Form SISD-02-12

SHARYLAND ISD
Application for Activity Fund Raiser

Campus: _____ Req. #: _____

Organization _____

Activity Account Number _____

Club Officer Submitting Request _____
Name and Title

Sponsor Name _____

Description of Activity: _____

Sale Dates-Beginning _____ Ending _____

Description of Products(s) _____

_____

_____

Who will do the selling? _____

Where? _____

Door-to-door solicitation is prohibited.

Vendor Name _____

Vendor Address _____

Name(s) of Adult Supervisors of Activity

_____

I am familiar with the school and district policies regarding the sale of merchandise at school and in the community. I accept responsibility for the Sales Tax collection (if any) and cash collections involved.

_____ _____
Signature of Sponsor Principal Approval & Date

FINANCIAL RECAP

A. Estimated Total Sales $ _____

B. Estimated Expenses:
Cost of Product for Sale $ _____

Other (list): _____ _____

_____ _____
Total Estimated Expenses _____

C. Estimated Profit (A. minus B.) $ _____

Status of any remaining inventory:

_____

_____

Form SISD-02-12a

Sharyland Independent School District

Responsibilities of Activity Fund Sponsors

The purpose for the collecting or raising and expending of funds by student groups is for the direct benefit of the student. Funds are to be used to finance activities that supplement the District's educational program. Fundraising activities will contribute to the educational experience of students and will not conflict with the instructional program. Money raised by student groups and organizations is held by the school as trustee. The faculty sponsor of a student group is responsible for maintaining adequate financial records as evidence of proper custodianship of money received by and disbursed from organization accounts.

I hereby acknowledge that I have read the Sharyland Independent School District Activity Fund Accounting Handbook and that I am responsible for complying with it. In particular, I acknowledge that:

1. I will develop fundraising activities and have them approved in advance by the principal using the designated form.

2. I am responsible for both safeguarding and accounting for funds received from and/or on behalf of students.

3. I will safeguard activities funds until they are deposited with the school principal/or designee.

4. At the completion of all fundraisers, the Sales Summary Report will be completed and retained for possible audit.

5. All purchases made on behalf of the student organization will be made by check and approved in advance by the principal and finance administration using the Skyward Requisition System.

6. I will maintain a positive balance in my organization's account at all times.

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 or property purchased with student activity money which is lost due to my own negligence, theft, or fraud.

_____ _____

Sponsor Signature Date

_____ _____

Principal Signature Date