

**SEGUIN INDEPENDENT SCHOOL DISTRICT**  
**FUNDRAISER - LEAD SPONSOR DESIGNATION**

**Instructions:** All groups must have a designated Lead Sponsor. The Lead Sponsor must be an SISD staff member. There can be only one Lead Sponsor per group. Booster Clubs cannot be selected as a sponsor. Please complete this form and submit it to the Comptroller. No fundraiser will be approved for a student group without a Lead Sponsor.

**Lead 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 group's activities. However, the Lead Sponsor of a group is responsible for submitting and signing all account documents for the group (i.e. Request for Fundraising Activity, Fundraiser Reports, etc).

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

1. All fundraising activities must be approved in advance by the principal and the business 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 fundraisers the "Fundraising Activity – Accounting 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.

\_\_\_\_\_  
**CAMPUS/DEPT**

\_\_\_\_\_  
**GROUP NAME**

\_\_\_\_\_  
**LEAD SPONSOR PRINT**

\_\_\_\_\_  
**LEAD SPONSOR SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PRINCIPAL SIGNATURE**

\_\_\_\_\_  
**DATE**

{ .00. { } { } 0.00.000.2190

\_\_\_\_\_  
**ACCOUNT CODE**

\_\_\_\_\_  
**BUSINESS DEPARTMENT NOTES**

**SEGUIN INDEPENDENT SCHOOL DISTRICT**  
**FUNDRAISER REQUEST**

**Instructions:** Complete the form, request all necessary signatures, and turn in the completed form to the Comptroller. 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.

**CAMPUS/DEPT:** \_\_\_\_\_ **GROUP NAME:** \_\_\_\_\_

**LEAD SPONSOR:** \_\_\_\_\_ **REQUISITION #:** \_\_\_\_\_

**SALE ITEM/SERVICE:** \_\_\_\_\_ **SALE DATE(S):** \_\_\_\_\_

**PROCEEDS PURPOSE:** \_\_\_\_\_

**VENDOR NAME:** \_\_\_\_\_ **ACCOUNT CODE:** { } .00. { } { } .0.00.000.2190

**IS THIS ITEM/SALE TAX EXEMPT? (SEE LIST BELOW)** YES \_\_\_\_\_ NO \_\_\_\_\_

**IF NO, IS THIS ITEM ONE OF YOUR TWO TAX-FREE SALE DAYS?** YES \_\_\_\_\_ NO \_\_\_\_\_ **IF YES:** 1ST \_\_\_\_\_ 2ND \_\_\_\_\_

*NOTE: Each school, 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 (24-hours).*

**TAX-EXEMPT ITEMS:**

Fees and/or admission tickets to an event that is entirely for educational purposes.

Sale of student club memberships.

Sale of food and/or soft drink items that are:

- Sold or served during the regular school day.
- Sold or served by a parent-teacher association during a fundraising sale, the proceeds of which do not benefit an individual and/or
- 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.

Cash donation (penny drive, etc.) All funds collected will be donated to the following charitable organization:

\_\_\_\_\_.

\_\_\_\_\_  
**LEAD SPONSOR SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PRINCIPAL SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**BUSINESS DEPARTMENT NOTES**

**SEGUIN INDEPENDENT SCHOOL DISTRICT**  
**FUNDRAISER - ACCOUNTING REPORT**

CAMPUS/DEPT: \_\_\_\_\_ GROUP NAME: \_\_\_\_\_

LEAD SPONSOR: \_\_\_\_\_ REQUISITION #: \_\_\_\_\_

SALE ITEM/SERVICE: \_\_\_\_\_ SALE DATE(S): \_\_\_\_\_

PROCEEDS PURPOSE: \_\_\_\_\_

VENDOR NAME: \_\_\_\_\_ ACCOUNT CODE: { } .00. { } . { } .0.00.000.2190

WAS THIS ITEM/SALE TAX EXEMPT? (SEE LIST BELOW) YES \_\_\_\_\_ NO \_\_\_\_\_

REVENUE:	# OF UNITS SOLD	PRICE PER UNIT	GROSS PROFIT (NO TAX)
TOTAL REVENUE:			
EXPENSES:	CASH RECEIPT/PO #	VENDOR	AMOUNT
TOTAL EXPENSES:			
NET PROFIT:			
TOTAL SALES TAX COLLECTED:			

LEAD SPONSOR SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

\_\_\_\_\_  
**BUSINESS DEPARTMENT NOTES**