lack of student interest or involvement and/or improper activity before the one year waiting period for inactivity has been met. Upon approval of the closure request, the School Treasurer will transfer any remaining funds as follows in the order specified:
 - i. Transfer remaining funds into the General Student Organization or Student Council for that school.
 - ii. If the school does not have a General Student Organization or Student Council, divide remaining funds equally among all active accounts at that school.
- 2. Inactive ECAs must follow the organizational procedures set forth in this policy to re-activate previously existing activities.