

Activity Fund/Sponsor Checklist
Checklist for New and Existing Sponsors

You must agree to comply with district procedures in order to become a club sponsor.

Read and acknowledge with club sponsor initials.

Getting Started:

- Obtain principal's approval to start/take over/continue a club.
- Complete required documentation (SAF-118 Checklist/SAF-113 Responsibilities of Faculty/SAF-116 Conflict of Interest).
- Enroll in and complete E-Course in Eduphoria - Activity Fund Financial Procedures (*current year version*).
- Complete an SAF-126 Club Authorization Form. (*Copies for Sponsor, Bookkeeper, and Activity Funds Office*)
- Obtain a BISD receipt book (use *for all money received* \$5.00 and over).
- Obtain current and periodic account balances from your bookkeeper.
- Utilize the Centralized Activity Funds Procedures Manual (CAFPM) as a reference guide.
- Section 7 references Sponsor Responsibilities.
- Consult with your bookkeeper with any questions **Initial** _____

Fundraising and Reporting:

- Determine/plan club activities. Know what profits you want and identify potential costs.
- Do not fundraise just to fundraise! All fundraisers must have a specific purpose and be spent on that.
- Large balances should not carryover – spend money on students unless a special project has been voted on.
- Complete the SAF-112 Fundraiser Approval Form in Eduphoria.
- Know what type of fundraiser you are hosting and use the required forms.
- Complete the SAF-114 Fundraiser Financial Report in Eduphoria within 5 days after end of fundraiser.
- Section 5 in the CAFPM references fundraising and the document requirements.
- Consult with your bookkeeper with any questions. **Initial** _____

Deposits:

- Make deposits daily!!!! Do not take money home. Do not lock in desk drawer.
- For events held over the weekend or during the holiday, make arrangements with your principal.
- Make sure you receive and maintain TEAMS receipts for money turned in for deposit. **Initial** _____

Records:

- Maintain a file/binder for your club by school year.
- Refer to pages 1-5, 1-12, 1-13, 1-14, and 1-15 in the CAFPM for documentation requirements. **Initial** _____

Purchases:

- Principal approval is required prior to making purchases.
- Complete and submit an SAF-104 Activity Funds Voucher and include support documents.
- All purchases are to be processed through TEAMS via a check request or purchase order! No cash payments!!!
- When planning field trips, be sure you have enough for fees, admissions, transportation, meals, etc.
- Section 4 in the CAFPM references payments from funds.
- Consult with your bookkeeper with any questions. **Initial** _____

Monitoring Club Activities:

- Review your report of account balances and transactions provided monthly by your bookkeeper.
- Students make decisions and vote on club activities. Document and keep on file. **Initial** _____

Parent Groups:

- District employees can work as volunteers in parent groups.
- District employees are not to hold officer positions or handle money for parent groups.
- Students can volunteer for parent groups but are not to handle the money (Service Projects). **Initial** _____

End of Year:

- Check out with your bookkeeper. Complete the SAF-120 End of the Year Sponsor Checkout List.
- Maintain files by school year. Turn in all files if you are not returning as sponsor.
- Clear any outstanding invoices. Verify that your vendors have been paid. **Initial** _____