



Canutillo Independent School District

Acknowledgement of Responsibilities

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 education experience of the students and will not conflict with the instructional program. Money raised by student groups and organizations will be held by the school as trustee. The 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.

I hereby acknowledge that I have read the REGULATION CFD and that I am responsible for complying with it. In particular, I acknowledge that:

1. All campus activities will be approved, in advance, by the principal and the Director of Finance using the Campus Activity Application.
2. I am responsible both for safeguarding and accounting for funds received from or on behalf of students.
3. Student activity money will be turned in to the office once an aggregate amount of \$50 is collected or once per week in the same form which it was received.
4. At the completion of a campus activity, the Activity Financial Recap or Community Service Outreach Form and activity support documentation will be completed and submitted to the Office Manager and Principal for review and approval.
5. Use of the sales tax exemption certificate for personal purchases is a violation of the sales tax law.
6. I will maintain a positive balance in my club account.

I understand that I will be held responsible for any student 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. In instances, where campus activity guidelines and procedures are not followed, the following actions may result:

1. Letter of reprimand in personnel folder;
2. Reimbursement for the value of the shortage;
3. Future requests for fund raising will be denied;
4. Other, as deemed appropriate by the Superintendent which may include termination and/or criminal prosecution.

Sponsor's Signature

Club/Organization Name

Date

Principal's Signature

Campus Name

Date