

BEAUMONT INDEPENDENT SCHOOL DISTRICT

RESPONSIBILITIES OF FACULTY SPONSORS OF STUDENT GROUPS

Campus Name \_\_\_\_\_ Student Group \_\_\_\_\_

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 *BISD Centralized Activity Funds Procedure 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 using the Fundraising Approval Form in Eduphoria (SAF-112).
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 fundraisers the Fundraising Financial Report in Eduphoria (SAF-114) will be completed and submitted to the principal for approval within 5 days after the fundraiser.
5. All purchases made on behalf of the student organizations will be made by check and approved in advance by the principal by using the SAF Voucher (SAF-104). **Purchases may never be made using non-deposited cash.**
6. I will maintain a positive balance in my organization’s account at all times.

I understand that I will be held responsible for the student activity funds entrusted to me which is lost due to carelessness, theft or fraud.

Sponsor’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal’s Signature \_\_\_\_\_ Date \_\_\_\_\_