**Sponsor Acknowledgement of Responsibility**

The purpose of the raising and expending of funds by student groups is for the direct benefit of the students. Fund raising activities will contribute to the educational experience of the students and will not conflict with the instructional program. The school as trustee 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 by club accounts.   
  
I hereby acknowledge that I have read the Activity Funds Guidelines 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 and the Assistant Superintendent – Business Services by completing and turning in a Request for Fund Raiser form.
2. I am responsible both for safeguarding and accounting for funds received from or on behalf of the students.
3. Student activity money will be turned in to the office daily in the same form in which it was received.
4. At the completion of all fundraisers, the Fund Raising Project Report will be completed and placed in the Activity Detail book.
5. All purchases made on behalf of the student organization will be made by check and approved in advance by the principal.
6. I will maintain a positive balance in my organization account at all times.
7. I will keep all documentation for 4 years.

I understand that I will be held responsible for any student activity fund entrusted to me and that I could be required to 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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Signature Date

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Student Club or Organization Campus