

Outside Funding For Eliminated School-Related Programs

Background

In the 2011-12 school year budget, several co-curricular programs were eliminated due to lack of funding. The purpose of this document is to clarify the use of private donations to fund these clubs/organizations in order to make them available to students.

Request to Privately Fund a Club/Organization

The individual interested in providing funding for an eliminated club/organization (Donor) must contact the Assistant Principal of Student Affairs for an appointment. At that meeting, the following information will be provided:

- A breakdown of the budget for that club/organization, including the stipend amount and other expenses (supplies, transportation, dues and fees, etc.);
- The number of students who participated in that club/organization the previous school year;
- The date that the total monies will need to be submitted to the Riverside Brookfield Business Office.

Payment Dates for Private Funding

The total monies must be collected by the Business Office 30 days prior to the commencement of any activities related to the club/organization. The designated Donor representative will present the monies and provide contact information to the school. Monies should be checks that will be made out to Riverside Brookfield High School. The Business Office will provide the Donor representative with a receipt.

Sponsorship of the Club/Organization

The Board of Education and the Administration, not the private Donor(s), will be responsible for the approving and appointing, respectively, of the staff member (Sponsor) of all clubs/organizations in District 208, subject to the provisions of the collective bargaining agreement with the Riverside Brookfield Education Association. Sponsors, not the private Donor(s), will retain their authority to make decisions related to the club/organization and its structure, activities, etc.

Students Participating in the Club/Organization

Students involved in all privately funded clubs/organizations will be subject to the same disciplinary code of conduct and behavioral policies stated in the student handbook that govern students in clubs/organizations that are funded by District 208. In addition, a private donation to fund a club/organization does not entitle the child, relative, or acquaintance of the Donor to special privileges, such as participation in a contest or event, nor does it guarantee membership in a club/organization that determines membership based on audition or tryout. Such decisions will remain the sole discretion of the sponsor of said club/organization. Furthermore, in order to allow open access to student opportunities, the Board of Education has established a policy (4:140) that provides fee waivers to certain students. The identity of these students is strictly confidential; therefore, people seeing to secure outside funds for a club/organization may not divide the cost of running that club/organization among the students and ask each parent or guardian to contribute a donation. Any solicitation of donations for outside funds must comply with the "Student Fundraising Activities Policy" (7:325) and not result in undue duress to students and their families.

Accounting of Expenses

The Business Office will be responsible for tracking private monies, keeping them separate from District 208 accounts. On a quarterly basis the Business Office will provide a recap of expenses for that period and a "Year to Date" balance sheet. The club/organization will not receive District approval for any expenses over the original budgeted amount. If additional expenses are incurred, the Business Office will identify in writing any expenses that were not on the original budget projections; however, District 208 will not be responsible to cover those costs. At the end of the school year, the Business Office will meet with the Donor to review the budget and expenses paid by the Business Office, refunding any surplus Donor funds, or if requested, surplus funds can be applied to the club/organization for the next school year.

Riverside Brookfield High School

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Date: _____
 Club/Organization: _____
 School Year: _____

Donor Name: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Telephone: _____
 Email: _____

Other contacts:
 Name: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Telephone: _____
 Email: _____

Expense	Amount
Stipend	\$
Supplies	\$
Fees	\$
Other Expenses:	
Total Budget	\$

The total monies must be collected by the Business Office 30 days prior to the commencement of any activities related to the club/organization. The Donor representative for that club/organization will present the monies and provide contact information for that club/organization. Payment must be by check, made out to: Riverside Brookfield High School.

I have read the "Outside Funding For Eliminated School-Related Program" procedures, and I will abide by its provisions.

Donor Signature: _____ Date: _____

Dist. Approval Signature: _____ Title: _____ Date: _____