



## RESPONSIBILITIES OF FACULTY SPONSORS OF STUDENT GROUPS

The purpose of collecting or raising and expending of funds by student groups is for the direct benefit of the students. Funds 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 pupils and will not conflict with the instructional program. Money raised by student groups and organizations is 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 from club accounts.

I hereby acknowledge that I have read the SSAISD Campus and Student Activity Funds Sponsors' 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 by using the designated form.
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 in which it was received.
4. At the completion of all fund raisers, the Final Report Section of the "Application/ Report for Fund Raising Activity" 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 principal by using the "Check Request Form."
6. In general, no purchases will be made "on account." Exceptions to the rule will be pre-approved in writing by the principal.
7. I will maintain a positive balance in my organization's account at all times.

I understand that I will be held responsible for student activity funds entrusted to me and that I will reimburse the student organization for any money (or property purchased with student activity money) which is lost due to carelessness, fraud, or theft due to carelessness.

\_\_\_\_\_  
Sponsor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Student Group

