



CRANDALL INDEPENDENT SCHOOL DISTRICT PROCEDURES AND RESPONSIBILITIES FOR FUNDRAISING ACTIVITIES

Faculty and Student-Sponsored Fundraisers (Activity Fund):

- The attached Fundraiser Request Form must be completed, approved by the Principal and/or Directors, Chief of Staff, CFO, and submitted to the Business Office **at least 10 days before** the beginning of the fundraising activity.
- The purpose for the raising and expending of funds by student groups is for the direct benefit of the students. Fundraising activities should contribute to the educational experience of the pupils and should not conflict with the instructional program.
- Money raised by student groups and organizations will be held by the CISD as trustee. The faculty sponsor of the student club or group is responsible for maintaining adequate financial records as evidence of proper custodianship of money received by and disbursed from club accounts. All monies collected from fund-raisers, dues, or any other purpose such as uniform fees, must be turned in daily, or whenever the aggregate amount **exceeds \$50.00**, to the campus secretary.
- No money may be spent, under any circumstances, without being first deposited unless prior campus administrator/business office approval.
- Receipts will be issued for any transaction of funds in regards to fundraiser activities.
- Post-dated checks may not be accepted.
- A driver's license number must be entered on all checks
- All disbursements must be made through the purchase order system and paid by Activity Fund checks.
- The attached Operating Report must be completed **no later than 10-days following** the completion of the money-raising activity. The **original** documentation should then be returned to the Campus Administrator, a copy to the Business Office, and a copy should be retained for your records.
- For the safety of CISD students, no door-to-door sales are allowed.

I have read the above procedures applicable to my fundraising request and 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 these established procedures.

Texas Education Administrative Code

(1) Professional Ethical Conduct, Practices and Performance

(B) Standard 1.2. The educator shall not intentionally, knowingly, or recklessly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

(C) Standard 1.3. The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

Student Club/Organization: _____

Campus: _____

Print Name: _____

Signature: _____

Date: _____