



**ACTIVITY FUND  
CHARITABLE FUND DRIVE /  
ACKNOWLEDGEMENT OF RESPONSIBILITY**

**Complete this form if fundraiser is for an outside charitable IRS recognized exempt organization.**

Sponsor: \_\_\_\_\_ Club Name: \_\_\_\_\_ Account #: \_\_\_\_\_

Beginning date: \_\_\_\_\_

Ending date: \_\_\_\_\_

Charity collecting for: \_\_\_\_\_

As the sponsor:

- I agree to conduct this charitable fund drive in compliance with District policies and procedures.
- I understand that I am personally responsible for all funds collected and for keeping accurate records.
- I will provide all money received, along with the names and amounts, to the bookkeeper for deposit daily.
- I will have all expenditures paid through the bookkeeper.
- I am responsible for completing the Operating Report for this charitable fund drive and will turn in all records to the bookkeeper within one week of the projected end date.
- I understand that failure to comply with all District policy and practices may result in disciplinary action.

\_\_\_\_\_  
Sponsor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Signature for Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director of Leadership Approval (if applicable)

\_\_\_\_\_  
Date

**SALES REPORT**

**TOTAL AMOUNT COLLECTED:** \_\_\_\_\_

**TOTAL AMOUNT SUBMITTED TO CHARITABLE ORGANIZATION:** \_\_\_\_\_

**BALANCE:** \_\_\_\_\_

\_\_\_\_\_  
Sponsor Signature (after form is completed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Signature (after form is completed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director of Leadership Approval (if applicable)

\_\_\_\_\_  
Date