

# ASB Advisor Agreement

As an Advisor or Coach of \_\_\_\_\_, I accept that my responsibilities are to:

- Ensure club members (or advisor) write, implement and/or execute all elements of the club constitution.
- Provide supervision of students immediately before, during, and after all school sponsored activities.
- Fundraiser forms will be completed for all fundraisers with appropriate approvals and reconciliations.  
Fundraisers will follow District Regulations Student Fundraising Activities #3530 and 3530P, Student Fundraising for Charitable Purposes #3540 and 3540P. [www.issaquah.wednet.edu/district/regulations](http://www.issaquah.wednet.edu/district/regulations)
- Plan events that minimize conflict with other district and building events.
- Develop an annual budget plan including anticipated revenue and expenditures.
- Maintain accurate inventory records be and keep property in a secure location at all times.
- All cash reconciliation forms have two signatures before turning into the bookkeeper for verification.
- Follow proper procedures for fundraising, including use of required forms and timely submission to the ASB Bookkeeper. All ASB funds collected will be turned in immediately to the Bookkeeper for deposit to meet the 24-hour deposit rule as required in RCW 43.09.240. Money collected will never be taken home, stored in a classroom and/or deposited into a non-Issaquah School District bank account.
- Follow proper procedures for cash handling and purchasing. ASB purchases have timely approvals by staff and students on the appropriate form.
- Field Trips, Excursions, and Outdoor Education must follow the Issaquah School District – Field Trips, Excursions, and Outdoor Education Regulation #2320 and 2320P.

I acknowledge receipt of the “ASB Advisor Agreement”, I acknowledge I have completed Advisor Training with the Activities Coordinator, and I will comply with District Regulations & State Requirements.

\_\_\_\_\_  
Advisor/Coach Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Club/Sport