



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 2705

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CATEGORY: **Fiscal Management, School Sites**

EFFECTIVE: **7-01-62**

SUBJECT: **Safekeeping of Nondistrict Money for Youth and Other Nonschool Groups**

REVISED: **6-14-2002**

A. PURPOSE AND SCOPE

1. To outline administrative procedures regarding safekeeping of money in schools for youth groups not affiliated with the school and for other nonschool groups.
2. **Related Procedures:**

Administration of student body funds	2225
School clubs, general	6240
Activities by foundations, booster clubs, and other nondistrict organizations	9325

B. LEGAL AND POLICY BASIS

1. **Reference:** Board Policy A-1000.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Accounting Department, Finance Division, Administrative Operational Support.
2. All nonschool groups and youth groups that are *not* community-affiliated *and* district-approved are subject to terms of this procedure (Procedure 6240).
3. **Exceptions:**
 - a. In secondary schools, community-affiliated youth groups authorized by the district are excluded from terms of this procedure.
 - b. In elementary schools, a specific student's money may be kept in the school office for safekeeping during school day, at the discretion of principal.
 - c. Certain collections and drives for nonschool groups may be permitted, subject to rigid regulation and approval (Procedure 9325).
4. **Public Relations.** Principals should explain regulations to community leaders and workers engaged in worthwhile activities by stressing that the rules were not established due to lack of interest or cooperation, but because of resulting problems affecting school operation.

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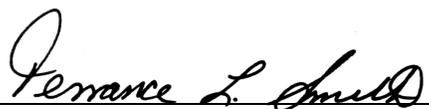
D. IMPLEMENTATION

1. Schools shall *not* receive, count, safeguard, nor handle money for nonschool groups because of the responsibility, time, and inherent classroom interruptions involved.

E. FORMS AND AUXILIARY REFERENCES

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education