



MT. DIABLO UNIFIED SCHOOL DISTRICT

INTERNAL AUDITOR GUIDANCE

Associated Student Body  
**Advisor Handbook**

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## Club Advisor / Principal Guidelines and Responsibilities

### Club Advisor must:

- Be a certificated staff member
- Ensure club application paperwork is completed and turned in by the deadline
- Be present at all club meetings, events, and fundraisers
- Ensure the club meets regularly and minutes are taken and approved, and that a copy is forwarded to the ASB student council in a timely manner
- Ensure that club officers and 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, and estimated expenses pre-approved
- Ensure all flyers and posters are approved by administration prior to being posted
- Ensure any/all club monetary transactions have proper and adequate supporting documentation. Cash collection have certificated staff present. Club record and maintain safe custody of all money collected and turn in to the ASB bookkeeper at the end of the day. ASB bookkeeper must deposit money to bank account no less than once a week. Checks must never be made payable to ASB Advisor, or a student; and funds never be deposited in an individual's personal bank account
- Ensure all cash/check collection are counted by at least two people
- Ensure all expenditures have three (3) approval signatures (club officer, club advisor and administrator)
- **Principal is ultimately responsible for all of the above**

### 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 (AB-1575).

### 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. Any money that remained in such club will be move to General Fund unless specified otherwise in constitution.

\*Inactive club is defined as no club activity in the last eighteen (18) months, unless a longer period is specified in the club bye-laws or constitution

# Club By-Laws

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Name of School

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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 the course 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 in the event 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 the 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 the 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/quarter 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. No outside nonprofit affiliate charities can be beneficiaries of club fundraising.
- X. The four positions considered as club officers are club president, club vice president, club secretary, and club treasurer. 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 an 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 all of the by-laws listed in this document:**

\_\_\_\_\_

Club Name

\_\_\_\_\_

Club President Name

\_\_\_\_\_

Club President Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Club Vice President Name

\_\_\_\_\_

Club Vice President Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Club Secretary Name

\_\_\_\_\_

Club Secretary Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Club Treasurer Name

\_\_\_\_\_

Club Treasurer Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Club Advisor Name

\_\_\_\_\_

Club Advisor Signature

\_\_\_\_\_

Date

# Club Constitution

Activity Club only

Fundraising Club (must complete a Club Budget Form)

SCHOOL NAME: \_\_\_\_\_

CLUB NAME: \_\_\_\_\_ SCHOOL YEAR: \_\_\_\_\_

CLUB ADVISOR: \_\_\_\_\_

## ARTICLE I – Name, Purpose and Goals

CLUB PURPOSE: (What is the goal of the club? Think about short-term goals, i.e., weekly and monthly, and long-term goals, i.e., yearly. Explain the purpose and goals of the club and a list of what is to be accomplished)

ACHIEVING CLUB'S PURPOSE: (How will the club achieve its goals? What actions will it take to work toward its purpose? List ideas for achieving goals. Explain how those ideas relate to the purpose of the club.)

CLUB AND THE COMMUNITY: (How will the club impact the school and/or the community? What things can the club teach, share, assist with, or use to engage with the student body and/or the community? Be creative in writing down what the club can do to positively impact the school and community.)

AFFILIATION: (Is the club affiliated with an outside nonprofit or charity organization? If these organizations will be beneficiaries of club fundraising proceeds, please list the name(s) of these organizations. All beneficiaries must be approved by the district board of education.)

ACTIVITIES AND FUNDRAISERS: (Activities should be fun, related to the club, and members should learn something new. Activities can be a field trip or a fundraiser. List ideas for activities and fundraisers for a 12-month period.)

Activity/Fundraiser	Approximate Date
•	
•	
•	

## ARTICLE II – Membership & Recruiting

MEMBERSHIP QUALIFICATIONS: (Write down the qualifications required to become a member.)

RECRUITING: (Write down your ideas for promoting the club and recruiting new members. List the various forms of media your school has to assimilate information.)

## ARTICLE III – Meetings & Guidelines

Clubs shall structure meetings with the club advisor to fit the needs of the club and to fulfill the goals that have been established. Meetings should be held at least once a month and minutes taken and forwarded to the leadership class. Meetings must be held on campus.

Meeting Day: _____
Time:           from _____ to _____
Location:       _____

## ARTICLE IV – Club Officers

ELECTION OF CLUB OFFICERS: (Explain how and when officers will be elected, who elects them, how long they will hold office, and what the qualifications for office shall be)

- President: \_\_\_\_\_ email: \_\_\_\_\_
- Vice President: \_\_\_\_\_ email: \_\_\_\_\_
- Treasurer: \_\_\_\_\_ email: \_\_\_\_\_
- Secretary: \_\_\_\_\_ email: \_\_\_\_\_

## ARTICLE V – Financial Responsibility

FINANCIAL RESPONSIBILITY: (In accordance with Education Code Section 48932, all groups that fundraise must define their needs and their plans for fundraising. Complete the attached Club Budget Plan form, listing the expected revenue from dues, fundraisers, and donations, along with the estimated expenses of the club.)

**ARTICLE VI – Amendments**

AMENDMENTS: (Write down the process by which the bylaws may be amended, e.g., who can recommend a change and what percent of a vote is required.)

**APPROVALS:**

Club President Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Club Advisor Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Club Advisor’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

-----  
**FOR OFFICE USE ONLY:**

Approved:     Yes     No

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ASB Advisor’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Club Officers' Duties

### President

- Preside over all meetings
- Plan and prepare agenda for all meetings, working closely with the 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 and 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 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 the time meeting was called to order for the minutes and circulates a sign-in sheet.

## 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 (if a fundraising club):

- 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, the motion protocol should be used.
- Secretary: Documents the discussion in the minutes, noting the motion makers and 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, the 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 Minutes

\_\_\_\_\_  
Name of School

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

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

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

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

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

## Committee Reports:

## Treasurer's Report (if a 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: Sign-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. Checks and cash collected at the donation events must be counted by at least two people
4. Cash Verification form must be completed, and cash/checks handed to bookkeeper on the same day
5. ASB bookkeeper will deposit the donations in the club's student body account.

# Fundraising Procedure

Fundraising events 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 the FCMAT *ASB Manual* for nutrition regulations)
- Entertainment
- Advertising
- Publications
- School Logo items
- Tournaments
- Car Washes
- Book Fairs

Food sales must meet Education Code Sections 49430 through 49436 and state published nutritional standards set by the Director of Food Services of MDUSD. Food and beverages are only permitted if (i) items are sold by students of the school, (ii) sales occur during a school sponsored event after the end of school day (iii) no later than half hour before start of school hours or no earlier than half hour after end of school hours

## Unallowable Fundraising Events

- Raffles or any games of chance
- Activities that pose liability, safety or risk concerns such as,
  - Mechanical or animal rides
  - Use of darts or arrows, rockets, jet propelled items or objects thrown at people
  - Pogo sticks or pogo balls
  - Bonfires or fireworks
  - Skateboarding, roller-skating, roller, blading, or ice-skating
  - Auto racing
  - Dunk tanks
  - Power puff football

## PROCEDURE

1. Clubs must have an approved budget that include fundraising. Complete an ASB Fundraising Authorization Form and an ASB Fundraising Revenue/Expense Statement. The form and statement must be signed by a club representative and the club advisor and approved in the club minutes.
  - a. Forward the completed form and statement 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 Fundraisers procedure (see below) must be followed.



## Fundraising Cash Control Procedures

A cash box should be requested if cash will be accepted at a fundraiser, and it must be under the supervision of an certificated staff 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 accusations 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 three (3) days before a fundraising event:
    - a. Request for Cash Box form is completed by the ASB bookkeeper once received
    - b. Cash is verified by both the ASB bookkeeper and the club advisor prior to releasing box
    - c. Copies of the form are placed in the cash box
    - d. A 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:
    - a. 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
    - b. Ticket Sales Report
      - Write beginning and ending ticket number for each price level of tickets
      - Calculate the total ticket sales on form
      - Count cash (at least two people) 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 Deposit Verification 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 if one was used for the event
  4. The cash box should be returned to the ASB bookkeeper in a timely manner
    - Cash should be verified by ASB bookkeeper in the presence of depositor or an adult staff
    - A receipt is given to the ASB advisor
    - ASB bookkeeper deposits money in the student body club account and post to ledger
- Cash box must never be taken home; an administrator should secure the cash in the school's safe at the end of any evening event held at the school.

# Cash Box Request Form

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Name of School

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Club Name

I am requesting a cash box in order to make change for the following event:

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

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

Sponsored by (Name of club or Class): \_\_\_\_\_

Date & Time Cash Box Required: \_\_\_\_\_

What cash change is required?

\$20 x \_\_\_\_\_ = \$ \_\_\_\_\_    \$10 x \_\_\_\_\_ = \$ \_\_\_\_\_    \$5 x \_\_\_\_\_ = \$ \_\_\_\_\_    \$1 x \_\_\_\_\_ = \$ \_\_\_\_\_

25c x \_\_\_\_\_ = \$ \_\_\_\_\_    10c x \_\_\_\_\_ = \$ \_\_\_\_\_    5c x \_\_\_\_\_ = \$ \_\_\_\_\_    1c x \_\_\_\_\_ = \$ \_\_\_\_\_

How much does this total? \$ \_\_\_\_\_

Who is responsible for returning the cash box and money to the office manager (ES/MS) or treasurer (HS)?

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position in Club/Class

---

Cash/Check Counted

Cash Box Received

Counter 1: \_\_\_\_\_

Print Name

Signature: \_\_\_\_\_

Sign & Date

Counter 2: \_\_\_\_\_

Print Name

Signature: \_\_\_\_\_

Sign & Date

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## Deposit Verification Form

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

Name of School: \_\_\_\_\_

Club Name & Activity: \_\_\_\_\_

Persons Counting Money: \_\_\_\_\_ Signature: \_\_\_\_\_

(at least TWO PEOPLE are required to count money) \_\_\_\_\_ Signature: \_\_\_\_\_

This form is for verification purposes only. Please complete the following information, using **TOTAL AMOUNTS IN ALL AREAS.**

_____	x	\$100.00	=	\$ _____
_____	x	\$50.00	=	\$ _____
_____	x	\$20.00	=	\$ _____
_____	x	\$10.00	=	\$ _____
_____	x	\$5.00	=	\$ _____
_____	x	\$2.00	=	\$ _____
_____	x	\$1.00	=	\$ _____
Total All Coins*			=	\$ _____
Total All Checks			=	\$ _____
<b>DEPOSIT TOTAL</b>				\$ _____ <b>**</b>

Office Verification \$ \_\_\_\_\_ \*\*

SHORT/BALANCED/OVER

(circle one)

Office Signature \_\_\_\_\_

Amount Short/Over: \$ \_\_\_\_\_

Date Verified: \_\_\_\_\_ Date Deposited: \_\_\_\_\_

Notes/Remarks \_\_\_\_\_

\_\_\_\_\_

PREVIOUS ACCOUNT BALANCE		\$	_____
PLUS DEPOSIT AMOUNT	+	\$	_____
<b>CURRENT ACCOUNT BALANCE</b>	=	\$	_____

TOTAL ALL COINS			
_____ Dollars	x	1.00 = \$	_____
_____ Halves	x	0.50 = \$	_____
_____ Quarters	x	0.25 = \$	_____
_____ Dimes	x	0.10 = \$	_____
_____ Nickels	x	0.05 = \$	_____
_____ Pennies	x	0.01 = \$	_____
<b>*TOTAL ALL COINS</b>			\$ _____

# ASB Fundraising Authorization Form

(This form must be submitted with the ASB Fundraising Revenue/Expense Statement)

Originators please complete and return to the principal/vice principal thirty (30) days prior to the date of planned activity for approval. Once approved by the site administrator and the food services manager (if food item sold), a copy of your form needs to be sent to the appropriate elementary, middle or high school superintendent one week prior to the event. \*No raffles - please see below

1. School Name:
2. Student Group:
3. Purpose of fundraiser:
4. List of all items to be sold:
5. Date sale will take place:
6. Time sale will take place:
7. Location of sale:
8. If sale item is food, who will be responsible for food safety?

I request approval to organize the fundraiser \_\_\_\_\_  
Signature (Club Advisor/Student Officer)                      Date

Food or Beverage Sale  
 Needs site Food Service Manager's Approval \_\_\_\_\_  
Signature (Food Service Manager)                      Date

All Fundraisers require ASB Activities Director's Approval \_\_\_\_\_  
Signature (ASB Advisor)                      Date

Comments:

I  approve  disapprove this fundraiser.

By: \_\_\_\_\_  
VP / Principal Name (Please Print) VP / Principal Signature Date

Reason for disapproval:

Distribution: Originator/ Vice Principal/ Treasurer / Office Manager  
 Food Service Manager  
 Appropriate Middle/ High School Asst. Superintendent

\* Raffles are prohibited by law under California Penal Code as "games of chance."

# ASB Fundraising Revenue/Expense Statement

(This form must be submitted with the ASB Fundraising Authorization Form)

Name of School: \_\_\_\_\_

Class/Club: \_\_\_\_\_ Event Date(s): \_\_\_\_\_

Name of Event: \_\_\_\_\_ ASB Account No.: \_\_\_\_\_

Part I—Estimated and Actual Sales/Revenue							
Estimated Sales/Revenue (Complete Before Event)				Actual Sales/Revenue (Complete After Event)			
Revenue Items	Qty	Unit Price	Total	Qty	Unit Price	Total	
Adult tickets							
Student tickets							
ASB tickets							
Other tickets							
% of Restaurant Proceeds							
Items Sold:							
1.							
2.							
3.							
4.							
5.							
<b>TOTAL ESTIMATED PROJECTED INCOME:</b>				<b>TOTAL INCOME:</b>			

Part II—Estimated and Actual Expenses							
Estimated Expenses (Complete Before Event)				Actual Expenses (Complete After Event)			
Expense Items	Qty	Unit Price	Total	Qty	Unit Price	Total	
Cost of items							
1.							
2.							
3.							
4.							
5.							
Supplies							
Advertising							
Custodial Overtime							
Equipment							
Fees							
Tickets							
DJ							
Other:							
<b>TOTAL ESTIMATED EXPENSES:</b>				<b>TOTAL EXPENSES:</b>			

**Part III (AFTER THE EVENT)**

Actual Net Profit for this Fundraiser: \_\_\_\_\_

BEFORE EVENT APPROVALS		AFTER EVENT APPROVALS	
Prepared by/Date:		Prepared by/Date:	
Club Advisor/Date:		Club Advisor/Date:	
Activities Director/Date:		Activities Director/Date:	
VP/Principal/Date:		VP/Principal/Date:	

Name of School \_\_\_\_\_

Office Use Only

DATE: \_\_\_\_\_ CHECK # \_\_\_\_\_

Associated Student Body Account (Organized)

## Request for Authorization & Payment of Expenditure

### SECTION 1: REQUEST FOR AUTHORIZATION (must be approved prior to purchase):

CLUB/ACCOUNT: \_\_\_\_\_ Code: \_\_\_\_\_ Budget Item: \_\_\_\_\_

We certify this request has been Approved and Recorded in The Club Budget and Club Minutes dated \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

TOTAL ESTIMATED COSTS \$ \_\_\_\_\_

CLUB APPROVALS: \_\_\_\_\_

Club President

Club Advisor (Teacher)

### SECTION 2: PURCHASE INFORMATION

How will these items be purchased? Purchase Order \_\_\_\_\_ Private Purchase \_\_\_\_\_

If Purchase Order Complete the following: Vendor Information (Attach Estimate or Quote)

Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Check to Vendor will be processed when Treasurer receives Invoice and Packing Slips

PO #
_____
Date:
_____

### SECTION 3: ASB APPROVALS

This request has been Approved and Entered in ASB Executive Board Minutes Dated: \_\_\_\_\_

ASB APPROVALS: \_\_\_\_\_  
ASB Treasurer ASB Activities Director ASB Administrator (VP/Principal)

### SECTION 4: CHECK REQUEST: For Private Purchase: Original receipts and packing slips must be attached

PLEASE ISSUE A CHECK IN THE AMOUNT OF \$ \_\_\_\_\_ FROM THE ABOVE ACCOUNT.

PAYABLE TO: \_\_\_\_\_

ASB Student Officer: \_\_\_\_\_ Date: \_\_\_\_\_

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

ASB Administrator (VP/Principal): \_\_\_\_\_ Date: \_\_\_\_\_

## Reference

- I. Mt. Diablo Unified School District ASB Accounting Guide
- II. Mt. Diablo Unified School District Board Policies
  - BP 3452 - Business and Non-Instructional Operations | Student Activity Funds
  - AR 3452 - General Principles Governing Student Body Finance | Administration of Student Body Funds | Raising Student Body Funds | Expenditure of Student Body Funds | Management of Student Body Funds
  - BP 1321 - Community Relations | Solicitation of Funds from and by Students | Solicitation on Behalf of Charitable Organization
  - AR 1321 - Community Relations | Solicitation of Funds from and by Students | Community Sales, Door-to-Door Sales
- III. California Department of Education Accounting Procedures for Student Organizations
- IV. FCMAT (Fiscal Crisis and Management Assistance Team) Associated Student Body Accounting Manual, Fraud Prevention Guide and Desk Reference 2015 (*Available on line at [www.fcmat.org](http://www.fcmat.org)*)
- V. Education Code

### Purpose and Privileges of the Student Body Organization

#### Ed Code 48930

Any group of students may organize a student body association within the public schools with the approval and subject to the control and regulation of the governing board of the school district.

### Supervision of Student Funds

#### Ed Code 48937

The governing board of any school district shall provide for the supervision of all funds raised by any student body or student organization using the name of the school. The governing board of a school district may also provide for a continuing audit of student body funds with school district personnel.