Dear KISD Campus - Student Activity Group Sponsor,

Thank you for your interest in helping to establish a new KISD campus or student group. Once the following criteria set forth by TEA regulations and KISD policy has been met by a student group and the group's bylaws have been submitted to the business office for filing, a KISD student activity fund account may be established at the group's campus in the group's name.

As outlined in the KISD Activity Fund manual, which may be obtained on the district website, in order to establish a KISD student activity group, the following must occur:

- The student organization must have a sponsor who is employed by the district.
- The student organization must have bylaws on file in the KISD Business Office.
- The student organization must have officers and hold regular meetings.
- Minutes of the organization's meetings must be written, retained and available for audit.
- The funds raised by the student organization must be expended at the discretion of the students and documented in the minutes.
- Sponsors must keep and make available for audit, detailed records of the organization's activities, collections and disbursements.

If you have any questions, please contact Melody Richers, Coordinator of Business Services, at (903)988-3900, ext. 2018, or by email at mrichers@kisd.org.

Thank you,

Trish Hall, CFO