

**MISSION CONSOLIDATED INDEPENDENT SCHOOL DISTRICT**

**Acknowledgement of 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. Fundraising activities will contribute to the educational experience of the students and will not conflict with the instructional program. Money raised by student groups and clubs will be held by the District 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 by club accounts.

I hereby acknowledge that I have read the “Student Activity Fund Sponsor Supplement” and that I am responsible for complying with it. Specifically, I acknowledge that:

- 1.) All fundraising activities will be approved in advance by the student group, the principal, Central Office and the Athletic Coordinator and/or Athletic Director when applicable.
- 2.) I am responsible for both the safeguarding of funds received from or on-behalf of the students and the timely deposit of those collections with the activity fund clerk.
- 3.) A fundraiser report will be submitted within 30 days of the completion of the fundraiser.
- 4.) All purchases made on behalf of the student organization will be approved in advance through the use of purchase orders or approved District credit cards when applicable.
- 5.) I will maintain a positive balance in my student group/club 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, fraud, or failure to follow established procedures.

\_\_\_\_\_  
Sponsor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Group/Club

\_\_\_\_\_  
Campus