

ARGYLE INDEPENDENT SCHOOL DISTRICT

SPONSOR RESPONSIBILITY AFFIDAVIT

Responsibilities of Faculty Sponsors of Student Organizations

The purpose of fundraising and the expenditure 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. As trustee, the school will hold money raised by student groups and organizations. 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 acknowledge that I have read the [Activity Funds Guidelines](#), reviewed the [Fundraising, Sales & Sales Taxes training presentation](#), and am responsible for complying with them.

I acknowledge that:

1. All fundraising activities require approvals in advance by the principal and CFO using the LivingTree (Destiny Fundraising Manager) website.
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 am responsible for any student activity funds entrusted to me. I will reimburse the student organization for any money lost due to carelessness, theft, fraud, or failure to follow established procedures.

Sponsor Signature

Date

Student Organization

Campus