

Lackland ISD – Sponsor Checklist - Activity Funds

Getting Started:

- Complete required training, read the LISD Activity Accounts Manual and submit a **Sponsor Responsibility Affidavit** to your Principal **BEFORE** you perform any activity fund activities
- Obtain official campus receipt book from principal's secretary (Bound, 3-part and numbered)
- Obtain current balance of your account from principal's secretary
- Conduct election to select student organization officers and submit list to your Principal

Fundraising:

- Determine organization activities for the school year and develop a fundraising plan to support the planned activities. All fundraising must have a specific purpose for the funds.
- Submit a **Request to Conduct a Fundraiser Form** to your Principal
- Use the **Fundraising Documentation Forms** to track distribution of inventory, as applicable
- On at least a monthly basis, obtain a financial recap of revenues and expenditures from the principal's secretary
- At the end of every fundraiser, submit a **Fundraiser Profit/Loss Report** to your Principal

Cash Management/Deposits:

- The Online Payment System (RevTrak) shall be used to collect funds for all fundraising activities
- If any cash (checks) are received directly they must be deposited **on a daily basis** to the principal's secretary.
- Ensure that you receive a receipt from the principal's secretary every time you submit cash or checks.

Payments:

- All checks for vendors will be issued by the LISD Business Office. The Business Office typically issues checks once a week on Friday morning for all check requests received by Tuesday at noon.
- Plan ahead and submit your check requests to the principal's secretary well in advance to ensure that the check will be issued prior to your planned event.

Purchases:

- All requests for purchases and/or contracts shall be submitted to the principal's secretary and approved by your Principal. **No cash purchases shall be allowed.**
- All requests must include a copy of meeting minutes that indicate student-led organization has approved the planned purchase. The President and/or Treasurer of the organization must sign the minutes.
- Contracts for goods and services shall be submitted to the principal's secretary. The contract shall be subject to review and approval by both the Principal and the CFO. **Only the Superintendent is authorized to sign a contract on behalf of the district or campus.**
- Student travel requests shall be submitted to your Principal at least 2 weeks prior to the planned event.

Records:

- All activity account records are considered "public records" and have a retention period of 5 years.
- All activity account records must be submitted to the principal's secretary as part of your Close-Out Process.