

ACTIVITY FUND SPONSOR GUIDELINES

Sharyland Independent School District (SISD) recognizes the importance and value our sponsors have in the education of students. In order to provide assistance and protection to our sponsors, the following brochure was designed to answer some of your most frequently asked questions and to offer guidelines that will make your involvement as a sponsor a rewarding experience.

General Information

- Individuals involved in the handling of activity funds are responsible for following the guidelines and procedures prescribed by SISD, the State of Texas and the federal government.
- The Activity Funds Procedures, Fundraiser Application, Sales Summary Report, Crowdfunding Procedures, Crowdfunding Application, along with other helpful financial-related information is posted on the district's website under Finance and Forms.
- Sponsors should request a monthly report from the campus secretary/bookkeeper for each activity account that the sponsor has responsibility. The sponsor should reconcile the monthly report to their records and investigate any discrepancies.
- All required forms should be adequately filled on a timely manner to ensure your fundraiser operates smoothly.

Cash Receipts

- Never leave money unattended!
- All money should be immediately receipted.
- No money should be left in the school building after duty hours unless it is secured away.

- DO NOT take money home, leave in the classroom, leave on the secretary's unattended desk or leave in their mailbox.
- Change Funds cannot be created from money received.
- DO NOT purchase items/services using money received.

Depositing of Cash/Checks

- Deposits should be made daily.
- Deposits should be counted by the sponsor and the campus secretary/bookkeeper at the time of delivery.
- The campus secretary/bookkeeper must issue a receipt to the sponsor for the funds collected at the time of delivery. The receipt should match the total receipts/log sheet issued by the sponsor.
- Sponsor should always keep copies of all documentations related to the activity funds they are responsible for.
- MySchoolBucks, an online payment solution, is now available. Please visit district website under Departments: Finance: Forms for more information.

Fund-Raisers

- All fundraisers must be approved a minimum two weeks prior to fundraising dates.
- Each organization is allowed two fundraisers per calendar year.
- All fundraisers must have a purpose.

- Materials or merchandise for fundraising projects may not be purchased prior to having an approved fundraising application and a PO.
- Sponsor should keep inventory and records of all fundraiser merchandise including food items.
- Sales summary report should be completed after the fundraiser and submitted to the Coordinator of Compliance within two weeks of the last fundraising date.
- Each fundraiser is to run up to two weeks only. Anything past the two weeks, will result in a second fundraiser.

Crowdfunding

- Snap!Raise and Donors Choose are the only two crowdfunding sites allowed by the district.
- Snap!Raise will be counted as one of the two allowed fundraisers. Donors Choose projects will be counted as donations.
- Sponsors must submit a crowdfunding application prior to the Snap! Raise campaign. Upon approval the representative will initiate the campaign.
- Snap!Raise campaigns run for 28 days. This is the only exception to the two week rule.

Purchase Orders

- A requisition must be entered for the purchase of all items/services. Cash CANNOT be used to purchase items/services. Always attach a copy of the approved fundraiser application.
- The requisition can be left in work in progress before the fundraiser has started. Once the

fundraiser has ended, the requisition can be updated with final numbers and submitted for approval.

- PO's needed prior to the fundraiser, must be entered in a timely manner. Always attach a copy of the approved fundraiser application.
- Bid laws and quote requirements apply.
- Gift certificates cannot be purchased from any District funds.

Allowable Fundraisers

- Brochure sales
- Discount Card sales
- Fan Shirts (Pre-Order ONLY)
- Dances
- Yearbook (Pre-Order ONLY)
- Book Fair
- Snap! Raise
- Candles
- Chocolate bars
- Gourmet Popcorn
- Activities not counted against the two allowable fundraisers:
 - Festivals
 - Clinics
 - Talent Show
 - Concession Sales
 - Exempt days

*NOTE: On campus, all food items must be sold 30 minutes after the last school bell rings.

Non-Allowable Fundraisers

- Food items during the school day.
- Raffles
- Bingos
- Games of chance
- Other crowdfunding sites

The information presented in this brochure is intended to serve as a general reference guide for sponsors and is not all-inclusive.

Questions?

For more information, please contact the Business Office, 956-580-5200.

Jaime Ortega, Chief Financial Officer

Selinda Anzaldúa, Executive Assistant to Business Office/ Board of Trustees

Angela de la Cruz, Coordinator of Compliance

Accounting Department

Dalila Ovando, Senior Accountant

Maida Dominguez, Staff Accountant

Accounts Payable

Anna Gutierrez, Accounts Payable Clerk

Francis Esquivel, Accounts Payable Clerk

Purchasing

Jesus G. Salazar, Purchasing Coordinator

Blanca Estella Robledo, Purchasing Specialist

Sarah Nelly Cantu, Buyer

*Sharyland ISD
1200 Shary Rd.
Mission, TX 78572
956-580-5200*



Activity Fund Sponsor Quick Reference Guide

FY 2021-2022