NKHS ASB Advisor/Coach's Agreement

As an Advisor or Coach at North Kitsap High School, 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 "North Kitsap High School ASB Fund Handbook" and I will comply with it.

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