



Dripping Springs Independent School District Activity Fund Sponsor Acknowledgement of Responsibilities

The purpose for raising and expending 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 I have read the *Sponsor's Handbook* and I am responsible for complying with it. In particular, I acknowledge that:

1. All fundraising activities will be approved, in advance, by the principal or designee and the Business Office using the *Fundraiser Approval Form*.
2. I am responsible both for safeguarding and accounting for funds received from or on behalf of students.
3. Activity money will be deposited or turned in to the office timely in accordance with school district policy.
4. At the completion of all fundraisers, the Fundraising Reconciliation will be completed and submitted to the principal or designee and Business Office for approval.
5. All purchases made on behalf of the student organization will be made by purchase order or direct pay, as appropriate, and approved in advance by the principal or designee using the proper forms.
6. I will maintain a positive balance in my organization's account.

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

Sponsor Signature

Print Name

Date

Student Club or Organization

Campus