

WESLACO INDEPENDENT SCHOOL DISTRICT

FACULTY SPONSORS OF STUDENT ACTIVITY GROUPS

The purpose for the collection/raising of funds and subsequent expending of those funds by student groups or organizations is for the direct benefit of the students. Any funds raised are to be used to finance activities, which supplement the educational curriculum of the District. Fund raising activities will contribute to the educational experience of the students and will not conflict with the instructional programs. The school, as trustee, holds money raised by student groups and organizations. The faculty sponsor of a student group or organization is responsible for maintaining adequate financial records as evidence of proper custodianship of money received by and disbursed from club accounts.

I hereby acknowledge that I will abide by the WISD Student Activity Funds Accounts Procedures Manual and that I am responsible for complying with it. In particular, I acknowledge that:

1. All fund raising activities will be approved in advance by the principal.
2. I am responsible for both safeguarding and accounting for funds received from and/or on behalf of students.
3. Student activity money will be turned into the office **DAILY** in the same form (cash, checks, etc.) in which it was received.
4. At the completion of all fundraising events, the Fundraising Report will be completed and submitted to the principal for approval.
5. All purchases made on behalf of the student organization will be made by check and approved in advance by the School Principal using the Payment Voucher.
6. I will maintain a positive balance in my organization's account at all time.

____ By initialing this paragraph, I agree and understand that if any money (or the replacement value of property purchased with student activity money) is determined upon an investigation to be lost due to carelessness, theft, or fraud, that I may be considered financially responsible for such funds. Further, I understand that I will be expected to sign a wage deduction authorization agreement authorizing repayment of lost funds which may occur through payroll deduction.

Print and Signature of Sponsor

Date

Print and Signature of Principal

Date

School Name and Student Group