



**Grand Prairie Independent School District
865 Student Activity Funds
Club Sponsor Responsibility Affidavit**

A fund 865 Student Activity account is used for “bona fide chapter student group/clubs”. It is best defined as a formal organized group made up of and governed by students and a sponsor (school staff member). The group may or may not be affiliated with a state or national organization. The group should:

- ✓ annually elect student officers
- ✓ have current bylaws and/or a constitution
- ✓ hold meetings and conduct business

A contract for the student group must be approved by the principal annually to ensure the group is fulfilling its stated purpose to eliminate conflicts and duplication of efforts by different groups.

- ✓ The funds are held by the district on behalf of a group or club but are spent as the group directs.
- ✓ The funds are not district budgeted. Any funds remaining in the activity account will carry forward to the new school year.
- ✓ To close an account, the group must hold a meeting and elect such action at the end of each school year.
- ✓ Closed accounts will not be allowed to reopen for four years.
- ✓ The group may elect to donate the funds to another group upon account closure.
- ✓ When the account is not closed by student officers, the funds shall remain in the account with no activity to be considered dormant. The account must remain dormant for four consecutive years before the campus secretary/principal can request to move the funds into another account.

According to the Texas Education Agency’s Financial Accountability System Resource Guide (FASRG), a Sponsor shall be responsible for managing their respective activity fund. This responsibility can include:

- ✓ *Developing fund raising plans*
- ✓ *Monitoring the financial position of the activity fund*
- ✓ *Reviewing the activity fund financial statements monthly with campus secretary*
- ✓ *Safekeeping activity fund money until it is deposited by the school district*
- ✓ *Other fiduciary responsibilities.*

As the Sponsor for the _____ student club or group, I certify that I will comply with the school district’s activity policies and procedures. Specifically, I agree that I will:

- ✓ Conduct an annual election of officers on the Elected Officers Form, create Constitution and By-laws, and record meeting minutes on the Student Activity Club Minutes form to submit to my campus secretary
- ✓ Submit the Application for Collection of Funds (ACOF) or Donation form to campus secretary for approval no less than 10 days prior to fundraiser.
- ✓ I will not advertise any fundraiser or collect any money prior to the Application for Collection of Funds being approved by the principal, area superintendent, purchasing, and finance office.
- ✓ Collect and submit all funds, receipts / tabulation sheet, and sponsor deposit report to the Campus Secretary. I will not hold any money in my possession longer than 24hrs.
- ✓ Only use District Receipt book or tabulation sheet to track all collections.
- ✓ Use Sponsor Ledger to record account activity throughout the year and meet with campus secretary monthly to reconcile account.

- ✓ Comply with all school district purchasing policies and procedures to include:
 - Submitting a requisition request for all expenditures
 - Obtain approval from student activity club members for all club purchases/expenditures
 - Document receipt of goods and services
- ✓ All funds collected must be expensed through Accounts Payable. I will not use cash, personal credit card, checks, money order or cashier's check to pay for any expenses.
- ✓ Upon the end of the year, a required meeting with the Campus Secretary is to be held to reconcile activity account
- ✓ After account reconciliation, sponsor signature is required on Activity Summary Sheet
- ✓ GPISD receipt books and sponsor ledger, etc. are to be turned into Campus Secretary prior to my last day on contract
- ✓ I understand that I will be held responsible for any student funds entrusted to me and I will reimburse the district or student organization for any money which is lost due to carelessness, theft, fraud, or failure to follow established procedures.

ACCOUNT CODE: 865 E 36 6499 00 **0 99**

Sponsor Print Name Date

Sponsor Signature

Principal Print Name Date

Principal Signature