

Elgin Independent School District

Acknowledgement of Responsibilities of Faculty Sponsors of Student Groups

The purpose for the 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. 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 Activity Fund accounts.

I hereby acknowledge that I agree to read the “Activity Fund Manual” (located on the internet at www.elginisd.net under the Business Office) and that I am responsible for complying with it. In particular, I acknowledge that:

1. All fundraising and sales activities will be approved, **in advance (30-day advance for fundraising)**, by me, the principal and the Business Office using the Fundraising/Sales Activity Application (form AF-108).
2. I am responsible for safeguarding and accounting for funds received from or on behalf of students.
3. Activity Fund money will be turned in to the campus bookkeeper/secretary **daily (no exceptions)** in the same form it was received.
4. At the completion of all fundraisers/sales, the Fundraising/Sales Activity Application Recap (bottom portion of form AF-108) will be completed and submitted to the principal and the Business Office for approval.
5. All purchases made on behalf of the student organization will be made by requisition and approved **in advance** by the principal and the Business Office through the online TxEIS requisitioning system.
6. I will maintain a positive balance in my organization’s account.
7. I am responsible for retaining Activity Fund records for seven years.
8. I am responsible for notifying the CFO if I suspect any type of fraud concerning Activity Funds.
9. I am responsible for contacting the CFO in the Business Office if I need training concerning the procedures outlined here or in the Activity Fund Manual.

I understand that I will be held responsible for any 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 established procedures.

Sponsor Name - Printed

Sponsor Signature

Date

Student Club or Organization

Campus