

**SEGUIN INDEPENDENT SCHOOL DISTRICT  
Lead Sponsor Designation**

**Instructions:** All groups must have a designated "Lead Sponsor." The "Lead Sponsor" must be an SISD staff member (District employee). There can be only one "Lead Sponsor" per group. Booster Club(s) cannot be designated as a sponsor. Please complete this form and submit to the Business Services Department. No fundraiser will be approved for a student group without a "Lead Sponsor."

**Sponsor's Responsibilities:** All funds collected/raised and expended by student groups must be for the direct benefit of the students. Funds are to be used to finance activities that supplement the educational curriculum of the District. The "Lead Sponsor" may have as many assistants as necessary to oversee the activities of the group. However, the "Lead Sponsor" of a group is responsible for submitting and signing all account documents for the group (i.e. "Request for Fund Raiser," "Fund Raiser Reports," etc.).

I acknowledge that I am responsible for complying with the following:

1. All fund raising activities must be approved in advance by the principal and the Business Services department via the "Request for Fundraising Activity" form.
2. I am responsible for both safeguarding and accounting for funds received from and/or on behalf of students.
3. Activity money will be turned into the office daily in the same form in which it was received.
4. At the completion of all fund raisers the "Fund Raiser Report" will be completed and submitted to the principal for approval.
5. All purchases made on behalf of the student organization will be processed in compliance with district purchasing policy.
6. I will maintain a positive balance in my organization's account at all times.
7. Any personal reimbursements from the group will be processed through the purchasing system. I will not seek personal reimbursement directly from students, cash on hand or the community.

I understand that I will be held responsible for any activity funds entrusted to me and that I will reimburse the organization for any money (or property purchased with activity money), which is lost due to negligence or fraud on my part.

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Group (Print)

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Lead Sponsor Name (Print)

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Principal Signature

Date

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Lead Sponsor Signature

Date

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Campus/Dept

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{ } .00. { } . { } .0.00.000.2190  
Account Code for this Group

## SEGUIN INDEPENDENT SCHOOL DISTRICT Request for Fundraising Activity

**Instructions:** Complete the following information and submit to the campus principal. Forward a copy of the approved form to Beatriz Rodgers in Business Services. The original approved request should be kept on file by the campus. All deposits made by a group **MUST** be coded to an account that has an approved Request for Fundraising Activity on file. No fundraiser will be approved for a group that does not have a lead sponsor.

Campus: \_\_\_\_\_ Group: \_\_\_\_\_

Account Code for this Group: {        } .00. {        } . {        } .x.00.000.2190

Sale Date: \_\_\_\_\_ Sale Items/Service: \_\_\_\_\_

Specific Purpose: \_\_\_\_\_

**PLEASE CHECK ONLY ONE BOX BELOW:**

The items to be sold during this fundraiser are tax exempt for the following reason:

<p>1)___ This is a sale of fees and/or admission tickets to an event that is entirely for educational purposes.</p>
<p>2)___ This is a sale of student club memberships.</p>
<p>3)___ This is a sale of food and/or soft drink items that are:</p> <ul style="list-style-type: none"> <li>• Sold or served during the regular school day.</li> <li>• Sold or served by a parent-teacher association during a fundraising sale, the proceeds of which do not benefit an individual and/or</li> <li>• Sold by a person under 18 years of age who is a member of an organization devoted to the exclusive purpose of education as a part of a fundraising drive sponsored by the organization for its exclusive use.</li> </ul>
<p>4)___ This is one of our two one-day tax-free sales.  <i>"...each school (district wide), each organization within that school, and each outside organization affiliated with that school are allowed to have two one-day tax-free sales or auctions during a calendar year. One-day tax-free sales mean that collection and remittance of state sales taxes is not required on qualified sales on that day."</i></p>
<p>5)___ Cash donation (penny drive, etc.) All funds collected will be donated to the following charitable organization:</p>
<p><b>- O R -</b></p>
<p>6)___ The items to be sold during this fundraiser are subject to sales tax.</p>

\_\_\_\_\_  
Lead Sponsor Name (PRINT)

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

This request for fundraising activities has been approved:

\_\_\_\_\_  
Principal's Approval

\_\_\_\_\_  
Date

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This request for fundraising has been denied for the following reason:

\_\_\_\_\_