



Jon J. P. Fernandez  
Superintendent of Education

**George Washington High School**  
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Lynda S. Hernandez-Avilla  
Principal

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

Date: \_\_\_\_\_

MEMORANDUM OF UNDERSTANDING

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

FROM: \_\_\_\_\_, Advisor

\_\_\_\_\_  
(Club/Organization/Class)

SUBJECT: SAF or TAF Account for SY 2017-2018

This is a Memorandum of Understanding that I have taken on the role as Advisor/Co-Advisor for the \_\_\_\_\_ for SY 2017-2018 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. I also assume responsibility to make 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

*John Castro*  
Assistant Principal  
Special Programs ESL

*Ulric Mark*  
Assistant Principal  
Curriculum

*Aggy Cruz*  
Assistant Principal  
Attendance / Business

*Chris Castro*  
Assistant Principal  
Discipline

*Bernidete Perez*  
Administrative Officer  
Facilities

*Our purpose is to provide our students with the skills and knowledge they need to make wise decisions and be good productive citizens.*