

# SPONSOR CHECKLIST FOR STUDENT ACTIVITY FUNDS - NZISD

## Getting Started:

- Complete required training, read the NZISD Activity Accounts Manual and submit an Activity Fund Manual Acknowledgment form to your Principal **BEFORE** you perform any activity fund activities
- If needed, obtain a receipt book from the Superintendent's Secretary (bound, 3-part, and numbered)
- Obtain the current balance of your account from the Superintendent's Secretary
- Conduct an election to select student organization officers and submit the list to your Principal by **September 18** (Only applies to grades 6<sup>th</sup> through 12<sup>th</sup> and clubs with officers).

## Fundraising:

- Determine organization activities for the school year and develop a fundraising plan to support the planned activities. All fundraising must have a specific purpose for the funds.
- Submit a **Fundraiser Request Form** online at <https://tinyurl.com/nzfundraise>
- You must obtain approval from your campus principal **before** you begin your fundraiser.
- On a bi-monthly basis, obtain a financial ledger from the Superintendent's Secretary.
- At the end of every fundraiser, submit a **Fundraiser Profit/Loss Report** to your Principal.

## Cash Management/Deposits:

- If any cash or checks are received directly they must be given to the Business Manager or Superintendent's Secretary **on a daily basis** to be locked in the safe.
- A **Money Collection Worksheet** **must** be attached to the money.
- 2 Counters (preferably a student officer and a sponsor) must sign off on the Money Collection Worksheet.
- Ensure that you receive a receipt from the Superintendent's Secretary every time you submit cash or checks.

## Payments:

- All checks for vendors will be issued by the Business Office.
- **Plan ahead** and submit your check requests to the Superintendent's Secretary well in advance to ensure that the check will be issued prior to your planned event.

## Records:

- All activity account records are considered "public records" and have a retention period of 5 years.
- All activity account records must be submitted to the Superintendent's Secretary as part of your Close-Out Process.