



# Activity Funds- Sponsor Checklist

It is our goal to ensure compliance with *Dallas ISD & Texas Education Agency (TEA)* regulations. This checklist is designed to aid Sponsors/Staff in recordkeeping, and the planning and development process of Activity Funds for the current school year.

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## Beginning of the Year Checklist

- Online Sponsor Training completed prior to any fundraiser ([www.dallasisd.org/fasc](http://www.dallasisd.org/fasc))
- A copy of the Sponsor Handbook ([www.dallasisd.org/fasc](http://www.dallasisd.org/fasc))
- Email a copy of your training certificate to the Office Manager.
- Review the Balance Summary Report Monthly for the account balance. (Posted in a common area by your office manager)
- Receive A-747/S1 Receipt Book (This book must be signed out & back in by the end of the current school year) to be used if a receipt is requested.

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## Fundraisers

- Fundraiser Approval Request Form (paper copy)  
Bookkeeper shall submit request for FASC approval via Laserfiche.
- Tabulation of Monies Form  
Request for Purchase & Payment form (If applicable)
- Oracle Receipt with bookkeeper & sponsor signature
- Financial Re-cap (Complete within 10 business days after the fundraiser has ended and
- turn form in, to the bookkeeper for Laserfiche submission.  
Not required for commission fundraisers.

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All the forms can be found on the F.A.S.C department site under the Sponsor section.  
Note: You must be logged in to the district's network to view the forms.

[www.dallasisd.org/fasc](http://www.dallasisd.org/fasc)