

Iraan-Sheffield ISD

Responsibilities of Activity Fund Sponsors

The purpose for the collecting or raising and expending of funds by student groups is for the direct benefit of the students. Funds are to be used to finance activities that supplement the District's educational program. Fundraising activities will contribute to the educational experience of students and will not conflict with the instructional program. The school holds student group monies in a trustee capacity. The faculty sponsor of a student group is responsible for maintaining adequate financial records as evidence of proper custodianship of money received by and disbursed from club accounts.

I hereby acknowledge that I have read the Iraan-Sheffield Independent School District Student Activity Fund Essentials and that I am responsible for complying with it. In particular, I acknowledge that:

1. All fundraising activities will be approved in advance by the principal using the designated form.
2. I am responsible for both safeguarding and accounting for funds received from and/or on behalf of students.
3. Student activity money will be turned in to the office in the same form in which it was received and in a timely manner.
4. All purchases made on behalf of the student organization will be made by check and approved in advance by the principal using the Check Request form.
5. I will maintain a positive balance in my organization's account at all times.

I hereby acknowledge that I have read the Iraan-Sheffield Independent School District Student Activity Fund Essentials and that I am responsible for complying with it. In particular, I acknowledge that I will be held responsible for all campus and student activity funds entrusted to me. Violations committed through willful neglect, irresponsibility, or fraudulent actions shall be dealt with through the appropriate board policies and district employment practices.

Signature

Date

Printed Name

Student Group

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