

**Charles County Public Schools  
Deputy Superintendent  
Office of School Administration**

**School Procedures for All School Activity Sponsors**

1. Each activity sponsor or potential activity sponsor must receive a copy of the Charles County Public Schools' pamphlet **Procedures for Activity Sponsors-Student Activity Fund** to read and review.
2. The bottom half of this form must be signed by the activity sponsor and principal upon acceptance of the position.
3. The principal must ensure all procedures for cash collections, request for payments, reimbursements, cash boxes and advances, etc., are reviewed and understood by the activity sponsor.
4. The activity sponsor should be informed as to where to obtain the appropriate forms and the principal or designee should review the steps needed to prepare the forms properly.



Receipt and Acknowledgment Statement

**Activity sponsors: please read the following, sign below and return this form to the principal. You will receive a copy for your records. The original will remain on file at the school. This form must be signed annually by each activity sponsor.**

- I have received and read a copy of the pamphlet, **Procedures for Activity Sponsors-Student Activity Funds**, a supplement to the Accounting Manual for Student Activity Funds.
- My signature below indicates that I understand the school system policies and all procedures as described for managing a Student Activity Fund and that the principal or designee has reviewed this with me.
- I also understand procedures are subject to change at the sole discretion of Charles County Public Schools and I will review these procedures annually before signing the required form.

School: \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Activity Sponsor

\_\_\_\_\_  
Name of Activity/Fund Account

\_\_\_\_\_  
Signature of Activity Sponsor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date