



## RESPONSIBILITIES OF FACULTY SPONSORS OF STUDENT GROUPS

The purpose for the 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. Fundraising 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 are 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 distributed from club accounts.

I hereby acknowledge that I have read the *PAISD Campus and Student Activity Funds Manual* 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 Assistant Superintendent of Business and Finance using the designated form.
2. I am responsible for both safeguarding and accounting for funds received from and/or on behalf of students.
3. All 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 funds raised the Fundraiser Report will be completed and submitted to the principal for approval.
5. All purchases made on behalf of the student organizations will be made by Purchase Order or Direct Pay and approved in advance by the principal. Therefore, purchases may never be made by non-deposited cash.
6. In general, no purchases will be made "on account". Exceptions to this rule will be pre-approved in writing by the purchasing department.
7. I will maintain a positive balance in my organization's account at all times.

I understand that I will be held responsible for all 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, theft or fraud.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Group/Organization

\_\_\_\_\_  
Campus