

Section 4: Administration of Internal School Funds

Title 7, Cooperative and Noncooperative Activities

Cooperative Activities

Definition

A cooperative activity is one in which the school shares directly in the proceeds. Although they do not lend themselves to strict classification as student body activities, cooperative activities benefiting the student body are frequently undertaken by outside groups. The activity may involve salvage drives, carnivals, paid entertainment, food sales, etc., and is generally conducted after the normal school day. The activity may or may not involve the use of school facilities.

Agreement

Prior to the commencement of a cooperative activity, a written agreement concerning each party's responsibilities and the division of expenses and profits should be made between the outside group and the school in accordance with the board of education's policy.

Proceeds

The school shares directly in a percentage of the proceeds of a cooperative activity.

Accounting for Proceeds

If all proceeds from the event are collected by the school, the proceeds should be receipted by the school and a distribution made to the outside group based on the prior written agreement. If proceeds are collected by the outside group, a designated individual from the school should verify that the division of the collections was based on the written agreement and a prenumbered receipt should be issued for the school's share.

Noncooperative Activities

Definition

A noncooperative activity is one in which the school generally permits the use of school equipment or facilities without charge. However, there may be activities where the school charges a rental fee.

Agreement

Prior to the commencement of a noncooperative activity, a written agreement must be made setting forth the fee, if any, to be charged as well as other pertinent information in accordance with the board of education's policy.