A. The purpose of the Extra Curricular Activity (ECA) fund is to promote the general welfare, education and morale of all students and to finance the normal legitimate co-curricular activities of the student body organizations. The fund consists of programs that have student participation in the activities.

B. Each secondary school will maintain a list of approved ECA clubs and sponsors. When new clubs are created, the club must be authorized by District administration before it becomes operational. A list of approved clubs will be submitted to the Business Services office.

C. The club sponsor will oversee activities of the student organization. The sponsor will work with the school district ECA secretary to process the collection of cash receipts and expenditures. All revenues will be deposited into the District’s bank account and expenditures will be processed through the District’s purchasing procedures (see Cash Receipts/Deposits/Cash Handling, procedure 120 and Purchasing, procedure 160).

D. The ECA secretary will account for all revenue and expenditures for each club and provide a detailed accounting of all activity to each club sponsor. The ECA secretary ensures that the balance of all clubs is reconciled with the school’s ECA balance listed on the BusinessPlus report.

E. Allowable expenses for using ECA funds are as follows:
   1. Field trips
   2. Student food
   3. Entry fees
   4. Transportation
   5. Supplies