



ALLOWABLE EXPENDITURES

A Constitution with bylaws should be in place for each club which outlines specifically what the club function is and the reason for the fundraiser and purpose of expenditures.

Club funds are raised by the students through fundraisers, for the benefit of the students and belong to the Club, not the school. Students vote on the use of funds. Monies raised through the efforts of students may not be used to defray district expenses and/or purchase assets that would remain school property, i.e. classroom supplies, and other non-allowed club purchases. Raised funds cannot pay salaries.

A fundraiser is an event held to get money for a particular item(s) or activity.

Club Money Allowable Expenditures	Club Money NON-Allowable Expenditures
Parties/Banquets/Venue and Pool Rentals	
Food/Water/Drinks	
Awards	
Rewards	
Travel (food, lodging, airfare, entry fee, admissions, registrations)	
Required chaperone expenses	Exceeding allowed required ratio
Additional Chaperones for field trip, MUST pay their own way, will need to pay into a club account to be included on a district PO payment. (additional chaperones may also pay vendor directly)	Additional Chaperones that do not pay own expenses
Bus Drivers (to go on an event when accompanying a group on an overnight trip)	
Teacher & Staff Appreciation (during teacher appreciation week only and cannot exceed combined total of \$10.00 per individual)	Staff gifts, exception; teacher/staff appreciation week, exceeding combined total of \$10.00.
Club T-shirts for student spirit day/competitions/field trips	Staff T-shirts
Donations (a letter will need to accompany the donation as to where the money should be placed and for what)	Donations without an accompanying letter (monies will be put in the Gifts and donations account, 530 funds)
Creative Art Packages	Musical Instruments, Sheet Music, Music books for classroom instruction
Author Visits/Guest Speakers	For class instruction including accompanists
Props, Costumes & Set Construction for performances	
Security for dances and other club sponsored events at school	
Programs, tickets and Posters	
Fireworks	
Club supplies	Furniture, computers
Scholarships	
Registration i.e. spelling bee, math & geography bee, robotics, NJHS, NHS etc.	
Subscriptions i.e. scholastic, time for kids, national geographic, weekly readers	Textbooks/Instructional Aides/classroom supplies
FFA Lab supplies needed for competitions	Classroom/yard supplies for classroom instruction