

Gilmer Independent School District

ACTIVITY SPONSOR RESPONSIBILITY AFFIDAVIT

Campus: _____ Group: _____

According to the Texas Education Agency, an individual activity sponsor is responsible for managing their activity fund (money). Tasks involved are as follows:

- Develop fundraising plans.
- Monitor cash balance of activity fund.
- Review activity's financial reports to verify all deposits and expenses.
- Be accountable for activity money until it is given to campus or admin to deposit.

To carry out these and other responsibilities as a sponsor, you must do the following:

- Conduct an annual election of officers, and submit the list to your principal.
- Before conducting a fundraiser, submit the form to Request Authorization to Conduct a Fundraiser to your principal. Wait until you receive a copy of the form, showing signed approval by both your principal and the Admin. If applicable, also submit the form for Approval to Sell Edibles for Consuming on School Grounds.
- After a fundraiser has ended, promptly (max 30 days) submit an Income/Expense Summary to the Admin Business Office.
- Collect, record, and submit all money received to the campus secretary.
- Comply with all district purchasing policies and procedures, including:
 - ❖ For student groups, obtain approval from students prior to spending, signifying by a signed Student Group Expense Authorization form, which you will attach to the appropriate check request(s).
 - ❖ Sign off on all receipts and invoices, showing approval to pay, and attach these to the appropriate check request(s).
 - ❖ Submit check requests to the campus secretary.
- Review, verify, and reconcile all activity receipts and expenditures each month.
- Retain all activity records, such as fundraising forms, receipt books, etc., and give these to the campus secretary at the end of the school year for safekeeping.

Sponsor Certification:

I certify that I will comply with the district's policies and procedures, performing the activities listed above in order to meet my responsibilities as an activity sponsor.

Sponsor's Signature: _____ **Date:** _____

Sponsor's Printed Name: _____