

Killeen ISD
Sponsor/Monitor Acknowledgement Form

As the sponsor/monitor* for the _____ campus activity/student activity fund/student-led group, I certify that I will comply with the school district's activity fund policies and procedures. Specifically, I agree that I will:

- ✓ Complete a Club Charter (must be approved) within six weeks of the beginning of each school year, or within six weeks of the formation of club, including the student officers along with a list of student members.
- ✓ Complete an AF-108 (must be approved) for each fundraiser the club has planned prior to initiating any fundraising activity.
- ✓ Collect, receipt, and submit all funds received to the Campus Secretary/Bookkeeper/Cashier.
- ✓ Comply with all school district purchasing policies and procedures to include:
 - Obtain written approval from principal for all club purchases/expenditures prior to initiating any purchase/expenditures.
 - Obtain approval from student activity club/student-led members for all club purchases/expenditures.
 - Document receipt of goods/services by signing-off on all invoices.
- ✓ Not use crowdfunding (i.e. Go Fund Me accounts). This is prohibited per the Activity Fund Manual.

According to the Texas Education Agency's Financial Accountability System Resource Guide (FASRG), an *individual activity fund sponsor shall be responsible for managing their respective activity fund. This responsibility can include:*

- ✓ *Developing fund raising plans*
- ✓ *Safekeeping activity fund money until it is deposited by the school district, and*
- ✓ *Other fiduciary responsibilities.*

*Please reference Board Policy FNA (local).

Print Name

Signature

Club Account Name

Date