



Student Activity Fund Planning Form

Print Form

Accounting
Mat-Su Borough School District
501 N. Gulkana
Palmer, AK 99645
P: (907) 761-4347 || F: (907) 761-4086

Student Activities Mission Statement: The primary purpose of the Student Activities program is to meet those school-related interests and needs of students that are not provided for by the curriculum program of the school. *If grant funds total \$500 or more, please submit a 3rd Party Revenue Form, copy of the application, and award letter to Accounting. Please review the MSBSD Co-Curricular Handbook for more information (2012-2013 Revised 6/14/2012).

Student Activities Account New Fund Modification to Existing Fund

What is the specific purpose for raising these funds?

How are the funds being raised?

Are students raising the funds?

Will funds be available beyond this school year?

If Yes, what is the estimated length of time it will be available?

Upon completion of the project, where will extra funds be distributed, if there are any?

Who is the Sponsor?

Are there student committee members?

In order to gain approval from the Principal or his / her designee for a fund raising activity, the following criteria must be met:

- *A fund raising activity must be in compliance with School Board Policy, District Administration Regulations, and Alaska State Laws.*
- *There must be a clearly stated purpose as to why the organization wants to raise money.*
- *The organization must disclose the means by which it intends to raise the money.*
- *The organization must agree that no candy or bake sales be held in competition with the school lunch program.*
- *The organization must follow correct District accounting procedures.*
- *All fund raising activities that involve sales of food products must comply with District Food Service Policy and DEC Regulations.*

MSBSD Co-Curricular Handbook, 2012-2013, Revised 6/14/2012

Sponsor Signature Date

Principal Signature Date