

ARGYLE INDEPENDENT SCHOOL DISTRICT

SPONSOR CHECKLIST

Getting Started

- Review the [Activity Fund Guidelines](#) and submit a [Sponsor Responsibility Affidavit](#) to your principal or department director before any activity fund activities are performed.
- Obtain from the campus/department administrative assistant:
 - an official district receipt book (bound, 3-part, numbered) from your campus/department administrative assistant, and
 - the current balance of the account.
- Conduct an election to select the student organization officers and submit the list to the principal or department director.

Fundraising

- Fundraisers should occur for specific needs and funds raised should be expensed for the intended purpose.
- Determine organization activities for the school year and develop a fundraising plan to support the activities.
- **All fundraisers require approval before advertising or any collection of funds.** Approvals are processed through [Livingtree](#). Approvals are granted initially at the campus/department level with final approval by the CFO.
- At least monthly, obtain financial statements for revenues and expenditures from the campus/department administrative assistant.

Cash Management/Deposits

- Online payments (credit and debit cards, and checks) are collected only within [RevTrak](#) (district web store). Requests for an item listing in the web store are processed via the [RevTrak New Item Request form](#).
- Livingtree is the only online platform used for crowdfunding.
- Cash and check payments received in person should be deposited daily with the campus/department administrative assistant. Ensure that you receive a receipt for the transfer of possession for cash and checks.

Payments

- Plan well in advance to ensure that a check is issued in time for your event.
- The district's business office issues checks weekly. Review the appropriate tab on the [Accounts Payable Calendar](#) to determine deadlines for required items.

Purchases

- **Purchases with cash are not allowed.** All purchases must be submitted through the campus/department administrative assistant and approved by the principal or department director.
- All requests must be supported with [meeting minutes](#) that approve the expenditure. Minutes must be signed by a student officer and the faculty sponsor.
- Contracts for goods and services are subject to review and approval by both the principal/department director and the CFO.
- **Authorized signers on contracts** - less than \$5,000 may be signed by a principal or department director. Contracts exceeding \$5,000 must be signed by a district administrator.
- Student travel requests must be submitted to your principal at least two weeks prior to the event.

Records

- All activity account records are considered public record and have a retention period of five years.
- All activity account records must be submitted to the principal's administrative assistant as part of your end-of-year, close-out process.