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Joseph Sanchez
Acting Superintendent of Education

Home of the Mighty Gecko Warriors
Accredited by the Western Association of Schools and Colleges
2012 - 2018

Lynda S. Hernandez-Avilla
Principal

Date: _____

MEMORANDUM OF UNDERSTANDING

TO: Mrs. Lynda S. Hernandez-Avilla, Principal

FROM: _____, Advisor

_____
(Club/Organization/Class)

SUBJECT: SAF or TAF Account for SY 2016-2017

This is a Memorandum of Understanding that I have taken on the role as Advisor/Co-Advisor for the club/organization noted above for SY 2016-2017 at GWHS.

As advisor, I assume the responsibility of managing the funds raised through the collection of lab fees or club fundraising activities which includes verifying all cash deposits and disbursements made. Also, I assume responsibility of making sure that funds raised are to benefit those who raised the funds and for the specific purpose agreed upon by all members of the organization or class. This also requires that I supervise the treasurer and his/her record keeping of the club/organization account ledger.

If I am maintaining only a lab fee account, I will make sure that I keep proper records. I understand that I am responsible for following the guidelines prescribed by the GWHS SAF and TAF Standard Operating Procedures. I further understand that I will not cause GWHS or the department to incur any financial obligations as a result of the SAF or TAF account. At the end of the school year, I will turn over all financial records for final account reconciliation.

_____
Signature and Date

Copy to: Mr. Theodore Nededog, Activities Coordinator
Business Office