



Finance Agreement for Sponsors

Please complete one form for each campus or student activity group.

Campus or Department: _____

Campus or Student Activity Group Name: _____

Activity Account Code(s): _____

Training Completion Date: _____ Training is required prior to collecting or spending funds.

The purpose for raising and expending of funds by student groups is for the direct benefit of the students. Fundraising activities will contribute to the educational experience of the students and will not conflict with the instructional program. Money raised by campus and student groups will be held by the school as trustee. The faculty sponsor of a student club or group is responsible for maintaining adequate financial records as evidence of proper custodianship of money received by and disbursed by club accounts.

Please initial by each statement:

- _____ I agree to abide by the school board policies and district procedures.
- _____ I hereby acknowledge the location of the business operations forms.
- _____ I understand school board policies and district procedures are subject to change.
- _____ I understand that changes in district policies may supersede, modify, or eliminate the information in the business office procedures manuals. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.
- _____ I agree that all collections of funds will be approved in advance according to district procedures and will comply with state and local sales tax collections and reporting requirements.
- _____ I agree that at the completion of fundraising or sales activity, the financial recap will be submitted within 30 days of the conclusion of the sale.
- _____ I understand that all purchases made on behalf of the district or student group are required to have an approved purchase order in place before committing district or student funds.
- _____ I understand that I am responsible for safeguarding and accounting for funds received from or on behalf of students, and I agree funds collected will be turned in daily to the secretary/bookkeeper.
- _____ I understand that I will be held responsible for any funds entrusted to me and that I will reimburse the District or student organization for any money which is lost due to my carelessness, theft, fraud, or failure to follow established procedures.
- _____ Failure to follow District policies and procedures may result in suspension of my sponsorship.

Sponsor Signature

Printed Name

Date

Note: Sign, date and forward the completed document to the appropriate Principal/Director.