



Estancia High School

ASB

HANDBOOK

Estancia High School  
Associated Student Body  
Advisor/Coach  
Handbook

## Approval

Did your paperwork receive approval? Always receive approval from the ASB first before you do anything else. Be able to plan ahead. The process could take a week to complete so don't wait until the last minute.

## Stop

Did you receive confirmation of approval? If yes, then you may proceed to place the order or commit to the tournament. IF THE ANSWER IS NO: DO NOT PROCEED! GO BACK TO APPROVAL PROCESS.

## Buy or commit

If approved you may now place the order or commit to the tournament.



## **Estancia High School**

### *Associated Student Body*

## **Advisor/Coach Responsibilities and Procedures**

As the coach of an athletic team or as the advisor for a school club/group there are certain guidelines which must be followed as mandated by the State of California and the Newport-Mesa Unified School District when dealing with student funds. Our office is audited on a regular basis to ensure that we comply with set guidelines. We appreciate your full cooperation in following fundraising and expenditure procedures that are handled through the ASB Office.

### **Responsibilities**

- A club constitution must be on file in the ASB Office and should be updated yearly. A new member roster must be submitted at the start of each school year.
- Advisor/Coach **must** attend or be present at all club meetings, activities and fundraisers. **If you cannot attend, the event must be cancelled or rescheduled.**
- Advisor/Coach shall understand and adhere to all the procedures required in regard to money handling and submission of those funds to ASB as set forth in these procedures.
- **Advisor/Coach collects** all fundraiser monies, club dues and any money generated by a club/team from its members. **Advisors/Coaches** shall complete the appropriate paperwork. Students are to be given receipts by the advisor/coach for large amounts of money collected (such as sponsorships and large sales) and turn the funds in to the ASB office immediately following the fundraiser or collection of funds.
- All money that is collected should be counted, organized, rolled and accompanied with a cash transmittal form completed by the advisor/coach only immediately following the event.
- **Advisors/Coaches understand and abide by the fundraising and expenditure rules.**
- **Advisors/Coaches understand if prior approval is not given and money spent anyway, the advisor or person who spent the money will not be reimbursed.**
- All flyers must be approved by the ASB Office/Administration before posting.
- Each school year advisors, coaches, club and class presidents must attend an orientation meeting given by the ASB/Activities Office or review the ASB Handbook at the beginning of the school year or as deemed necessary.

### **Fundraising/Events**

- A *Master Calendar Request (MCR)* must be filled out and submitted to the ASB office prior to any event, fundraiser or sale by clubs/teams **10** days prior to the proposed event, fundraiser or sale. A *Revenue Potential* form must also be

submitted with the *MCR* at the same time. **Wait for ASB approval before committing to the event, fundraiser, or sale.** We make every effort not to overlap fundraisers on campus. This helps to ensure each fundraiser is a success and everyone has a fair opportunity.

- A fundraiser may run for a maximum of two weeks.
- Submit a Facilities Use request electronically if you will be using a facility on campus after school hours or other than your classroom during school hours. You will need to insure that the facility is available and have your event added to the master calendar.
- If your fundraiser will create expenses that need to be paid through your ASB account, you must secure approval from the ASB **prior** to committing to the fundraising company or purchasing any items for the fundraiser. Submit the *Purchase Pre-approval* form to the ASB and wait for their approval. If you do not get the approval in advance you will be held responsible for payment.
- Fundraising activities cannot include lotteries, raffles or games of chance.
- Students and or advisor/coach should turn in fundraising/sales income on a regular basis. Money should be turned in to the ASB office along with a cash transmittal form.
- Final fundraising/sales collections must be deposited with the ASB office as soon as possible after the completion of the fundraiser. Checks for all fundraisers should be made payable to Estancia High School ASB.
- Expenses incurred during a fundraiser must be reimbursed by ASB directly (previously approved); money should never be taken out of the cash receipts in order to reimburse someone for expenses. Receipts for reimbursement must be submitted immediately following the end of the event/fundraiser.
- Upon completion of a fundraiser the Revenue Potential form must be finalized and submitted to the ASB with notations regarding the success of an event or any discrepancies impacting a negative result.
- Failure to turn in requested forms and money from any fundraiser may be cause to terminate your account and turn over the remaining balance to the ASB general fund.

#### **Fundraiser Checklist:**

- Master Calendar Request (MCR) submitted to ensure that there is no conflict with other fundraisers. A Revenue Potential form should be submitted at the same time. These forms are available in the ASB office. Wait for ASB approval before committing to a fundraising company.
- Submit a Facilities Use request electronically if applicable. These requests are to be submitted for after school hours events that use school facilities or during school events not in your classroom.
- Purchase pre-approval forms (requisitions) turned in to the ASB Office for expenses if going through your ASB account. A separate purchase pre-approval form (requisition) should be submitted for each vendor. "Not to Exceed" amounts may be used in lieu of exact amounts.
- Daily collection and deposits turned in to the ASB office. Do not hold on to cash.
- Submit invoices & packing slips or receipts for payment that have been approved prior to fundraiser.
- Complete the Revenue Potential/Fundraising Recap form.

## Fundraising Restrictions:

- Activities that pose liability, safety or risk concerns – Risky activities are not allowed (rides, use of darts or arrows, objects thrown at people, use of dunk tanks, trampolines, etc.).
- Charities – Donations to non-profit organizations are usually not allowable because they are considered a gift of public funds. In general, fundraising that occurs on campus should be for the benefit of the ASB and not for other organizations. However, a student group may organize a fundraiser to support a 501(c)3 charity as long as the event is clearly identified as raising funds to donate to that charity. All donations should be in the form of checks made payable directly to the charity. If it is not possible to have the checks made directly to the charity, a trust account may be opened for these donations. When the fundraiser is over, a check should be written to the organization and the account closed. Student groups should never donate funds to an individually needy student or family or use school equipment for a charity fundraising drive. Those types of donations are not tax-deductible unless a legal foundation has been established for that student or family. Please confer with your ASB Accounting Technician or Activities Director before organizing any charitable fundraisers.
- Food Sales – During school hours, no food item(s) may be sold on a school campus that conflict with sales from food services. This would include water, juice, milk or food items like those sold in the school cafeteria or vending machines. Food must meet nutritional standards specified in law and may not be prepared on school premises or in private homes (must be commercially prepared). Any food sales must be approved by the ASB since the school is allowed just four (4) such sales a year. Non-compliant food and beverages may be sold only if the sale takes place off campus, at least ½ hour after the school day, or at a school-sponsored event after the school day. In these instances, it is still strongly recommended that only commercially prepared food be sold. There are safety and sanitation issues, allergy issues and other issues that open us up to potential liability when food is prepared at home.
- Gambling - Lotteries, raffles or games of chance are not allowable.

## Purchasing

The control of ASB expenditures is very important. Proper authorization, documentation and adequate internal controls are essential. A coach/advisor is required by the State of California Ed. code and NMUSD to have ASB/Student Council approval **PRIOR** to any purchase, order or tournament commitment if the funds are coming from an ASB account.

The following procedures shall be followed if payments for services/goods are to be made through an ASB account:

- A “blue” purchase pre-approval form is available from the ASB/Activities Office. Complete the form, sign it and return it back to the ASB Office. Your account will be checked for available funds then the request will be logged and submitted to the ASB/Student Council for proper action.

- The ASB/Student Council usually meets 3 days a week providing there is a meeting and a quorum. Please plan ahead.
- The ASB will vote and record the action taken into the Student Council minutes and return the request form to the ASB Office for processing.
- Approved request form will be returned to you so that you can place an order, purchase an item, enter a tournament or order off a P.O. number. Please do not assume that your request was approved; wait for confirmation. Various circumstances can prevent the pre-approval form (requisition) being approved on an expected date or day. Please note: All orders must be shipped to the school's address.
- Payment/reimbursement will be made only for items as set forth by District and State regulations.
- All invoices and packing slips received from vendors shall be turned in to the ASB office immediately for payment. Please be sure to sign and date that you received all the items on all packing slips, receipts and/or invoices. For a sporting event (entry fee) we must receive a copy of the event contract. We must receive original invoices/receipts. We cannot accept copies.
- Before any check can be processed, NMUSD requires the ASB to have on file a signed current W-9 for all vendors (expense reimbursements are excluded). Please allow extra time for this process. If a W-9 is not received from the vendor a check will not be generated.
- Once checks are generated and signed by school administrators they will be mailed out unless otherwise noted.
- Checks cannot be generated in advance for a purchase.
- Purchase orders cannot be generated without an approved pre-approval form (requisition).

#### **Purchasing Checklist:**

- Purchase Pre-approval form (requisition) completed and submitted to ASB
- Purchase Pre-approval form (requisition) approval confirmed
- Invoice, receipts, packing slips signed and submitted for payment
- Payment generated, received or sent out.

We cannot emphasize enough that the ASB Student Council **WILL NOT** be responsible for any purchases made prior to receiving ASB Student Council approval. Individuals who initiate a non-approved expenditure will be held financially responsible for the full expense of the item purchased.

I, the undersigned confirm that I have been given an orientation or given and reviewed the ASB Handbook in regard to ASB procedures, rules and regulations. I understand and will comply with these procedures as set forth above.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
ASB Personnel

\_\_\_\_\_  
Date

Please note:

- No item(s) may be sold on a school campus (during normal school hours) that is in conflict with school district or food services sales, such as water, juice, milk or food items like those sold in the school cafeteria or vending machines. Any food sale fundraisers (during normal school hours) must be approved by the ASB as the school is allowed just four (4) such sales a year.
- Gifts and or gift cards are not an allowable expense.
- Student funds are for student expenses.
- Receipts for meals must include itemized list of order; tips that are handwritten cannot be reimbursed. All receipts must be itemized receipts. We cannot accept receipts that only list a total amount (ex. credit card receipts).
- All orders must be shipped to the school's address: 2323 Placentia Ave., Costa Mesa, CA 92627
- **Booster organizations wishing to engage in fundraising activities please note:** Ed. Code 51520 states that "during school hours, and within one hour before the time of opening and within one hour after the time of closing of school, pupils of the public school shall not be solicited on school premises by teachers or others to subscribe or contribute funds of, to become members of, or to work for, any organization not directly under the control of the school authorities".
- The Newport Mesa Unified School District Board of Education is committed to equal opportunity for all individuals in education. District programs, activities, practices, and employment shall be free from discrimination, harassment, intimidation, and bullying based on race, color, ancestry, national origin, immigration status, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity or expression or the perception of one or more of such characteristics; or association with a person or a group with one or more of these actual or perceived characteristics. This policy applies to all acts related to school activity or school attendance within a school under the jurisdiction of the Superintendent.

Any questions in regard to fundraisers, events or the handling of money should be directed to the ASB/Activities Office at (949)515-6506 or (949)515-6553.

### **ASB EVENT/FUNDRAISER CHECKLIST**

- ☐ **Club Constitution** and list of student members submitted to ASB for approval.
- ☐ **Advisor responsibilities** are clearly understood.
- ☐ **Received and read ASB Handbook.**
- ☐ **Master Calendar Request Form** (MCR) turned in to ASB for approval of event or fundraiser. Confirmation of approval received from ASB.
- ☐ **Revenue Potential Form** submitted to ASB for fundraiser.
- ☐ **Facilities Use** submitted for facility on campus use. Confirmation received.
- ☐ **Purchase Pre-Approval Form** (requisition) for purchases submitted for approval, and confirmation of approval received in advisor's mailbox.
- ☐ **Cash Transmittal** completed and funds turned in to ASB for deposit. Monies counted, organized and coin rolled/wrapped. Funds must be turned in to ASB immediately following the event or fundraiser.
- ☐ **Invoice and/or receipts and packing slips** signed and turned in to ASB for payment for items purchased. Invoices and/or receipts may be submitted only for those items previously approved by ASB.
- ☐ **Revenue Potential Form/Fundraising Recap** completed and turned in to the ASB for review.

Expenses incurred during a fundraiser/event must be reimbursed by the ASB directly, money must never be taken out of the cash receipts in order to reimburse for expenses.

#### **Please note:**

**No item may be sold on a school campus that is in conflict with school district or nutritional services sales, such as water, juice, milk, or food items like those sold in the school cafeteria or vending machines.**

Question in regard to fundraisers, events or the handling of money should be directed to the ASB/Activities Office at (949) 515-6506 or (714) 515-6553.

**Boosters organizations wishing to engage in fundraising activities please note: Ed Code 51520 states that "During school hours, and within one hour before the time of opening and within one hour after the time of closing of school, pupils of the public school shall not be solicited on school premises by teachers or others to subscribe or contribute to the funds of, to become members of, or to work for, any organization not directly under the control of the school authorities".**





**ESTANCIA HIGH SCHOOL  
MASTER CALENDAR and FUNDRAISING REQUEST FORM**

Club/Team: \_\_\_\_\_ Advisor: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ /20\_\_

Preferred event date: \_\_\_\_\_ Alternate: \_\_\_\_\_

Type of Event:      Dance: \_\_\_\_\_      Drama Production: \_\_\_\_\_

                         Concert: \_\_\_\_\_      Assembly: \_\_\_\_\_

                         Meeting/Forum: \_\_\_\_\_      Other: \_\_\_\_\_

Time of Event: \_\_\_\_\_ **Set-Up Time:** \_\_\_\_\_ a.m./p.m.      **To:** \_\_\_\_\_ a.m./p.m.

Facilities Requested\*: \_\_\_\_\_

**\*Request and Application for Use of School Facilities form must be completed for events taking place after school hours.**

Details of Event: Admission prices, who's involved, invited, purpose, etc. \_\_\_\_\_

**\*\*If the event is a fundraiser a Purchase Pre-approval Form and Revenue Potential Form need to be completed.**

Advisor's Signature: \_\_\_\_\_ Club Officer's Signature: \_\_\_\_\_

**NO EVENT MAY TAKE PLACE UNLESS ALL PAPERWORK HAS BEEN SUBMITTED AND APPROVED.**

**ASB Commission Use Only**

Approved by ASB Commission: \_\_\_\_\_ Yes \_\_\_\_\_ No\*      Date: \_\_\_\_\_

Activities Office Approval: \_\_\_\_\_ Yes \_\_\_\_\_ No\*      Date: \_\_\_\_\_

\*Reason for Rejection: \_\_\_\_\_

ASB Representative: \_\_\_\_\_ Activities Director: \_\_\_\_\_

Forms Submitted: Revenue Potential \_\_\_\_\_ Purchase Pre-approval \_\_\_\_\_ Use of Facilities \_\_\_\_\_

Revenue Potential Form Completed: \_\_\_\_\_ Date: \_\_\_\_\_

Estancia High School  
Revenue Potential/ Fundraising Recap  
Project: \_\_\_\_\_

Date Approved: \_\_\_\_\_ Organization: \_\_\_\_\_  
Date Started: \_\_\_\_\_ Event Location: \_\_\_\_\_ Advisor: \_\_\_\_\_  
Description: \_\_\_\_\_

BEFORE the activities begins, RECORD this basic information:

VENDOR	DESCRIPTION	COST EA/CS	QUANT EA/CS	EXPECTED EXPENSE	SALE PRICE EA	EXPECTED INCOME	CHECK #	ACTUAL EXPENSE
		EXPECTED EXPENSE TOTAL:			EXPECTED INC.TOTAL:		ACTUAL EXPENSES:	

DURING and AFTER the activity, RECORD the monies collected:

DATE	RECEIPT # or DESCRIPTION	SOLD ITEMS	PRICE/ EACH	ACTUAL INCOME
	Total items accounted for		ACTUAL INCOME:	

	EXPECTED TOTALS	ACTUAL AMOUNTS
INCOME		
EXPENSE		
PROFIT/LOSS		
UNSOLD		

Prepared by: \_\_\_\_\_

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

Reviewed by: \_\_\_\_\_

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

Present to ASB on (date): \_\_\_\_\_

ASB Treasurer: \_\_\_\_\_

Notes: \_\_\_\_\_

Compare Expected Colmn to Actual Column. Was enough money collected to meet Potential Income (Expected Income)? If not, explain differences in NOTES. (For example: Did some of the items go unsold, damaged or returned? Please explain. Did any items get lost or stolen?

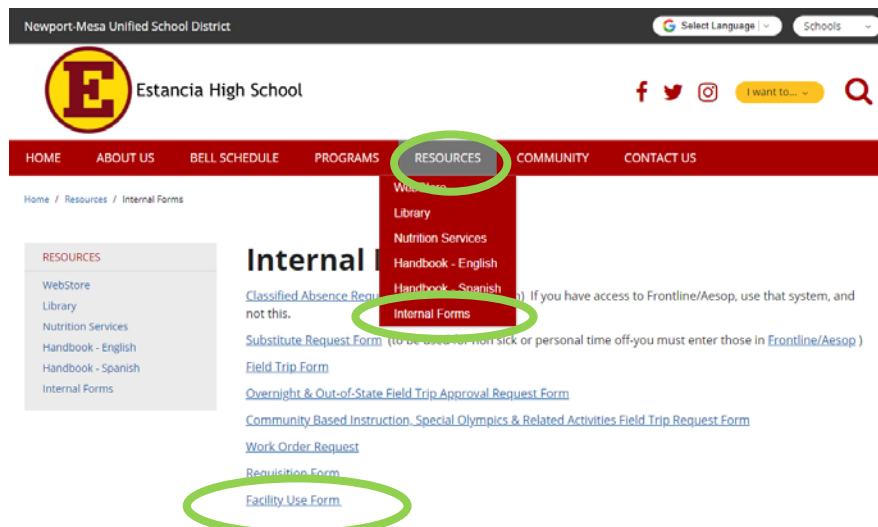


## HOW TO RESERVE A FACILITY (Athletic and Non-Athletic)

EHS Staff must submit requests electronically on our internal electronic form.

The link can be found on our school website under Resources > Internal Forms

[http://estancia.nmusd.us/pf4/cms2/view\\_page?d=x&group\\_id=1537514512715&vdid=i2t3fc21v1v232mg](http://estancia.nmusd.us/pf4/cms2/view_page?d=x&group_id=1537514512715&vdid=i2t3fc21v1v232mg)



Outside groups must get a usage facility permit through NMUSD.

[http://web.nmusd.us/pf4/cms2/view\\_page?d=x&group\\_id=1518855656077&vdid=0ai1h5a1psier3k2](http://web.nmusd.us/pf4/cms2/view_page?d=x&group_id=1518855656077&vdid=0ai1h5a1psier3k2)



## ESTANCIA HIGH SCHOOL

### ASSOCIATE STUDENT BODY FUNDRAISER CASH TRANSMITTAL

These funds are being turned in as receipts for a fundraiser. I certify that Student Council approved the fundraiser and a Revenue Potential (if applicable, as required by the NMUSD) has been started, updated or completed and turned in to the ASB office.

DATE: \_\_\_\_\_

ACTIVITY OR EVENT: \_\_\_\_\_  
\_\_\_\_\_

FOR GROUP OR CLUB: \_\_\_\_\_  
\_\_\_\_\_

ADVISOR PLEASE SIGN: \_\_\_\_\_  
\_\_\_\_\_

ACCOUNT NO: \_\_\_\_\_

Currency		Count		
\$1.00	X	_____	=	_____ *
\$2.00	X	_____	=	_____ *
\$5.00	X	_____	=	_____ *
\$10.00	X	_____	=	_____ *
\$20.00	X	_____	=	_____ *
\$50.00	X	_____	=	_____ *
\$100.00	X	_____	=	_____ *
<b>Total Currency:</b>			=	_____ *

Coins		Count		
Pennies	X	_____	=	_____ *
Nickels	X	_____	=	_____ *
Dimes	X	_____	=	_____ *
Quarters	X	_____	=	_____ *
Half Dollars	X	_____	=	_____ *
Dollars	X	_____	=	_____ *
<b>Total Coins</b>			=	_____ *

Total Currency:	_____ *
Total Coins:	_____ *
Total _____ Checks:	_____ *

VERIFIED BY: \_\_\_\_\_

**Combined Total** = \_\_\_\_\_ \*

**NMUSD ESTANCIA HIGH SCHOOL ASSOCIATED STUDENT BODY  
PURCHASE PRE-APPROVAL FORM**

CONTROL NUMBER

**\*\*\*\*THIS IS NOT A PURCHASE ORDER\*\*\*\***

P.O.# ASSIGNED

ASB Account Name \_\_\_\_\_

Date \_\_\_\_\_

Vendor/Payee \_\_\_\_\_

Account No. \_\_\_\_\_

AMOUNT REQUESTED \$ \_\_\_\_\_ Blanket Request? \_\_\_\_\_ Hard Copy P.O. needed? \_\_\_\_\_

*\*Note-All blanket purchase order requests must be itemized with a dollar value per line item.*

ASB ACTION TAKEN: APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ DATE \_\_\_\_\_

Item Description

Amount


I CERTIFY THAT I HAVE NOT ORDERED/PURCHASED ITEMS OR COMMITTED TO ANY EVENT AND OR TOURNAMENT, ETC., PRIOR TO APPROVAL FROM THE ASB. I WILL BE FINANCIALLY RESPONSIBLE FOR ALL COSTS IF PRE APPROVAL WAS NOT RECEIVED.

Advisor's Signature \_\_\_\_\_

Activities Director \_\_\_\_\_

ASB Treasurer/Secretary \_\_\_\_\_

EHS Administrator \_\_\_\_\_

**NMUSD ESTANCIA HIGH SCHOOL ASSOCIATED STUDENT BODY  
PURCHASE PRE-APPROVAL FORM**

CONTROL NUMBER

**\*\*\*\*THIS IS NOT A PURCHASE ORDER\*\*\*\***

P.O.# ASSIGNED

ASB Account Name \_\_\_\_\_

Date \_\_\_\_\_

Vendor/Payee \_\_\_\_\_

Account No. \_\_\_\_\_

AMOUNT REQUESTED \$ \_\_\_\_\_ Blanket Request? \_\_\_\_\_ Hard Copy P.O. needed? \_\_\_\_\_

*\*Note-All blanket purchase order requests must be itemized with a dollar value per line item.*

ASB ACTION TAKEN: APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ DATE \_\_\_\_\_

Item Description

Amount


I CERTIFY THAT I HAVE NOT ORDERED/PURCHASED ITEMS OR COMMITTED TO ANY EVENT AND OR TOURNAMENT, ETC., PRIOR TO APPROVAL FROM THE ASB. I WILL BE FINANCIALLY RESPONSIBLE FOR ALL COSTS IF PRE APPROVAL WAS NOT RECEIVED.

Advisor's Signature \_\_\_\_\_

Activities Director \_\_\_\_\_

ASB Treasurer/Secretary \_\_\_\_\_

EHS Administrator \_\_\_\_\_

CONTROL NUMBER
----------------

**P.O. NUMBER**

**ASB CHECK APPROVAL DATE:** \_\_\_\_\_

**Today's Date** \_\_\_\_\_

## Check No. \_\_\_\_\_

---

**Estancia High School Administrator**

## REGISTER RECEIPT REIMBURSEMENT FORM

**ADVISOR:** Please sign all receipts and this form acknowledging that you received all of the purchased items. \_\_\_\_\_ Date: \_\_\_\_\_

Attach this form to the **PAYMENT REQUEST FORM**

**Attach Receipts**  
(with tape only)  
**Here**



***Estancia High School  
Campus News Item***

Submitted by: \_\_\_\_\_ Dates to be read: \_\_\_\_\_

Name of Club, Event, Team: \_\_\_\_\_

Announcement: \_\_\_\_\_

---

---

---

---

---

---

---

---

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



***Estancia High School  
Campus News Item***

Submitted by: \_\_\_\_\_ Dates to be read: \_\_\_\_\_

Name of Club, Event, Team: \_\_\_\_\_

Announcement: \_\_\_\_\_

---

---

---

---

---

---

---

---

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





## Estancia High School

### Marquee Request

Please make requests a minimum of one week in advance. The marquee is usually updated on Mondays. The length of run time will depend on the amount of items requested for that time period. Remember to limit your words due to space constraints. All requests are subject to administrative approval.

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

Run Dates: \_\_\_\_\_

Name: \_\_\_\_\_

Dept./Group Representing: \_\_\_\_\_

Message: \_\_\_\_\_

\_\_\_\_\_



## Estancia High School

### Marquee Request

Please make requests a minimum of one week in advance. The marquee is usually updated on Mondays. The length of run time will depend on the amount of items requested for that time period. Remember to limit your words due to space constraints. All requests are subject to administrative approval.

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

Run Dates: \_\_\_\_\_

Name: \_\_\_\_\_

Dept./Group Representing: \_\_\_\_\_

Message: \_\_\_\_\_

\_\_\_\_\_



**Estancia High School  
Student Club Application**

We, the students of Estancia High School request permission to form a Student Club.  
(Attach a list of students sponsoring this club)

Name of Club: \_\_\_\_\_  
\_\_\_\_\_

Purpose of Club: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Advisor's Name: \_\_\_\_\_

\*Advisors must be a certificated faculty member of EHS

We have attached:

- A copy of the proposed constitution for this club
- A list of club members (minimum of 10)
- A copy of the club's proposed budget for this school year.

Submitted by:

Student Club Representative: \_\_\_\_\_  
Signature Title Date

Club Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by:

Activities Director: \_\_\_\_\_ Date: \_\_\_\_\_

ASB Council Member: \_\_\_\_\_ Date: \_\_\_\_\_

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

Recorded in ASB Minutes on (date) \_\_\_\_\_



\_\_\_\_\_ Club

## CONSTITUTION

I. **PURPOSE**-The purpose of the \_\_\_\_\_ Club is to  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## II. OFFICERS

All officers must be and remain in good academic standing, demonstrate positive citizenship, and abide by the behavioral expectations and rules set forth in the Estancia High School Student Handbook.

- A. Elections will occur \_\_\_\_\_
- B. The term of office will be for \_\_\_\_\_
- C. The following offices will be filled \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- D. The voting process will be \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- E. Duties of the officers are as following (state office and duties of the office)
  - 1. President-\_\_\_\_\_
  - 2. Vice President-\_\_\_\_\_
  - 3. Secretary-\_\_\_\_\_
  - 4. Treasurer-\_\_\_\_\_
  - 5. \_\_\_\_\_

## III. MEMBERSHIP

To be a member of the \_\_\_\_\_ Club, a student must \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### IV. VOTING PROCESS

- A. All voting on revisions to the Constitution must be passed by a 2/3 majority vote of those members present.
- B. Any impeachment process or member expulsion must follow these guidelines

---

---

- C. All other voting procedures shall be passed by a simple majority (50% + 1).

#### V. MEETINGS

- A. Meetings shall be run by the president and/or advisor on the following day: \_\_\_\_\_

- B. Attendance policy will be as follows \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- C. Students will act in a socially acceptable manner which respects the rights of all members.

- D. Club minutes will be delivered/emailed to the ASB Office directly following the meeting.

**A complete list of all members must accompany this constitution. Constitutions for clubs must be submitted for ASB approval annually.**

***NMUSD Board Policy (6145.5) states:***

*The Governing Board believes that student groups or clubs reinforce the instructional program, give students experience in civics and government, and provide social and recreational activities. Student groups also serve to honor outstanding student achievement and enhance school spirit and students' sense of belonging. The Board encourages students to pursue interests and clubs which may not directly relate to the district's curriculum and, to that end, has created a limited open forum. Prior to meeting on school grounds, all student groups shall be authorized by the principal or designee in accordance with Board policy and administrative regulation.*

*The activities and financial affairs of student body organizations in the district shall be conducted in accordance with the Education Code, State Department of Education manual, Board policy, and this Rule and Regulation. The principal of each school shall be directly responsible for the conduct of student body activities and the management of student body funds. The principal may delegate to the student activities director or other person under his/her immediate direction, responsibility for handling details of administration, and the maintenance of records and accounting procedures.*

**Newport-Mesa Unified School District Non-Discrimination Statement**

The Newport Mesa Unified School District Board of Education is committed to equal opportunity for all individuals in education. District programs, activities, practices, and employment shall be free from discrimination, harassment, intimidation, and bullying based on race, color, ancestry, national origin, immigration status, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity or expression or the perception of one or more of such characteristics; or association with a person or a group with one or more of these actual or perceived characteristics. This policy applies to all acts related to school activity or school attendance within a school under the jurisdiction of the Superintendent.

**APPROVED BY (Advisor's Signature):** \_\_\_\_\_

**APPROVED BY (Activities Director Signature):** \_\_\_\_\_

**APPROVED BY (ASB Commission Representative):** \_\_\_\_\_

**APPROVED BY (Principal's Signature):** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**EHS Club/Class:** \_\_\_\_\_

**Budget for the 20\_\_\_\_-20\_\_\_\_ School Year**

**Revenues:**

Description	Budget	Actuals to Date	Projected Actuals
Carry Over Balance			

**Year's Revenues**

--	--	--

**Expenses:**

Description	Budget	Actuals to Date	Projected Actuals

**Year's Expenses**

--	--	--

**Balances and Carryover:**

	Budget	Actuals to Date	Projected Actuals
Ending Balance from Prior Year			
Plus Year's Revenues			
Minus Year's Expenses			
<b>Ending Balance</b>			

The ending balance should be less than 20% of yearly revenues. If a group has plans that would require a larger carryover balance, a plan must be submitted and approved by the ASB.

Report prepared by Club Representative \_\_\_\_\_

Report reviewed by Club Advisor \_\_\_\_\_

Report presented & approved by ASB \_\_\_\_\_

Date approved \_\_\_\_\_



Estancia High School  
Club Minutes

Club Name: \_\_\_\_\_ Advisor: \_\_\_\_\_

Meeting Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

The meeting was called to order by: \_\_\_\_\_

The prior meeting's minutes dated \_\_\_\_\_ were read and approved  
(corrected and approved).

Communication and Reports: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Old Business: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

New Business: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Minutes recorded by: \_\_\_\_\_  
Name Club Office Title

Advisor's signature: \_\_\_\_\_

Meeting Attendees: list on back or attach a separate sheet

The Newport Mesa Unified School District Board of Education is committed to equal opportunity for all individuals in education. District programs, activities, practices, and employment shall be free from discrimination, harassment, intimidation, and bullying based on race, color, ancestry, national origin, immigration status, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity or expression or the perception of one or more of such characteristics; or association with a person or a group with one or more of these actual or perceived characteristics. This policy applies to all acts related to school activity or school attendance within a school under the jurisdiction of the Superintendent.



# Estancia High School Transportation Request Form

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

Group: \_\_\_\_\_ Advisor: \_\_\_\_\_

Date(s) of event: \_\_\_\_\_

Time of Departure: \_\_\_\_\_AM/PM

Return from Event: \_\_\_\_\_AM/PM

Location of Event: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Number of Students being Transported: \_\_\_\_\_ Number of Vans Needed: \_\_\_\_\_

Office Use Only: Assigned Van Number(s) \_\_\_\_\_



# Estancia High School Transportation Request Form

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

Group: \_\_\_\_\_ Advisor: \_\_\_\_\_

Date(s) of event: \_\_\_\_\_

Time of Departure: \_\_\_\_\_AM/PM

Return from Event: \_\_\_\_\_AM/PM

Location of Event: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Number of Students being Transported: \_\_\_\_\_ Number of Vans Needed: \_\_\_\_\_

Office Use Only: Assigned Van Number(s) \_\_\_\_\_



# Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific Instructions on page 3.

<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
<b>2</b> Business name/disregarded entity name, if different from above	
<b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) ► _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <small>(Applies to accounts maintained outside the U.S.)</small>
<b>5</b> Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
<b>6</b> City, state, and ZIP code	
<b>7</b> List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>										
				-			-			
<b>or</b>										
<b>Employer identification number</b>										
				-						

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign  
Here

Signature of  
U.S. person ►

Date ►

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.