



Belton Independent School District

Acknowledgement of Responsibilities For 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. 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 by club accounts.

A copy of the *BISD Business Office Fiscal Policies & Procedures* is available on the BISD webpage under the Business Services tab. I understand that I am responsible for complying with these procedures and I acknowledge that:

1. All fundraising activities will be approved, in advance, by the principal/director and the business office using the *Fundraising Activity Application*.
2. I am responsible for safeguarding and accounting for funds received from or on behalf of students.
3. Student activity money in excess of \$100 will be turned in to the office daily in the same form that it was received.
4. Within 30 days of completion of the fundraiser, the Fundraising Recap will be completed and submitted to the principal and the Business Office.
5. All purchases made on behalf of the student organization will be made by check and approved in advance by the principal using the *Activity Fund Requisition*.
6. I will maintain a positive balance in my organization's account.
7. I will comply with the state's guidelines regarding Foods of Minimal Nutritional Value. Foods and beverages cannot be sold or made available to students during the school day. This includes, but is not limited to, food and beverages sold or provided in vending machines, in school stores or as a part of school fundraisers.

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 lost due to carelessness, theft, fraud, or failure to follow established procedures.

Sponsor Signature

Date

Club or Organization

Campus