

# Valley Oak Middle School ASB



## CLUB ADVISOR HANDBOOK

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# CLUB PROTOCOLS



## CLUB ADVISOR HANDBOOK

## **CLUB ADVISOR GUIDELINES AND RESPONSIBILITIES**

### **Club advisors must:**

- Be a Certificated staff member
- Ensure club application paperwork is completed and turned in by the deadline
- Ensure the club meets regularly and minutes are taken and approved, and that a copy is forward to the ASB student council in a timely manner
- Ensure that club members understand the school club bylaws and school policies
- Ensure that each club officer understands their duties as a club leader
- Ensure that all fundraisers are approved prior to being held
- If the club is affiliated with an outside charity or nonprofit organization that will be the beneficiary of fundraising profits, the affiliation must be approved by board of education. All publicity for the fundraiser must state the nonprofit or charity that is receiving the profit.
- Ensure all flyers and posters are approved by administration prior to being posted
- Ensure any club monetary transactions, such as membership donations or club t-shirts purchases, are collected with the advisor present. The club must record and maintain all money collected and turn in to the ASB bookkeeper. The ASB bookkeeper will set up an account for the club in the student body account.  
**Never have checks made payable to yourself, or to a student, and never deposit funds in your personal bank account.**

### **Fees and Donations:**

Under the law (California Constitution 1879), public schools must provide a "free and equal public education." This means that students enrolled in public school cannot be charged fees for participation in educational activities that are part of the core program of the school. Educational activities include field trips, athletics, and extracurricular on-campus activities such as student clubs. Schools must adhere to the law and ensure that student equity in the educational process is not compromised.

### **Disbanded/Terminated/Inactive Clubs:**

Any terminated, disbanded, or inactive club must complete the club application process again during the following school year to be reinstated. No terminated, disbanded or inactive club is permitted to meet for the duration of the year in which they are terminated, disbanded or inactive. No student may claim ownership over any terminated, disbanded or inactive club at any point in time. If a club believes it has been terminated without reason, it may appeal to the administration and the school leadership class for reinstatement.

VALLEY OAK MIDDLE SCHOOL

2019/2020 SCHOOL YEAR

\_\_\_\_\_ CLUB CONSTITUTION

\_\_\_\_\_ ASB Club

Article I – Name, Purpose and Authority

The name of the organization will be the "Name of Club" of the "Best Practices School."

This organization will have as its purpose \_\_\_\_\_ as directly approved by the Associated Student Body Leadership.

Article II – Membership

All students enrolled in the "Best Practices School" are eligible for membership.

Article III – Meetings

Meetings will be held \_\_\_\_\_ unless a special meeting is called.

Article IV – Club Officers

The club officers shall consist of the following:

President \_\_\_\_\_

Vice-President \_\_\_\_\_

Treasurer \_\_\_\_\_

Secretary \_\_\_\_\_

Article V – Duties

The club president will have the following duties:

To preside over meetings of the club.

To call special meetings of the club.

To plan and prepare an agenda for the club meetings.

The club vice-president will have the following duties:

To serve as the club president if the president becomes unable to fulfill his/her duties either temporarily or permanently.

To support the club president

The club treasurer will have the following duties:

To maintain complete and accurate record of all club receipts and disbursements

To oversee club fund-raising efforts

To supervise the preparation of the club budget

The club secretary will have the following duties:

To maintain accurate minutes of each club meeting

To carry out all correspondence for the club

The publicity chair will have the following duty:

To publicize all club activities and fundraisers through the school newspaper, the school marquee, and school bulletin boards

#### Article VI – Elections

The club will hold the election of officers once a year. The voting will take place by secret ballot.

#### Article VII – Amendment

A two-thirds majority vote of the members in attendance is required to amend this club constitution

Approved by:

_____ Club President Name (please print )	_____ Club President Signature	_____ Date
_____ Club Vice President Name (please print )	_____ Club Vice President Signature	_____ Date
_____ Club Secretary Name (please print )	_____ Club Secretary Signature	_____ Date
_____ Club Treasurer Name (please print )	_____ Club Treasurer Signature	_____ Date
_____ Club Advisor Name (please print )	_____ Club Advisor Signature	_____ Date

## **CLUB BYLAWS**

CLUB NAME: \_\_\_\_\_

- I. Clubs must submit a club constitution and budget plan before the deadline set forth by the school student body and administration
- II. Clubs must hold official meetings at least once a month if funds exist in the ASB account for that club. Failure to meet for any two months over of the school year will result in termination of the club.
- III. Clubs must meet on the days set forth in their club constitution (e.g., every second Tuesday of the month) except of another school or club event.
- IV. All club meetings must be held on campus
- V. Clubs must take minutes at all meetings, have them approved, and submit a copy of minutes to the student body class. Failure to submit minutes regularly may lead to termination of the club.
- VI. Each club must have a minimum of six active members, excluding officers. Two-thirds of membership must be present at 51% of all meetings. Attendance must be recorded at official meetings as a part of the club minutes. Clubs will have up to one semester each school year to reach the minimum number of active members.
- VII. Club officers must be full-time students at the school. If a part-time student wishes to be a member of a club, he or she must sign a code of conduct.
- VIII. A Club advisor must be a certificated staff member in the district. A club advisor must be present at all club meetings, club events, and club fundraisers. If the advisor cannot be present, another certificated staff member can be designated as a substitute.
- IX. The district board of education must approve all nonprofit affiliate charities that will be beneficiaries of club fundraising.
- X. The only four positions considered club officers are club president, club vice president, club secretary, and club treasure. All other titled positions in a club are considered leadership positions, not officer positions. There may be as many or as few leadership positions as the club sees fit.
- XI. When a club holds and election, the following must occur:
  - A. Each active club member is allowed no more than one vote for any election
  - B. The process of the election must be clearly established and outlined in the club constitution. This must include, but is not limited to, what percentage is needed to win/pass and what happens in the event of a tie.
  - C. If a position has an eligibility requirement, these requirements must be clearly defined in the club constitution. The selection committee may include club members but must include the club advisor. The

committee must be impartial when choosing candidates for a position and abide by the criteria set forth in their constitution

- XII. Whenever a club elects or appoints a new officer or leadership position, the results must be documented in the club minutes of that month.
- XIII. Two violations of any of the club bylaws will result in the termination of the club for the remainder of the school year (this means violations of any two bylaws or of the same bylaw twice).

### **Acknowledgement:**

I HAVE READ AND UNDERSTAND THE \_\_\_\_\_ CLUB BYLAWS:

CLUB NAME: \_\_\_\_\_

_____ Club President Name (please print )	_____ Club President Signature	_____ Date
_____ Club Vice President Name (please print )	_____ Club Vice President Signature	_____ Date
_____ Club Secretary Name (please print )	_____ Club Secretary Signature	_____ Date
_____ Club Treasurer Name (please print )	_____ Club Treasurer Signature	_____ Date
_____ Club Advisor Name (please print )	_____ Club Advisor Signature	_____ Date



## **CLUB OFFICERS' DUTIES**

### **President**

- Preside over all meetings
- Plan and prepare agenda for all meetings, working closely with club advisor
- Know the basic rules of parliamentary procedure
- Facilitate group discussions by summarizing and clarifying
- Conduct himself/herself with academic integrity and in an exemplary manner

### **Vice President**

- Assist the president and serve in his/her absence
- Assist in planning meeting agendas
- Know the basic rules of parliamentary procedure
- Help facilitate group discussions
- Conduct himself/herself with academic integrity and in an exemplary manner

### **Secretary**

- Notify members of upcoming meetings
- Distribute meeting agenda
- Take attendance at meetings
- Keep accurate minutes of all meetings, attach the agenda to attendance report, and keep on file
- Report minutes of previous meetings
- Handle all club correspondence
- Conduct himself/herself with academic integrity and in an exemplary manner

### **Club Treasurer**

- Work closely with club officers to and club advisor to prepare an annual budget
- Ensure all expenses are approved prior to purchasing
- Assist with fundraiser profit and loss analysis statements
- Maintain a complete and accurate record of all club receipts and disbursements
- Conduct himself/herself with academic integrity and in an exemplary manner

## **CLUB MEETING PROTOCOL**

1. Call to Order:
  - President: "This meeting will now come to order"
  - Secretary: Records attendance the time meeting was called to order for the minutes and circulates a sign-in sheet/calls roll.
2. Minutes of Previous Meeting Approval:
  - Secretary: Reads minutes of previous meeting and asks for a motion to approve and a second to the motion. If there is a correction to the minutes, the motion is to "approve the minutes as corrected." Names of the motion makers must be documented in the minutes
3. Committee/Officer Reports:
  - President: Calls upon officers and/or committee chairs for updates or information.
  - Secretary: Documents the information in the minutes.
4. Treasurer's Report:
  - Treasurer: Provides a list of approved expenditures and asks for any new requests for expenditures. The requests are voted on by the club using the motion protocol. The new request(s) are submitted to the ASB bookkeeper and administration for approval on a Request for Check/PO form.
  - Secretary: Documents expenditures, approved and new, for the minutes, noting the motion makers and the outcome of the vote
5. Old Business:
  - President: "Is there any old business to discuss?" this is the forum for following up on previous meeting issues or events. If voting is required, motion protocol should be used
  - Secretary: Documents the discussion in the minutes, noting the motion makers and the outcome of the vote.
6. New Business:
  - President: "Is there any new business to discuss?" this is the forum for new issues or events to be decided on. If voting is required, motion protocol should be used
  - Secretary: Documents the discussion in the minutes, noting the motion makers and the outcome of the vote.
7. Announcements/Presentations:
  - President: Shares any announcements or introduces any presenters to the club.
  - Secretary: Takes notes and documents in the minutes
8. Adjournment:
  - President: "This meeting is now adjourned."
  - Secretary: Records the time of adjournment for the minutes
9. Finalization:
  - Secretary: Club minutes should be finalized on the Club Minutes form with the sign-in sheet of members attached. A copy of Club Minutes form and sign-in sheet should be forwarded to the ASB Student Council within a week of the meeting. A copy of the club minutes form and sign-in sheet should also be retained on file for the club.

## CLUB MEETING MINUTES

**CLUB NAME:** \_\_\_\_\_

Meeting Date: \_\_\_\_\_ Meeting Time: \_\_\_\_\_ Meeting Place: \_\_\_\_\_

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

The minutes of last meeting dated \_\_\_\_\_ were read and approved/corrected and approved.

Motion to approve by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Committee Reports:

Treasurer's Report (if fundraising club):

The following expenditures were approved by administration:

- 
- 
- 

The following new expenditures were submitted:

- 
- 
- 

Motion to approve by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Old Business:

New Business:

Club Secretary: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

Club Advisor \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

Attached: Sing-in sheet of club meeting attendees

## **CLUB DONATION COLLECTION PROCEDURE**

Although a membership, or any other kind of payment, cannot be required under the law from students enrolled in public school, a club may request a donation. All requests must clearly state that the donation is not required for participation in the club or club activities. All donations must be collected during a club meeting with the club advisor present. Students must never collect money outside of a supervised club meeting. (refer to the FCMAT *Associated Student Body Accounting Manual*, *Fraud Prevention Guide*, and *Desk Reference* for more detailed information)

### **PROCEDURE**

1. Any requests for donations should be made in the form of a letter or email that can be sent home to parents explaining the reason for the request.
  - a. Request should have a deadline for submission
  - b. Club members should be instructed to bring the donation to a club meeting
  - c. All donation requests must be in compliance with district rules and policies (i.e. some may require principal approval prior to being sent out)
2. All donations must be documented on a spreadsheet by member name. Donations should be balanced to the spreadsheet and forwarded to the ASB bookkeeper in a timely manner.
3. The ASB bookkeeper will deposit the donations in the club's student body account.

# FIELD TRIP PROTOCOLS



## CLUB ADVISOR HANDBOOK

## **FIELD TRIPS**

The Following is language from BP 6153(a) Visalia Unified School District's Policy on Field Trips:

Field trips shall be conducted in connection with the district's course of study or school-related social, educational, cultural, athletic, school band, or other extracurricular or co-curricular activities. A field trip to a foreign country may be permitted to familiarize students with the language, history, geography, natural science, and other studies relative to the district's course of study. (Education Code 35330)

*(cf. 6143 - Courses of Study)*

*(cf. 6145 - Extracurricular and Cocurricular Activities)*

*(cf. 6145.2 - Athletic Competition)*

Requests for field trips involving out-of-state, out-of-country, or overnight travel shall be submitted to the Superintendent or designee. The Superintendent or designee shall review the request and make a recommendation to the Board as to whether the request should be approved by the Board. All other field trips shall be approved in advance by the principal.

*(cf. 3312.2 - Educational Travel Program Contracts)*

The principal shall establish a process for approving a staff member's request to conduct a field trip. When planning trips, staff shall consider student safety, objectives of instruction, the most effective use of instructional time, the distance from school, district and student expense, and transportation and supervision requirements. Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.

*(cf. 3530 - Risk Management/Insurance)*

*(cf. 3541.1 - Transportation for School-Related Trips)*

*(cf. 5142 - Safety)*

*(cf. 5143 - Insurance)*

*(cf. 5144 - Discipline)*

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

No field trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. The Superintendent or designee shall coordinate with community groups to supply funds for students in need. (Education Code 35330)

*(cf. 1230 - School-Connected Organizations)*

*(cf. 1321 - Solicitation of Funds from and by Students)*

*(cf. 1700 - Relations Between Private Industry and the Schools)*

For field trip packet and information please see the School Site Head Secretary.

## VOMS Field trip Packet Check List

(Return documents to the School Site School Secretary)

- ❖ Check your date with the Master Calendar
- ❖ Paperwork must meet both VOMS Admin and Board agenda deadlines (submit at least 90 days prior to event date)

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

☐ Please check box if trip is over 75 miles AND/OR overnight

Teacher: \_\_\_\_\_ Club: \_\_\_\_\_ #of Students \_\_\_\_\_

Destination: \_\_\_\_\_ Event: \_\_\_\_\_

Purpose/Details: \_\_\_\_\_

Projected Cost: \$ \_\_\_\_\_ Budget/Acct # \_\_\_\_\_ Fundraising? Yes No

Departure Date: \_\_\_\_\_ Time: \_\_\_\_\_ / Return Date: \_\_\_\_\_ Time: \_\_\_\_\_

ADMIN APPROVAL: Y / N BOARD MTG DATE: \_\_\_\_\_ APPROVAL: Y / N

### CHECKLIST:

\_\_\_\_\_ 6153a **REQUEST FOR BOARD APPROVAL**

\_\_\_\_\_ 6153b **INSTRUCTOR/SUPERVISOR WAIVER & CONSENT**

\_\_\_\_\_ 6153e **CERTIFICATE OF FINANCIAL SECURITY**

\_\_\_\_\_ List of Students to the Nurse 30 days ahead of time [if students will miss instructional time, you must email the Attendance Secretary with a student roster two weeks prior to your event so they can notify the teaching staff]

\_\_\_\_\_ **Itinerary** [Make your itinerary as detailed as possible, **if overnight, include bed checks** (see samples)]

\_\_\_\_\_ **Conference Attendance Form** [if applicable, for \$ reimbursement]

\_\_\_\_\_ **TRANSPORTATION REQUEST FORM** – [if a school bus/charter bus is needed. Call Transportation – Ext. 7593 in advance for availability of a charter bus, and the date will be held for you]

\_\_\_\_\_ **GS-1 REQUISITION FORM** for the bus/hotel/tickets [if using ASB account, include ASB account #]

\_\_\_\_\_ **SUBSTITUTE REQUEST FORM** [if applicable, email Robin Berger rberger@vusd.org to confirm sub availability and email proof of availability from Robin Berger **must be attached** to your sub request.

\_\_\_\_\_ 6153c **Voluntary Excursion/Field Trip Notice and Medical Authorization** form for a MINOR. One form per student. Must be signed by the parent/legal guardian. A Copy of these forms are kept by the teacher and taken on the trip. Please make an additional copy for Activities Secretary to keep in office.

\_\_\_\_\_ 6153d **Voluntary Excursion/Field Trip Notice and Medical Authorization** form for an ADULT. One form per adult, including the teacher. A copy of these forms are kept by the teacher and taken on the trip. Please make an additional copy for School Site Head Secretary to keep in office.

### Vehicle Guidelines & Forms [use where applicable]

\_\_\_\_\_ 6153(g) Personal Vehicle Use Guidelines [if applicable]

\_\_\_\_\_ 6153(h) & (i) Waivers and License Background Checks [if applicable]

\_\_\_\_\_ 6153(j) Non-District Vehicle Driven by District Person [if applicable]

\_\_\_\_\_ 6153(k) Non-District Vehicle Driven by Non-District Person [if applicable]

\_\_\_\_\_ 6153(l) Minor-Class/Activity Registration [if applicable]

\_\_\_\_\_ 6153(m) Employee/Volunteer Personal Vehicle Use [if applicable]

# CONSULTANT PROTOCOLS



## CLUB ADVISOR HANDBOOK



## **CONSULTANTS**

The Governing Board encourages the use of consultants when it is clear they can provide valuable and necessary specialized services not normally required on a continuing basis and which cannot be provided by district personnel because of limitations of time, experience or knowledge.

Consultants as used in this policy are individuals, firms, or organizations employed to provide specific technical or training services or professional, technical, or expert advice, opinion, or guidance to management personnel on a limited and as needed basis which may assist management in decision making and/or project development.

For consultant packets please see the School Site Head Secretary

# FUNDRAISING PROTOCOLS



## CLUB ADVISOR HANDBOOK

## **FUNDRAISER PROCEDURE**

Fundraisers must be approved by the school administration before they are held. Administrators will consider appropriateness, safety and compliance with Education Code when reviewing and approving fundraisers. (Refer to the FCMAT *Associated Student Body Accounting Manual*, *Fraud Prevention Guide*, and *Desk Reference* for more detailed information)

### **TYPICALLY ALLOWED FUNDRAISING EVENTS**

- Concession/Food Sales (Refer to Refer to the FCMAT *ASB Manual* for nutrition regulations)
- Entertainment
- Advertising
- Publications
- School Logo items
- Tournaments
- Car Washes
- Book Fairs

### **UNALLOWABLE FUNDRAISING EVENTS**

- Raffles or games of chance
- Activities that pose liability, safety or risk concerns such as,
  - Mechanical or animal rides
  - Use of darts or arrows
  - Objects thrown at people

### **PROCEDURE**

1. Complete a Club Event/Fundraiser Approval form and Fundraiser Budget form. The Club Even/Fundraiser Approval form must be signed by a club representative and the club advisor and approved in the club minutes.
  - a. Forward the completed Club Even/Fundraiser Approval form and Fundraiser Budget form to the ASB bookkeeper.
  - b. After the Fundraiser is reviewed by administration, the club advisor will be notified whether the event was approved or not.
  - c. If the fundraiser is approved, the Cash Control for Fundraiser procedure (see below) must be followed.
2. **MONEY RAISED IN A FUNDRAISER SHOULD NOT BE USED TO PAY FOR ANY CLASSROOM MATERIAL OR SUPPLY WHICH INCLUDES BUT IS NOT LIMITED TO, TUTOR, CLASSROOM SUPPLIES, OR MATERIALS.**

## **CASH CONTROL FOR FUNDRAISERS**

A cash box must be requested of cash will be accepted at a fundraiser, and it must be under the control of an adult at all times. Sound cash control procedures are essential from the time cash is collected until it is deposited in the bank. This not only deters fraud, but protects all parties from accusatins of wrongdoing. (Refer to the FCMAT *Associated Student Body Accounting Manual*, *Fraud Prevention Guide*, and *Desk Reference* for more detailed information)

### **PROCEDURE**

1. Cash box request should be made to the ASB bookkeeper at least 24 hours before a fundraising event:
  - Request for Cash Box for is completed by the ASB bookkeeper once received
  - Cash is verified by both the ASB Bookkeeper and the club advisor prior to releasing box
  - White andy yellow copies of the form are placed in the cash box
  - The pink copy is retained by the ASB bookkeeper
2. During the event, at least two people should control cash sales using one of the following cash control documents:
  - Tally Sheet
    - Tally items as they are sold
    - Total sales on sheet
    - Count cash and complete Request for Cash Box form
    - Total sales and cash must balance
  - Ticket Sales Report
    - Write in beginning ticket number and ending ticket number for each pricing level of tickets
    - Calculate the total ticket sales on form
    - Count cash and complete Request for Cash Box form
    - Total ticket sales and total profit cash must balance on the form
3. If the fundraiser is a multiple-day event, a Cash Reconciliation form must be used at the end of each day. The cash must be counted by two people at the end of each day, and then recounted at the beginning of the next day. The two totals should match. On the last day of the event, the Cash Box form should be used for the final count. .
4. The cash box should be returned to the ASB bookkeeper in a timely manner
  - Cash is varified by ASB bookkeeper and the advisor, and a receipt is given to the advisor
  - ASB bookkeeper deposits money in the student body club account

# ASB FORMS AND EXAMPLES



## CLUB ADVISOR HANDBOOK

057 VISALIA UNIFIED SCHOOL DIST.  
SEA - JULY 17 - JUNE 18

CASH IN COUNTY TREASURY  
07/01/2017 TO 06/30/2018

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FUND :950 STUDENT BODY FUND  
RESOURCE:02603 BAND CLUB

Club Number  
and Name

DATE	REFERENCE	DESCRIPTION	DEBIT	CREDIT	TOTAL DEBITS	TOTAL CREDITS	BALANCE
07/01/2017	BB-000000	BEGINNING BALANCE	9,343.63		9,343.63	0.00	0.00
		*MONTHLY ACTIVITY AS OF 07/01/2017	9,343.63		9,343.63	0.00	9,343.63
11/16/2017	AP-111617	ACCOUNTS PAYABLE 11/16/2017		294.00	9,343.63	294.00	9,049.63
		*MONTHLY ACTIVITY AS OF 11/16/2017	0.00	294.00			
12/08/2017	AP-120817	ACCOUNTS PAYABLE 12/08/2017		2,571.12	9,343.63	2,865.12	6,478.51
12/15/2017	AP-121517	ACCOUNTS PAYABLE 12/15/2017		1,675.00	9,343.63	4,540.12	4,803.51
12/15/2017	DC-800218	SBA DEPOSIT	2,083.00				
12/15/2017	DC-800218	SBA DEPOSIT	368.00				
12/15/2017	DC-800218	SBA DEPOSIT	1,000.00		12,794.63	4,540.12	8,254.51
		*MONTHLY ACTIVITY AS OF 12/15/2017	3,451.00	4,246.12			
01/19/2018	AP-011918	ACCOUNTS PAYABLE 01/19/2018		1,972.55	12,794.63	6,512.67	6,281.96
		*MONTHLY ACTIVITY AS OF 01/19/2018	0.00	1,972.55			
03/02/2018	AP-030218	ACCOUNTS PAYABLE 03/02/2018		252.00	12,794.63	6,764.67	6,029.96
03/22/2018	AP-032218	ACCOUNTS PAYABLE 03/22/2018		376.12	12,794.63	7,140.79	5,653.84
		*MONTHLY ACTIVITY AS OF 03/22/2018	0.00	628.12			
04/04/2018	DC-800431	SBA DEPOSIT	197.52				
04/04/2018	DC-800431	SBA DEPOSIT	92.00				
04/04/2018	DC-800431	SBA DEPOSIT	74.00				
04/04/2018	DC-800431	SBA DEPOSIT	800.00				
04/04/2018	DC-800431	SBA DEPOSIT	92.00				
04/04/2018	DC-800431	SBA DEPOSIT	92.75				
04/04/2018	DC-800431	SBA DEPOSIT	92.00				
04/04/2018	DC-800431	SBA DEPOSIT	1,500.00				
04/04/2018	DC-800431	SBA DEPOSIT	1,037.00				
04/04/2018	DC-800431	SBA DEPOSIT	72.00				
04/04/2018	DC-800431	SBA DEPOSIT	86.00				
04/04/2018	DC-800431	SBA DEPOSIT	100.00				
04/04/2018	DC-800431	SBA DEPOSIT	92.00		17,121.90	7,140.79	9,981.11
		*MONTHLY ACTIVITY AS OF 04/04/2018	4,327.27	0.00			
06/21/2018	DC-800559	SBA DEPOSIT	92.00				
06/21/2018	DC-800559	SBA DEPOSIT	88.00				
06/21/2018	DC-800559	SBA DEPOSIT	92.00				
06/21/2018	DC-800559	SBA DEPOSIT	88.50				
06/21/2018	DC-800559	SBA DEPOSIT	3,481.38				
06/21/2018	DC-800559	SBA DEPOSIT	92.00				
06/21/2018	DC-800559	SBA DEPOSIT	92.00				
06/21/2018	DC-800559	SBA DEPOSIT	90.00				
06/21/2018	DC-800559	SBA DEPOSIT		420.00	21,237.78	7,140.79	14,096.99
06/28/2018	AP-062818	ACCOUNTS PAYABLE 06/28/2018		420.00	21,237.78	7,560.79	13,576.99
		*MONTHLY ACTIVITY AS OF 06/28/2018	4,115.88				

057 VISALIA UNIFIED SCHOOL DIST.  
SBA - JULY 17 - JUNE 18

CASH IN COUNTY TREASURY  
07/01/2017 TO 06/30/2018

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FUND :950 STUDENT BODY FUND		RESOURCE:02603 BAND CLUB	
DATE	REFERENCE DESCRIPTION	DEBIT	CREDIT
**TOTAL ACTIVITY		21,237.78	7,560.79

\*\*\*ENDING BALANCE 06/30/2018

21,237.78 7,560.79 13,676.99

Total Expected  
Revenue (Income)

Total Expected  
Expenditures (money spent)

you can round up/down  
for Estimated numbers

These numbers  
should be used  
as "Prior Year..."  
Numbers

☒ Budget Adoption or Revised Budget ☐  
 (Circle one)

NAME OF SCHOOL: Valley Oak Middle School

NAME OF CLUB: Band Club (02603) As of: 8/20/18 (Date)

**PART I: REVENUES**

Account Number	Account Description	Prior Year Budgeted Revenue	Current Year Estimated Revenue
02603	Band Club	\$ 21,237.78	\$ 20,000.00
<b>Total:</b>			\$ 20,000.00

**PART II: EXPENSES**

Account Number	Account Description	Prior Year Budgeted Expense	Current Year Estimated Expense
02603	Band Club	\$ 7,560.79	\$ 7,000.00
<b>Total:</b>			\$ 7,000.00

**PART III: ENDING BALANCE AND CARRYOVER**

Difference between total revenues and expenses:	\$ 13,000.00
Plus carryover (ending balance) from prior year:	\$ 9,343.63
Projected ending balance:	\$ 22,343.63

**PART IV: BUDGET APPROVAL**

STUDENT CLUB REPRESENTATIVE: \_\_\_\_\_ (Signature, Title, and Date)

CLUB ADVISOR: \_\_\_\_\_ (Signature, Title, and Date)

PRINCIPAL/SCHOOL ADMINISTRATOR: \_\_\_\_\_ (Signature, Title, and Date)

ASB STUDENT COUNCIL PRESIDENT: \_\_\_\_\_ (Signature, Title, and Date)

Recorded in ASB Student Council Minutes on: 9/12/18 (Date)

APPROVED BY BUSINESS OFFICE: \_\_\_\_\_ (Signature, Title, and Date)



# FUNDRAISING/ACTIVITY APPROVAL FORM



School/Site: \_\_\_\_\_

Requested By: \_\_\_\_\_ Date: \_\_\_\_\_

Club/Sport/Organization: \_\_\_\_\_ Club #: \_\_\_\_\_

Description: \_\_\_\_\_ Flyer attached?: Yes ☐ No ☐

Dates requested for fundraiser: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Location of proposed fundraiser/activity (check one): \_\_\_\_\_ Budget plan for activity attached?:

☐ On Campus ☐ Off Campus Only ☐ Both on and off campus Yes ☐ No ☐

Club contact person: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Student Representative: \_\_\_\_\_ Signature: \_\_\_\_\_

**Please Note:** Do not start organizing your proposed fundraiser/activity until you have received a copy of this request form back which has been signed by the Principal/Designee and approved by ASB, giving approval for the fundraiser/activity on the calendar.

**\*\*All fundraising event profit forms from the previous month must be turned in before approval is granted\*\***

Student Council Recommendation: Approved: ☐ Denied: ☐ Signature: \_\_\_\_\_

Principal/Designee Recommendation: Approved: ☐ Denied: ☐ Signature: \_\_\_\_\_

Reason denied: \_\_\_\_\_

Facilities Approval : \_\_\_\_\_ (Initial) Activities Director Approval: \_\_\_\_\_ (Initial

Recorded in ASB Student Council Minutes On: \_\_\_\_\_ (Date)



Associated  
Student  
Body

## Fundraising Event Profit/Revenue Projection

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

Club #: \_\_\_\_\_

School Site: \_\_\_\_\_

Fiscal Year: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Date Form Completed: \_\_\_\_\_

Part I: Revenue	Estimated Sales			Actual Sales			Difference	
Revenues	Number	Unit Price	Total	Number	Unit Price	Total	Units	Dollars
Number of tickets sold			\$ -			\$ -	-	\$ -
Number of items sold			\$ -			\$ -	-	\$ -
Other Revenues			\$ -			\$ -	-	\$ -
T-SHIRT SALES			\$ -			\$ -	-	\$ -
(describe)			\$ -			\$ -	-	\$ -
(describe)			\$ -			\$ -	-	\$ -
<b>Total All Revenue</b>								\$ -

Shortages								
Lost (attach documentation)						\$ -		
Stolen (attach documentation)						\$ -		
Damaged/Returned						\$ -		
Remaining Unsold						\$ -		
<b>Total all losses</b>						\$ -		
<b>Total Revenue</b>	(Revenue - Shortages)					\$ -		

Part II: Expenses	Estimated Cost			Actual Cost			Difference	
Expenses	Number	Unit Price	Total	Number	Unit Price	Total	Units	Dollars
Other Expenses			\$ -			\$ -	-	\$ -
Supplies			\$ -			\$ -	-	\$ -
Advertising			\$ -			\$ -	-	\$ -
Custodial Overtime			\$ -			\$ -	-	\$ -
T-SHIRT ORDER			\$ -			\$ -	-	\$ -
(describe)			\$ -			\$ -	-	\$ -
(describe)			\$ -			\$ -	-	\$ -
<b>Total Expenses</b>								\$ -

<b>Part III: Net Profit for this Activity:</b>	\$ -
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Submitted and Approved by: \_\_\_\_\_  
Signature, Title, and Date

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

Club Advisor \_\_\_\_\_  
Signature, Title, and Date

Pricipal/School Administrator: \_\_\_\_\_  
Signature, Title, and Date

Recorded in ASB Student Council Minutes on: \_\_\_\_\_  
(Date)

# Fundraising Event Profit/Revenue Projection



School Site: ABC SCHOOL

Fiscal Year: 2018/19

Name of Event: T-SHIRT FUNDRAISER

Date of Event: 8/15/2018 THRU 6/2/2019

Date Form Completed: 8/15/2018

Part I: Revenue	Estimated Sales			Actual Sales			Difference	
Revenues	Number	Unit Price	Total	Number	Unit Price	Total	Units	Dollars
Number of tickets sold			\$ -			\$ -	-	\$ -
Number of items sold			\$ -			\$ -	-	\$ -
Other Revenues			\$ -			\$ -	-	\$ -
T-SHIRT SALES	300.00	10.00	\$ 3,000.00	250.00	10.00	\$ 2,500.00	(50.00)	\$ (500.00)
(describe)			\$ -			\$ -	-	\$ -
(describe)			\$ -			\$ -	-	\$ -
<b>Total All Revenue</b>								\$ 2,500.00

Shortages						
Lost (attach documentation)						\$ -
Stolen (attach documentation)						\$ -
Damaged/Returned				5.00	5.50	\$ 27.50
Remaining Unsold						\$ -
<b>Total all losses</b>						\$ 27.50
<b>Total Revenue</b>	(Revenue - Shortages)					\$ 2,472.50

Part II: Expenses	Estimated Cost			Actual Cost			Difference	
Expenses	Number	Unit Price	Total	Number	Unit Price	Total	Units	Dollars
Other Expenses			\$ -			\$ -	-	\$ -
Supplies			\$ -			\$ -	-	\$ -
Advertising			\$ -			\$ -	-	\$ -
Custodial Overtime			\$ -			\$ -	-	\$ -
T-SHIRT ORDER	300.00	5.00	\$ 1,500.00	300.00	5.50	\$ 1,650.00	-	\$ 150.00
(describe)			\$ -			\$ -	-	\$ -
(describe)			\$ -			\$ -	-	\$ -
<b>Total Expenses</b>								\$ 1,650.00

<b>Part III: Net Profit for this Activity:</b>	\$ 822.50
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Submitted and Approved by: Student Representative, Treasurer, 8/15/2018

Signature, Title, and Date

Student Club Representative: Student Representative, President, 8/15/2018

Signature, Title, and Date

Club Advisor Club Advisor, Teacher, 8/15/2018

Signature, Title, and Date

Pricipal/School Administrator: School Administrator, Principal, 8/15/2018

Signature, Title, and Date

Recorded in ASB Student Council Minutes on: 6/5/2019

(Date)

# Tally Sheet

School Site: \_\_\_\_\_

Club/Number: \_\_\_\_\_

Fundraiser: \_\_\_\_\_

Date of Fundraiser: \_\_\_\_\_

(A) Item Sold	(B) Tally Marks	(C) Total Tally Marks	(D) Sales Price	(E) Extended Total
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
<b>(F) Grand Total:</b>				\$
<b>(G) Cash Receipts:</b>				\$
<b>(H) Difference:</b>				\$

**Submitted and Approved by:**

Student Club Rep: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

*INSTRUCTIONS: (A) Description of each item being sold (B) Tally marks made, one mark for each item sold (C) Number of tally marks for that item (D) Individual item sales price (E) Total of C multiplied by D (F) Grand total—sum of all extended values in E (G) Cash receipts—cash count of total cash from sales, less any startup cash (H) Difference - if E does not equal G, this is the difference between the two. Do not force the balance on this sheet. If there is an out of balance, it should be researched and resolved.*

# Tally Sheet

School Site: \_\_\_\_\_

Club/Number: \_\_\_\_\_

Fundraiser: \_\_\_\_\_

Date of Fundraiser: \_\_\_\_\_

(A) Item Sold	(B) Tally Marks	(C) Total Tally Marks	(D) Sales Price	(E) Extended Total
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
<b>(F) Grand Total:</b>				\$
<b>(G) Cash Receipts:</b>				\$
<b>(H) Difference:</b>				\$

**Submitted and Approved by:**

Student Club Rep: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

*INSTRUCTIONS: (A) Description of each item being sold (B) Tally marks made, one mark for each item sold (C) Number of tally marks for that item (D) Individual item sales price (E) Total of C multiplied by D (F) Grand total—sum of all extended values in E (G) Cash receipts—cash count of total cash from sales, less any startup cash (H) Difference - if E does not equal G, this is the difference between the two. Do not force the balance on this sheet. If there is an out of balance, it should be researched and resolved.*

# Tally Sheet

School Site: ABC SCHOOL

Club/Number: 2303

Fundraiser: ASB T-SHIRT SALES

Date of Fundraiser: 8/15/2018

(A) Item Sold	(B) Tally Marks	(C) Total Tally Marks	(D) Sales Price	(E) Extended Total
T-SHIRT	////////////////	20	\$ 10.00	\$ 200.00
			\$	\$
			\$	\$
			\$	\$
			\$	\$
(F) Grand Total:				\$ 200.00
(G) Cash Receipts:				\$ 200.00
(H) Difference:				\$ 0.00

**Submitted and Approved by:**

Student Club Rep: Student Representative Signature: Student Signature Date: 8/15/18

Club Advisor: Club Advisor Signature: Advisor Signature Date: 8/15/18

INSTRUCTIONS: (A) Description of each item being sold (B) Tally marks made, one mark for each item sold (C) Number of tally marks for that item (D) Individual item sales price (E) Total of C multiplied by D (F) Grand total—sum of all extended values in E (G) Cash receipts—cash count of total cash from sales, less any startup cash (H) Difference - if E does not equal G, this is the difference between the two. Do not force the balance on this sheet. If there is an out of balance, it should be researched and resolved.

# Tally Sheet

School Site: \_\_\_\_\_

Club/Number: \_\_\_\_\_

Fundraiser: \_\_\_\_\_

Date of Fundraiser: \_\_\_\_\_

(A) Item Sold	(B) Tally Marks	(C) Total Tally Marks	(D) Sales Price	(E) Extended Total
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
(F) Grand Total:				\$
(G) Cash Receipts:				\$
(H) Difference:				\$

**Submitted and Approved by:**

Student Club Rep: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

INSTRUCTIONS: (A) Description of each item being sold (B) Tally marks made, one mark for each item sold (C) Number of tally marks for that item (D) Individual item sales price (E) Total of C multiplied by D (F) Grand total—sum of all extended values in E (G) Cash receipts—cash count of total cash from sales, less any startup cash (H) Difference - if E does not equal G, this is the difference between the two. Do not force the balance on this sheet. If there is an out of balance, it should be researched and resolved.