**Activity Fund/Sponsor Checklist**

**Checklist for New and Existing Sponsors**

***You must agree to comply with district procedures in order to become a club sponsor.***

***Read and acknowledge with club sponsor initials.***

**Getting Started:**

* Obtain principal’s approval to start/take over/continue a club.
* Complete required documentation (SAF-112 Checklist/SAF-113 Responsibilities of Faculty/SAF-116 Conflict of Interest).
* Enroll in and complete E-Course in Eduphoria - Activity Fund Financial Procedures (*current year version)*.
* Complete an SAF-126 Club Authorization Form. *(Copies for Sponsor, Bookkeeper, and Activity Funds Office)*
* Obtain a BISD receipt book (use *for all money received* $5.00 and over).
* Obtain current and periodic account balances from your bookkeeper.
* Utilize the Centralized Activity Funds Procedures Manual (CAFPM) as a reference guide.
* Section 7 references Sponsor Responsibilities.
* Consult with your bookkeeper with any questions **Initial**\_\_\_\_\_\_\_\_\_\_

**Fundraising and Reporting:**

* Determine/plan club activities. Know what profits you want and identify potential costs.
* *Do not fundraise just to fundraise! All fundraisers must have a specific purpose and be spent on that.*
* *Large balances should not carryover – spend money on students unless a special project has been voted on.*
* Complete the SAF-112 Fundraiser Approval Form in Eduphoria.
* Know what type of fundraiser you are hosting and use the required forms.
* Complete the SAF-114 Fundraiser Financial Report in Eduphoria within 5 days after end of fundraiser.
* Section 5 in the CAFPM references fundraising and the document requirements.
* Consult with your bookkeeper with any questions. **Initial**\_\_\_\_\_\_\_\_\_\_

**Deposits:**

* *Make deposits daily!!!!* Do not take money home. Do not lock in desk drawer.
* For events held over the weekend or during the holiday, make arrangements with your principal.
* Make sure you receive and maintain TEAMS receipts for money turned in for deposit. **Initial**\_\_\_\_\_\_\_\_\_\_

**Records:**

* Maintain a file/binder for your club by school year.
* Refer to pages 1-5, 1-12, 1-13, 1-14, and 1-15 in the CAFPM for documentation requirements. **Initial**\_\_\_\_\_\_\_\_\_\_

**Purchases:**

* Principal approval is required prior to making purchases.
* Complete and submit an SAF-104 Activity Funds Voucher and include support documents.
* *All* purchases are to be processed through TEAMS via a check request! No cash payments!!!
* When planning field trips, be sure you have enough for fees, admissions, transportation, meals, etc.
* Section 4 in the CAFPM references payments from funds.
* Consult with your bookkeeper with any questions. **Initial**\_\_\_\_\_\_\_\_\_\_

**Monitoring Club Activities:**

* Review your report of account balances and transactions provided monthly by your bookkeeper.
* Students make decisions and vote on club activities. Document and keep on file. **Initial\_\_\_\_\_\_\_\_\_\_**

**Parent Groups:**

* District employees can work as volunteers in parent groups.
* District employees are not to hold officer positions or handle money for parent groups.
* Students can volunteer for parent groups but are not to handle the money (Service Projects). **Initial** \_\_\_\_\_\_\_\_\_\_

**End of Year:**

* Check out with your bookkeeper. Complete the SAF-120 End of the Year Sponsor Checkout List.
* Maintain files by school year. Turn in all files if you are not returning as sponsor.
* Clear any outstanding invoices. Verify that your vendors have been paid. **Initial**\_\_\_\_\_\_\_\_\_\_