**Business and Noninstructional Operations** BP 3452(a)

**STUDENT RECOGNITION FUND**

College and Career Advantage (CCA) Regional Occupational Program Student Recognition Fund shall be distributed in the form of achievement awards to CCA outstanding students on an annual basis. The designation of awards shall be made by the Executive Director and Student Recognition Committee.

The Student Recognition Fund will consist solely of donations. All awards will be distributed by the end of the school year.

**Management of Funds**

The Executive Director or designee shall develop internal control procedures to safeguard the organization’s student recognition funds. These procedures shall detail the oversight of activities and funds including, but not limited to, the appropriate and prohibited uses of funds, and accounting and record-keeping processes, including procedures for handling questionable expenditures.

*(cf. 3400 – Management of District Assets/Accounts)*

Funds derived from the Student Recognition Fund shall be disbursed according to procedures established by the Executive Director and Student Recognition Committee.

*(cf. 3460 – Financial Reports and Accountability)*

*Legal Reference:*

*EDUCATION CODE*

*41020 Requirements for annual audit*

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| Policy  adopted: December 11, 2011  revised: December 18, 2023 | **COLLEGE AND CAREER ADVANTAGE**  San Juan Capistrano, California |