

**SAFEKEEPING OF NONDISTRICT MONEY FOR YOUTH AND OTHER  
NONSCHOOL GROUPS**

**Purpose and Scope**

To outline administrative procedures regarding safekeeping of money in schools for youth groups not affiliated with the school and for other nonschool groups.

**Applicability**

All non-school groups and youth groups that are not community affiliated and district approved are subject to this procedure.

Exceptions:

1. In secondary schools, community-affiliated youth groups authorized by the district are excluded from this procedure.
2. In elementary schools, specific students' money may be kept in the school office for safekeeping during the school day, at the discretion of the principal.
3. Certain collections and drives for non-school groups may be permitted, subject to regulation and approval.

**Public Relations**

Principals should explain procedures to community leaders and workers engaged in worthwhile activities by emphasizing that the rules were established to minimize negative impacts affecting school operation.

**Prohibition**

Schools shall not receive, count, safeguard, nor handle money for non-school groups.

Regulation  
approved: July 24, 2018  
Effective: November 1, 2018

**SAN DIEGO UNIFIED SCHOOL DISTRICT**  
San Diego, California