**Is it School Sponsored or Supported?**

An LEA or School authorized activity, camp, class, club, clinic, fundraising event, program or other event.

OR

Is it managed or supervised by an LEA, public school, or an employee of an LEA or public school? Unless specifically and strictly authorized as a non-curricular club. (see 53G-7-705)

OR

Uses more than inconsequentially the LEA or School’s facilities, equipment, or other school resources.

OR

Supported or subsidized more than inconsequentially, by public funds, including a public school’s activity funds or minimum school program dollars.

(see R277-407-2(11))

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**School Sponsored**

1) All revenue and expenditures follow LEA policies and are accounted for by the LEA, school or foundation. (see R277-113)

2) Risk management of LEA applies. (see R37-1)

3) School fees and fee waiver rules apply. (see R277-407)

4) Transportation may be the responsibility of the LEA or school. (see R277-600)

5) Records of activities including parental notifications should be retained if LEA students are involved. (see R277-113-7(4))

6) All donations from individuals, groups, or other organizations will follow the LEA gift and donating policy. (see R277-113, R277-407-7)

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**Not School Sponsored**

(arms length transactions)

1) Use of the LEA Equipment or facilities shall be managed through a facilities use written agreement, or a contract as established by LEA policy.

2) Revenues and expenditures from non-school sponsored events may not be commingled with public funds.

3) Employee participations in the activity shall be separate and distinguishable from the employee’s public employment. An employee disclosure statement should be signed if LEA employees are involved. (see R277-107-3 and R277-107-6)

4) Records of activities including parental notifications should be retained if LEA students are involved. (see R277-113-7(4))

5) All donations from individuals, groups, or other organizations will follow the LEA gift and donating policy. (see R277-113 & R277-407-7)

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**Other Indicators of School Sponsored or Supported**

- Free advertising
- Use of the school name
- LEA/School is handling the funds
- Use of school records to contact students
- Teachers or coaches using their position to promote the activity or program to students

(see R277-113)