

**Florence Independent School District**

**Responsibilities of Faculty Sponsors of Student Groups**

The purpose for 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 pupils 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 from club accounts.

I hereby acknowledge that I have read the “Student Activity Funds Sponsor Supplement” 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 Athletic Director (if necessary), Principal, and Superintendent using the Fund Raising Application.
2. I am responsible for both safeguarding and accounting for funds received from or on behalf of 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 fund raisers, the Fund Raising Recap will be completed and submitted to the Principal for approval and then turned into the Business Office.
5. All purchases made on behalf of the student organization will be made by check and approved in advance by the Principal using the proper Purchase Order form.
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 for any money which is lost due to carelessness, theft, fraud, or failure to follow established procedures.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Club or Organization

\_\_\_\_\_  
Campus