

# Pine Tree Independent School District

## Acknowledgement of Responsibilities of 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.

I hereby acknowledge that I have read the "Activity Funds Sponsor Supplement" and that I am responsible for complying with it. In particular, I acknowledge that:

- 1) All fundraising activities will be approved, in advance, by the principal and the Superintendent using the Fund Raising Application.
- 2) I am responsible both for safeguarding and accounting for funds received from or on behalf of students.
- 3) Activity money will be turned in to the office daily in the same form which it was received.
- 4) At the completion of all fund raisers, the Fund Raising Recap will be completed and submitted to the Business Office.
- 5) All purchases made on behalf of the student organization will be made after receiving an approved Purchase Order.
- 6) I will maintain a positive balance in my organization's account.

I understand that I will be held responsible for any activity funds entrusted to me and that I will reimburse the student organization for any money which is lost due to carelessness, theft, fraud, or failure to follow established procedures.

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Sponsor Name (Printed)

Sponsor Signature

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Student Group or Organization Name

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Campus Name

Date