Kilgore Independent School District
New Campus Activity Group Application

Student Group Name: _____

Sponsor: _____

Purpose of Group: _____

_____

_____

Revenue Sources: _____

_____

_____

Please answer the following questions:

Have you read the Kilgore ISD Activity Fund Manual for Student Group Sponsors yet? YES NO

Do you plan to maintain records for fundraising or other revenue sources? YES NO

Are you aware that all fundraisers must have prior written approval by submitting a KISD Fundraiser Request form to the campus principal and the district superintendent? YES NO

Are you aware that a KISD Financial Recap form must be completed and submitted to the business office promptly after a fundraiser is complete? YES NO

Do you plan to maintain records for all expenditures or cash disbursements? YES NO

Where do you plan to store the group's records? _____

Do you have or do you plan to have elected or appointed student officers? YES NO

Do you plan to hold regular or periodic meetings? REGULAR PERIODIC NONE

Do you intend to have and maintain minutes for all club meetings? YES NO

Do you have or plan to have and maintain a set of bylaws? YES NO

_____ _____
Sponsor Signature Date

_____ _____
Principal Signature Date

The above questions have been asked in an effort to determine the manner in which your group should be treated for financial statement presentation and application of purchasing laws. Please answer truthfully as new financial audit requirements require that we verify these answers by randomly auditing the answers.

For Admin Office Use Only: CAF _____ SAF _____
Superintendents Approval: _____
Date Approved:_____ LOC Code _____