

# ARGYLE INDEPENDENT SCHOOL DISTRICT

## SPONSOR RESPONSIBILITY AFFIDAVIT

### Responsibilities of Faculty Sponsors of Student Organizations

The purpose for the raising and expending of funds by student organizations is for the direct benefit of the students.

Fundraising activities will contribute to the educational experience of the pupils and will not conflict with the instructional program. Money raised by student groups and organizations 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 from student organization accounts.

I hereby acknowledge that I have read the "Activity Funds Guidelines" and that I am responsible for complying with them. I acknowledge that:

1. All fundraising activities will be approved in advance by the principal using the LivingTree fundraiser site.
2. I am responsible for safeguarding and accounting for funds received from or on behalf of the students.
3. Student activity money will be turned into the office daily in the same form in which it was received.
4. All purchases made on behalf of the student organization will be made by district check and approved in advance by the principal using the Ascender program and creating a requisition.
5. All purchases will require meeting minutes as supporting documentation.
6. I will maintain a positive balance in my organization's 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 that is lost due to carelessness, theft, fraud, or failure to follow established procedures.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Organization

\_\_\_\_\_  
Campus