**Lackland ISD**

**Club Sponsor Responsibility Affidavit**

According to the Texas Education Agency’s Financial Accountability System Resource Guide (FASRG), an *individual activity fund sponsor shall be responsible for managing their respective activity fund. This responsibility can include:*

* *Developing fund raising plans*
* *Monitoring the financial position of the activity fund*
* *Reviewing the activity fund financial statements*
* *Safekeeping activity fund money until it is deposited by the school district, and*
* *Other fiduciary responsibilities.*

As the sponsor for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ activity fund, I certify that I will comply with the school district’s activity policies and procedures. Specifically, I agree that I will:

* Conduct an annual election of officers and submit the list to my campus principal
* Submit a fund raising plan
* Conduct authorized fund raisers to include submission of an Authorization to Conduct a Fund Raiser Form and Fund Raiser Profit/Loss Statement
* Collect, receipt, and submit **all** funds to the Campus Secretary/Bookkeeper.
* Comply with all school district purchasing policies and procedures to include:
  + Submitting a requisition or Activity Fund Voucher for all expenditures
  + Obtain approval from student activity club members for all club purchases/expenditures
  + Document receipt of goods/services and sign-off on all invoices
* Review, monitor and reconcile club account receipts and expenditures
* Retain all club account records, such as fund raising forms, receipt books, etc., and submit to the Campus Secretary/Bookkeeper at the end of the school year.

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Print Name Signature

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Club Account Name Date