



ASB Advisor's Agreement

As an Advisor or Coach of _____, I accept that I have a responsibility to:

- Write, implement and/or execute all elements of the club constitution.
- Provide supervision of students immediately before, during, and after all school sponsored activities.
- Obtain parental permission forms prior to the fundraiser and submit all forms upon completion of fundraiser to the ASB Bookkeeper.
- Plan events that minimize conflicts with other district and building events.
- Develop an annual budget plan including anticipated revenue and expenditures.
- Keep accurate inventory records of all district and school property.
- Follow proper procedures for cash handling and purchasing.
- Follow proper procedures for fundraising, including use of required forms and timely submission to the ASB Bookkeeper.

I acknowledge receipt of the "District ASB Handbook" and the "PTSA & Booster Club Handbook" and I will comply with both.

I have read the recordkeeping requirements for fundraisers and agree to follow them to ensure that the paperwork is completed as required by the state auditor's office.

Advisor/Coach Signature

Date

Printed Name

Club/Sport

SKHS BYLAWS

Article I (The name of the group):

Article II (The reasons that the group exists):

Article III Powers (with the principal's right of veto):

Article IV (Who are the members and how are they chosen and what do they do?):

Article V (Time and ways for electing leaders and their roles):

Article VI (Meetings and special sessions; the guidelines.):

Article VII (The duties.):

Article IX (How to change the bylaws.):

SAMPLE CONSTITUTION AND BYLAWS OF AN ASB CLUB

CONSTITUTION OF THE _____ CLUB OF SOUTH KITSAP HIGH SCHOOL

Preamble

We, the students, for the promotion of good government, good sportsmanship, student activities, and the general welfare of the students of South Kitsap High School, establish this Constitution of the Club. _____

Article 1. Name of Organization

Section A. It is resolved that the name of this organization shall be the _____ Club of South Kitsap High School.

Article 2. Purpose

The purposes of this organization shall be to:

Section A.

1. To create _____.
2. To achieve _____.

Section B.

- 1.
- 2.

Article 3. Membership

Section A. Membership in _____ Club is established by _____.

Section B. Membership in _____ Club is maintained by _____.

Article 4. Duties

Section A. Duties of _____ Club

- To create _____.
- To assist _____.
- To achieve _____.
- To organize _____.
- To attend _____.
- To support _____.
- To raise funds for _____.

Article 5. Eligibility

Section A. Eligibility of _____ Club All club members must have and maintain a cumulative _____ grade point average.

Section B. Requirements for all _____ Club Members during their period of service shall be required to:

- 1.
- 2.

Article 6. Amendments

Section A. This constitution shall be amended by a two-thirds majority vote of the membership provided _____.

Adopted on this ____ day of _____, 20____.

By: Approved by: