

Student Group Name: _____

Panola Schools New Student Activity Group Application

Sponsor: _____

Purpose of Group: _____

Revenue Sources:

Please answer the following questions:

Have you read the Panola Schools Activity Fund Manual for Student Group Sponsors yet? YES NO

Do you plan to maintain records for fundraising or other revenue sources? YES NO

Are you aware that all fundraisers must have prior written approval by submitting a Panola Schools Fund raiser

Request form to the campus principal and the district superintendent? YES NO

Are you aware that a Panola Schools Financial Recap form must be completed and submitted to the business office promptly after a fundraiser is complete? YES NO

Do you plan to maintain records for all expenditures or cash disbursements? YES NO

Where do you plan to store the group's records? -----

Do you have or do you plan to have elected or appointed student officers? YES NO

Do you plan to hold regular or periodic meetings? REGULAR PERIODIC

Do you intend to have and maintain minutes for all club meetings? YES NO

Do you have or plan to have and maintain a set of bylaws? YES NO

Sponsor Signature Date

Principal Signature Date

The above questions have been asked in an effort to determine the manner in which your group should be treated for financial statement presentation and application of purchasing laws. Please answer truthfully as new financial audit requirements require that we verify these answers by randomly auditing the answers.