

TIMBERLINE GENERAL ASB CLUB REQUIREMENTS AND EXPECTATIONS

Follow these club requirements if you anticipate needing nominal funding for your club and no stipend.

Associated Student Body Clubs must have an advisor who is a current TMS staff member, and a constitution, with a specific purpose for the organization.

Only TMS students with an ASB membership are allowed to participate.

A TMS staff member must be present at all club meetings or events.

Clubs must be supported by the ASB Budget and follow all WASBO rules and regulations.

- Snacks for regular club meetings may be provided by ASB if kept to a minimum amount per club meeting.
- T-shirts and other tangible items purchased with ASB funds must remain the property of the club (like uniforms). If your club wants to purchase shirts/items for individual ownership 100% of the cost must be covered by the club member and items must be *pre-purchased* by individual **through the ASB office** before vendor order is placed.
- Nominal prizes and awards may be purchased, if included in your budget, but no monetary prizes may be given..this includes gift cards.
- Reimbursements for costs incurred by club advisors/members must be turned in to the ASB secretary with original receipt that only includes the items for reimbursement. These will only be submitted for payment if included in your original budget.
- If you need to make a purchase that was not included in your approved budget you will need to complete a *purchase request form* and have it approved prior to the purchase. Please allow for time as it will need to be approved by our ASB governing body.
- If you are an acquisition card holder: please be sure you are coding your purchase approval to the correct ASB budget number. Check with ASB secretary if you need a budget number.
- If you are planning a purchase or activity for which you will have the ASB secretary collect the funds, please give prior notice of sale and include item, price, date sale will start and end. The ASB secretary will provide you a complete list of *student purchases by item* at the end of your sale so you may order your product.
- Field Trips or Special Club Events must be pre-approved by the ASB Administrator
- Cost of Field trips and outings must be covered in full by club members. Don't forget to include transportation and substitute costs when calculating per member cost. All field trips must be approved by an administrator.