

Fruitvale Independent School District

Acknowledgement of Responsibilities Of Faculty Sponsors of Student Groups

The purpose for the raising and expending of funds by student groups is for the direct benefit of the students. Fund raising activities will contribute to the educational experience of the students and will not conflict with the instructional program. Money raised by student groups and organizations will be held by the school as trustee. The faculty sponsor of a student club or group is responsible for maintaining adequate financial records as evidence of proper custodianship of money received by and disbursed by club accounts.

I hereby acknowledge that I have read the “Activity Fund Accounting Procedures Manual” and that I am responsible for complying with it. In particular, I acknowledge that:

1. All fund raising activities will be approved, in advance, by the principal and the Team Leader of Finance using the Fund Raising Application.
2. I am responsible both for the safeguarding and accounting for funds received from or on behalf of students.
3. Student activity money will be turned in to the office daily in the same which it was received.
4. At the completion of all fund raisers, the Fund Raising Recap will be completed and submitted to the principal and the Team Leader of Finance for approval.
5. All purchases made on behalf of the student organizations will be made by check and approved in advance by the principal using the Activity Fund Disbursement Voucher.
6. I will maintain a positive balance in my organization’s account.

I understand that I will be held responsible for any student activity funds entrusted to me and that I will reimburse the student organization for any money which is lost due to carelessness, theft, fraud, or failure to follow established procedures.

The information in this manual is subject to change. I understand that changes in district policies may supersede, modify, or eliminate the information summarized in this booklet. As the district provides updated information, I accept responsibility for reading and abiding by the changes.

Sponsor Signature

Date

Student Club or Organization

Campus

