



## RESPONSIBILITIES OF ACTIVITY ACCOUNT SPONSORS SCHOOL YEAR: 2021 - 2022

The purpose of collecting or raising and expending of general school funds is for the direct benefit of the students. Funds are to be used to finance activities which supplement the educational curriculum of the District. Fundraising activities will contribute to the educational experience of the students and will not conflict with any instructional program. Money raised by student groups and organizations is held by the school as a trustee. The activity account sponsor of a student club, group or organization is responsible for maintaining adequate financial records as evidence of proper custodianship of money received by and disbursed from activity or club accounts.

I hereby acknowledge that I have read and understand the requirements of my position as club or activity account sponsor. I voluntarily agree to assume this position, and will comply with cash management policies and procedures. In particular, I acknowledge that:

1. I am responsible for both the safeguarding and accounting of funds received from and/or on behalf of students.
2. Student activity monies will be properly **receipted**, secured ON SCHOOL PREMISES, and turned into the office daily in the same form in which it was received.
3. All purchases made on behalf of the student organization will be made by check and approved in advance by the principal by using the "Check Request Form". **CASH PAYMENTS ARE STRICTLY PROHIBITED.**
4. I will maintain a positive cash balance in my activity account at all times.
5. In general, no school purchases will be made "on credit" (open accounts) from vendors.
6. I will use the designated "Fundraising Request Form" to seek approval in advance from the principal for all fundraising activities.
7. Within five days of the completion of all fundraisers, the "Profit/Loss Statement" will be completed and submitted to the Principal for review and approval.
8. I have read and understand the policies and procedures outlined in the District's Fundraising Guide.

I understand that I will be held responsible for student activity funds entrusted to me and that I will reimburse the activity account for any money (or property purchased with student activity funds) which is lost due to carelessness, fraud, or theft due to negligence on my part.

**School Name:** \_\_\_\_\_

**Sponsor's Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Designated Trainer's Signature** (if applicable): \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Cash Management or Principal's Acknowledgment of Training Completion:** \_\_\_\_\_

**Date:** \_\_\_\_\_