

**Little Elm Independent School District
Responsibilities of Faculty Sponsors
of Student Groups**

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 agree to be responsible for complying with them. In particular, I acknowledge that:

1. All fund raising activities will be approved in advance by the Principal and the business office by completing and turning in an Application for Fund Raising Project 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 submitted to the principal and the business office for approval.
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 the organization fund's account at all times.

I understand that I will be held responsible for any student activity fund 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

**LITTLE ELM INDEPENDENT SCHOOL DISTRICT
FUND RAISING APPLICATION AND FINANCIAL RECAP APPLICATION**

School _____ Club _____ Acct. # _____

Beginning sale date _____ Ending date _____

Description of product(s)

Who will do the selling? _____ Where? _____

Will door-to-door solicitation be involved? _____

Vendor name _____ Phone _____

Vendor address _____

Expected net income _____

I am familiar with the District policies regarding the sale of merchandise at school and in the community. I accept responsibility for the Sales Tax collection and cash collection involved.

signature of sponsor

principal approval

business office approval

FINANCIAL RECAP

A. Total Sales _____

B. Expenses _____

C. Actual Income (A minus B) _____

Status of remaining inventory

signature of sponsor

verification of bookkeeper/secretary/designee

**LITTLE ELM INDEPENDENT SCHOOL DISTRICT
ORDER OF DISBURSEMENT FORM
_____ CLUB/ACTIVITY FUND**

Club/Activity _____

Payee _____ Amount* _____

Reason for Disbursement _____

Approval Signatures:

Date _____

Check # _____

Pay Voucher # _____

Club President _____

Sponsor _____

Principal _____

*Detailed invoices and/or receipts must be attached