

CLAREMORE PUBLIC SCHOOLS

**ACTIVITY ACCOUNT
SPONSOR'S AFFIDAVIT OF RESPONSIBILITY**

I acknowledge that I received a **School Activity Fund Handbook**, and pledge to adhere to the procedures and responsibilities, as directed therein by the Board of Education for Claremore Public Schools.

As sponsor of an activity account, I further acknowledge:

- it is my responsibility to maintain a positive cash balance in the account
- the only time a negative cash balance is acceptable is when items for a fundraiser are purchased in advance of collections of the fundraiser's sales
- a negative cash balance will be corrected to a positive cash balance as quickly as possible, but **no later than April 30 of the current fiscal year.**

Name of Activity Account

Project Number of Account

Sponsor's Signature

Date

Printed Name of Sponsor

Principal's Signature

Date

Contact the District Activity Fund Custodian at the Administration Office if you have any questions.