

Timberwolf Organization & Club Handbook



**SIERRA HIGH SCHOOL HANDBOOK
FOR CLUBS AND ORGANIZATIONS**

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SECTION ONE: *Requirements for Clubs*

Sierra SLOs all focus on the school's mission, and extra-curricular activities and clubs provide vital connections among students, staff, parents, and the community. We need teachers to help us in promoting and leading clubs, classes, and activities.

Guiding Principles

Sierra High School provides exceptional extracurricular experiences of several types. The student activities program is generally a major means of meeting those objectives that are not adequately served by regular classroom instruction. Typically, student activities are characterized by extensive student participation in both the planning and carrying out of these activities. Experiences in the student activities program are designed to meet the leisure, recreational, social, and emotional needs of all students.

The student activities program is planned to develop desirable social attitudes by providing opportunity for individuals, small groups, and the entire school to participate. It provides ample opportunities for development and understanding and cooperation among social and ethnic groups within the student body. With guidance, students share responsibility for selecting, organizing, and evaluating the activities and outcomes. In all activities, the development of democratic leadership and cooperative attitudes is a major theme.

Professional Guidance

The individual teacher who participates in the activities program has much to gain. It is common knowledge that extra-curricular contact with students develops positive relationships in the classroom.

One of the major goals of the overall extra-curricular program is to provide various connections for students with the school. It also allows students and adults to interact and grow outside of the classroom setting. Many positive traits can be reinforced and learned in such settings, as we endeavor to create more positive relationships and better citizenship for our students.

Getting your club started

Your club must have submitted a constitution that has been processed and approved by ASB prior ***to the end of the first semester, in October, along with your budget and roster.*** Advisors must attend Advisor Meeting with Activities Director prior to starting any club.

Constitutions must include:

- a. Preamble
- b. Name of the club
- c. Time place and frequency of meetings
- d. The duties of club officers
- e. Qualification of Club Members (Eligibility)
- f. Explanation of Legislation
- g. Explanation of Amendments
- h. Explanation of Finances
- i. Graduation Recognition

Clubs must have at least ten active bodies that are eligible with at least a 2.0 G.P.A. and with only 1F and only 1U, and clubs must be ***composed entirely of Sierra High School Students.*** Club Rosters with Student names and ID numbers need to be submitted to the ASB Clerk by the end of the 1st Semester in October. No new clubs will be added after the first term of the school year.

SECTION TWO: *My Responsibilities*

ACCOUNTABILITY is a must for a good club. One of the underlying factors of a school-based club is that you teach the student or club member the importance of accountability.

Accountability needs to be modeled and groomed. **Deadlines for events need to be followed.**

Forms for activities and fundraisers need to be filled out and approved prior to the event (2 weeks). See forms at the end of this document.

Facility Request Form and Cafeteria Notification Form needs to be filled out. Can be attained from Principal's Secretary (Teacher Responsible).

Proper numbers of teacher chaperones need to be assigned at all off and on campus events (10-1 ration of same sex chaperones).

Supervision of Student Groups, Activities, Etc.

1. Advisors are reminded that student enthusiasm is often high and careful planning is needed to ensure it is directed toward justifiable and acceptable ends.
2. Advisors are cautioned against undertaking or approving projects that will tax their time and ability and those of students concerned that the essential work of the school is neglected. Each teacher and faculty member and student has a basic responsibility to his regular class work, and the affairs of organizations and activities must be adjusted accordingly.
3. Your primary responsibility as an advisor is supervision, ranging from simple observation and guidance at meetings and on trips, to overseeing the appropriate collection and distribution of revenue from various fund-raising activities. **The significance of your position is one of individual adult responsibility for all club matters.** Rest assured that both the district and Sierra High will most certainly investigate your role in activity of a questionable nature.
4. It is important to remember that successful group functions are dependent upon considerate behavior by all members of the group. Individuals must respect the wishes of other students in the club and put their own wishes second.
5. Always be aware of activities that may create a situation in which you are increasing your liability.
6. If you are planning a field trip, please refer to the field trip requirements in Faculty Handbook. If you have any other questions, seek assistance from the office manager or transportation clerk.

Advisor Duties and Responsibilities (con't)

Specific Responsibilities:

1. Cooperate with the entire activity program of the school.
2. An ***advisor must be present*** at all meetings and activities of the organization. Supervision of organization meetings should be arranged so advisors in attendance know what has “been going on” in previous meetings.
3. **ALL** advisors are expected to attend all major functions of their organization.
4. Advisors are responsible for following all policies and procedures established for the activities program.
5. Advisors should allow the students to “run” their meetings; guide them in the proper use of basic parliamentary procedures, basic record keeping, etc.
6. Complete an Activity Request form for every activity and or fundraising event prior to the event. Club minutes should always be attached.
7. Help the secretary and treasurer become familiar with the keeping of minutes and records and make sure that both are accurate.
8. **Hold a minimum of 8 meetings throughout the school year. Four need to be completed by the first semester.**
9. **Club minutes must be submitted to ASB Clerk**

Club Budgets

All clubs will be required to submit an annual budget. Budget allows students to determine if they will raise enough funds during the year to cover their anticipated expenses. Because ASB organizations also provide an opportunity for students to learn about business operations, a budget is one of the tools of business that students can learn to use. Budgeting is also a life skill needed to manage one’s own personal finances.

Guest Speakers

If you have a club that brings in Guest Speakers here is the policy that is required

- Meeting minutes approving the Guest Speaker turned in at least one week prior with an activity request form.
- Complete a No Fee Service Agreement when no compensation is being paid.
- If the speaker charges a fee, a Standard Vendor Contract, along with insurance requirements must be completed, along with a Requisition for a Purchase order at least 3 weeks in advance.

SECTION Three: *What about Money and Disbursements?*

Fundraising

Fundraising for your club is vital as this resource is necessary to underwrite co-curricular activities. One must understand that monies generated from student activities belong first and foremost to the school system, most specifically to the Associated Student Body General Fund. All club accounts fall within the scope of this general fund. (Ed. Code section 48932)

Fundraising must be done with clear purposes, needs and objectives. All goals must be recognized, understood, and even shared where possible.

Designate a definite goal and time frame, as people are much more likely to help if they recognize a definite and set completion date.

Keep checklist and weekly reports accurate and current.

The basic purpose of raising and expending money by a club is to promote the general welfare, morale, and educational experiences of its members. Money raised by clubs / class accounts at Sierra High School belongs to the members. This remains true as long as the funds are collected and distributed in a manner which is in compliance with the board approved procedures governed by The Associated Student Body finances.

Student leaders must review district, state, county, and city policies regarding public money, its developments, care and distribution.

Money is raised in three basic ways:

1. Selling products (food, candles, etc.)
2. Selling services (shows, washes, dinners, etc.)

Selling on campus is allowed 4 times per year on designated dates, determined by the Activities Director. Food sales must meet health guidelines and be approved by the cafeteria manager.

No events added to the calendar will be approved unless they are sponsored by ASB (dances, rallies, etc.)

3. Class dues, Memberships etc.

What can money be spent on?

Be very careful what you spend all that money on. You cannot purchase or provide in these areas:

1. Salaries or stipends to individuals or groups.
2. Gifts, loans, credit, or the purchase of accommodations for district employees or others.
3. Equipment, supplies forms and postage for curricular or classroom use for district business.
4. Repairs and maintenance of district-owned equipment.
5. Salaries and supplies which are the responsibility of the district.
6. Articles for personal use of district employees.

Money that is generated by students should be spent on student's needs and approved by administration.

Fundraising/Activity Procedures

An Activity Request Form must be completed and submitted to the ASB Clerk. The Student Council and the Activities Director will vote and approve before any fundraising or activity takes place. All clubs, sports and classes that are having or hosting an event on or off campus will need to complete the following applicable forms and attach club minutes.

- Activity Request
- Facility Request
- Cash Box Request (if applicable)
- ASB Requisition (if spending funds for event)
- Cafeteria Concessions (if selling food during the school day)
- Film/movie approval form (for any movie nights)

** Please note if your club or class works with an outside parent group, i.e., Boosters, please be sure they complete the activity request form, so the office is aware of activities being held on your behalf.

Selling Items and Receiving Funds

If your club is collecting money for sales or fundraising, you must track sales in the following ways.

- Tally Sheet
- Numbered Receipts
- Sales Log/Pledge Sheet
- Point of Sale report
- Numbered tickets for sale of services along with sales log.

Receipt books will be provided by the ASB Clerk when needed. When turning in funds, all money should be counted by advisor and student representative and documented with 2 signatures and turned in promptly with a completed deposit slip. Receipt books need to be turned in at the end of the school year.

Snack Bar Fundraising

If your club/team is planning on running a Snack Bar for a Fundraiser there are very strict stipulations. You must keep a starting and running inventory on items purchased and sold. Inventory must be updated after every game or event and turned in to the ASB Clerk. Sales will be tracked on a Tally Sheet and turned in with your deposit following the event. Make sure tally sheet is verified by two individuals and signed at the bottom.

Turning In Money:

Complete a Cash Count Form (new form) and return with your Cash Box to the ASB Clerk. Money will then be verified by ASB Clerk and deposit slip will be completed.

Deposits

Total Deposit should match your back up documentation: Tally Sheet, Receipts, and or Sales Logs. Deposits are posted to the Club Accounts by the ASB Account Clerk.

EXTREMELY IMPORTANT that all funds earned must be turned into the ASB Account clerk immediately following the activity/fundraiser or as soon as the event/fundraiser has concluded. **All Money must be turned in at the conclusion of the event.**

When Fundraiser income is to be used to offset student costs, such as uniforms, travel expenses, etc., a detailed report on each student is to be submitted with each deposit. This report is to include the following information:

- a. Student name
- b. Students' total cost for the uniform
- c. Amount from fund-raiser income to be credited to students.
- d. Students' balance due

Purchasing/Spending Club Funds

When choosing a Vendor to purchase merchandise from, please make sure they accept a PO for payment, and if it's a new vendor that we haven't used in the past we will need a W-9 to set them up in our system.

Vendors that provide a service i.e.: DJ, Lighting, Catering Etc. you will follow the same Requisition Steps, but this will be processed through the District Office, and they will require a Standard Vendor Contract, along with the necessary insurance required by the School District. This process takes a little longer and we suggest giving at least 3 weeks' advance notice.

**** NOTE, Vendor Requisitions through the District Office have a hard deadline for submission, which will be the last Friday before Spring Break.**

Requisition for Purchase Order

A requisition must accompany every purchase order. Requisitions are to be completed and turned to the ASB Account Clerk who will then prepare the purchase orders to submit to the Student Council for consideration at the next scheduled meeting. Purchase orders must be approved prior to any orders being placed. **PO requisitions must include a quote for the service or products wanted (if warranted).** Any invoices received that have not been approved ahead of time may become the personal responsibility of the Advisor.

ASB meets formally every Wednesday. ALL PO Requisitions must be turned in to the ASB Account Secretary by 3:45 every Tuesday for approval on Wednesday. The Activities Director will not accept any PO requisitions in room 51; all paperwork must be turned into the ASB Account Clerk. PLEASE PLAN ACCORDINGLY!

Complete a Requisition form to include the following information:

- a. Vendor/Supplier
- b. Vendor Contact Information
- c. Club Name
- d. Student Club Representative Signature
- e. Description of what you propose to purchase (quantity, Unit price, Total)
- f. Please include Sales Tax, Shipping if applicable, Total
- g. Special Instructions (i.e., Do Not Mail-Will Hand carry to Vendor for Pickup, Hold in Office-Will Pickup Check, etc.)
- h. Club Advisor Signature
- i. ASB- Student Representative Signature
- j. Approved by Administrator (ASB Clerk will get signature)

Once your PO has been approved, the ASB Clerk will submit the PO for ordering via email, you will be cc'd on, so you are aware the order has been placed. Once merchandise is received, it's very important that you sign off on the Packing Slip "okay to pay" and return to the ASB Clerk to pay the invoice.

Open Purchase Orders

If you will be purchasing several items and are not sure exactly how much you will be spending, you can request an OPEN PURCHASE ORDER not to exceed a set amount of money. With this type of purchase order, you must turn in original receipts for all purchases for the Account Clerk to match receipts to the vendor's final invoice.

Open Purchases Orders for Reimbursement

You can request an open PO for yourself for reimbursement only in the case that the vendor does not accept a PO for payment. Also, you cannot order any custom merchandise on this type of purchase order. These types of PO's should be kept to a minimum and should be activity specific.

Purchases Requiring Pre-Payment

ASB cannot make pre-payments, all goods and services must be received before payment will be made. All payments will be made within 30 days of receipt of goods and services.

Timeline for Requisitions and Check Disbursements

- Requisitions turned in before Tuesday will be submitted to the Student Council on Wednesday.
- The Student Council meets every Wednesday and then returns approved purchase orders to the SHS Account Clerk. Who will process the POs by the end of the week.
- The SHS Account Clerk submits purchase orders for signatures.
- Checks are written twice a week and must be submitted for administrators' signatures. Turnaround time is approximately 1 week.

SECTION FOUR: *What is the law?*

Once the decision has been made to accept the myriad of responsibilities associated with becoming a club advisor at Sierra High School, it is important that you have a working knowledge of the legislative policies pertaining to all student body organizations. The statutory basis for any club, which functions within the parameters, is set forth in California Education Code Sections 48930-48938.

Section 48930 outlines the legal basis for all student body related club, classes, and organizations:

“Any group of students may organize a student body association within the public school with the approval and subject to the control of and regulation of the governing board of the school district. Any such organization shall have as its purpose the conduct of activities on behalf of the students approved by the school authorities and not in conflict with the authority and responsibility of the public-school officials.”

Section 48931 details further the process of approval as implemented and enforced by each respective school board:

“The governing board of any school district may authorize an organization composed entirely of pupils attending the schools of the district to maintain such activities as may be approved by the governing board...”

This would include the formation, supervision and operation of all campus athletic teams, clubs, classes and organizations.

Section 48931 also regulates the sale of food items on campus for the purpose of fundraising.

“As previously noted, the school district governing board may by resolution, authorize student organizations to sell food provided that in...high schools no food items prepared on the premises are sold by these organizations during the school day”.

The code does not address, however, those instances in which the individual responsible for the food service operation on campus (in appropriate consultation with associated student body officials) allows specific student clubs, teams, or organizations to sell food items during or after the regular school day if they are in compliance with the following California Administrative Code (CAC 15501).

1. The board approves the specific nutritious food items.
2. Only one such club, team, or organization may sell no more than three types of food or beverage items each school day.
3. Any one or more student organizations may conduct no more than four food sales of any food items in any school year.
4. The sales during the regular school day are not of food prepared on the premises.

5. The food items sold during the regular school day are not those sold by the district in the food service programs at the school during that particular day.
6. California Uniform Retail Facilities Law Section 114015 effective 1/1/2000 states: "No food prepared or stored in a private home shall be used stored, served, offered for sale, sold, or given away". This means no homemade goodies!
7. No food of minimal nutritional value (MNV) can be sold during the school day
8. If you have a question about allowable foods to sell, see the cafeteria supervisor or the Dean of Student Activities.

Section 44015 outlines the use of ASB club monies for student scholarships, not to exceed \$200 per student. If a larger amount is desired, you will need to submit a request to the School Board for approval.

Ed Code 44015 - "shall not exceed two hundred dollars (\$200), unless a larger award is expressly approved by the governing board."

Board Policy # 5126.1 - "shall not exceed two hundred dollars (\$200), unless a larger award is expressly approved by the Governing Board."

For ASB related scholarships the Associated Student Body Accounting Manual further states, "No more than \$1,000 in total may be awarded each year in high school, and no more than \$200 may be awarded to any individual student."

In order to make sure that we are in compliance with Ed Code and Board Policy, approval will need to be obtained from the Board for the granting of all scholarships over the amount of \$200.

Fiscal Services Supervisor at the District Office will need the following

information. Name of Scholarship (Ex: Staff Scholarship)

\$ amount of Scholarship (Ex: \$400.00)

Number of Each type of Scholarships being given

Fund used for Scholarship (Ex: General Fund Student Body)

Demography of the proposed recipients of each Scholarship (Ex: Children of Staff members)

SECTION 5: FAQ's

When do I have to fill out paperwork?

Whenever your club is planning an any activity, fundraiser, guest speaker etc. Paperwork is required so ASB and administration is aware there is an activity.

Do I have to fill out the forms for my fundraiser?

Yes, all fundraisers need to be approved. Auditors for student generated revenue need proof that the account is being handled in the best interest of the students.

We arrived at the gym and the gym was already being used.

Be sure that you have made all the arrangements for your event at least two weeks in advance. Make sure your facility request form has been completed and approved. Try a dry run of the events and confirm all reservations prior to the event.

I went to get money out of my club account and now I cannot pay back the parents that bailed me out of the situation I was in earlier.

All money must be requisitioned through a purchase order, approved by the club advisor and a vote of the majority of the club members prior.

REMEMBER: ONE OF THE QUICKEST WAYS TO CAUSE MAJOR PROBLEMS FOR YOURSELF AS AN EDUCATOR IS TO MISMANAGE STUDENT GENERATED REVENUE.

What do you mean that I cannot spend any money?

Until your charter has been approved and maintained annually, your club may have its resources frozen. There is a 30-day grace period for all existing clubs which ends the last day of September.

NOTE: Most challenges can be avoided by thorough planning. Included in this handbook is a checklist of protocol that you may use as a guide to help organize an activity or club. Use this guide until you can effectively develop one of your own.

All monies in Club Accounts need to be spent on the students that did the fundraising. Large balances should not carry over to the following year.

All monies in Club Accounts that are not active the following year will be transferred to ASB



SIERRA HIGH SCHOOL CLUB CONSTITUTION

YEAR:

CLUB NAME:

We, the members of the _____ club, desiring to develop tradition which will bring honor to ourselves and to our school, observe the following principles:

Section 1: To encourage leadership, use of initiative, and good judgment by all club members

Section 2: To recognize the purpose of our club to promote the physical, mental and social, and emotional well-being of individual club members.

Section 3: To emphasize unity, ethical conduct, and courtesy.

Section 4: To ensure a workable and equitable relationship with all other school organizations as well as faculty.

Section 5: To promote and support the _____ program at Sierra High School

ARTICLE I: Name

The name of the organization shall be the _____ club of Sierra High School.

ARTICLE II: Eligibility for Membership

Section 1: All person participating in this club shall

- Be members of the Sierra High Student Body
- Be enrolled in a sufficient number of classes
- Encouraged to purchase an ASB card before becoming a member
- Pay any club dues

ARTICLE III: Meetings

Meetings of the Sierra High _____ Club will be held once a month or as needed in room _____.

ARTICLE IV: Club Officers

Section 1: The approved officers of the club shall be:

- President _____
- Vice President _____
- Secretary _____
- Treasurer _____
- Commissioner of Publicity _____

Section 2: The duties of the club officers shall be:

President

- Preside over all club meetings following Robert's Rules of Order
- Appoint all committee chairpersons
- Call any additional club meetings
- Provide club members with a one-day advance notification of all meetings

Vice President

- Preside over all meetings in the absence of the President
- Call meetings, if necessary
- Assist the President in conducting business

Secretary

- Maintain an official record of all club proceedings
- Assist the President, if necessary
-



SIERRA HIGH SCHOOL CLUB CONSTITUTION

Treasurer

- Follow the club finances
- Give financial reports to club members

Commissioner of Publicity

- Assist the President and Vice President in publicizing meetings and club functions

ARTICLE V: Legislation

Section 1: Bills may be introduced to the _____ Club by

- A motion made by a club member
- Seconded by another club member
- Approved by a majority of the members present at the meeting

ARTICLE VI: Amendments

Section 1: Amendments may be introduced to this Constitution by being:

- Presented by a club member
- Seconded by another club member
- Approved by a majority of the members present at the meeting
- Have the approval of the advisor

ARTICLE VII: Finance

Section 1: Expenditure of club funds must be approved by a majority vote of the _____ Club members of the meeting.

Section 2: All club fund raisers must be approved by a majority vote of the _____ members present at the meeting.

Section 3: All club fund raisers must be approved by the Student Site Council.

Section 4: All funds collected must be deposited to the Accounting Officer in a timely manner. No funds are allowed to be kept in a classroom or locker.

Section 5: An annual budget and minutes from monthly meetings must be submitted to ASB.

ARTICLE VIII: Recognition

Recognition for participation in the Sierra High _____ Club can be shown with the Sierra High Activity cord to be worn at graduation. In order for a club member to be awarded an activity cord, club members must:

- Meet all requirements to be an active member of _____ Club in their senior year
- Attend a minimum of seven (7) club meetings during their senior year (attendance shown through meeting minutes submitted monthly)
- Maintain eligibility throughout the duration of their senior year (2.0 GPA with no more than 1F or 1U)
- Submit application for approval by deadline at the end of April in the graduation year

Advisor's name (PRINT):

Advisor's signature:

Activities Director:

President's name (PRINT):

President's signature:

Please note: This is the standard form used for club acceptance by the Student Site Council. Clubs may update this form at any time, but a copy must be submitted to ASB for their records. All forms must be renewed every school year to show change of officers.



MUSD ASB Account Budget

School Year _____

Club/Organization: _____

Carryover/Ending Balance from prior year: _____

Income:

**Last Year
Actual**

**This Year
Estimated**

_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

TOTAL: \$ _____

Expenses:

**Last Year
Actual**

**This Year
Estimated**

_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

TOTAL: \$ _____

Difference between Estimated Revenue and Expenses: _____

Report Prepared by Club Treasurer: _____ Date: _____

Report Reviewed by Club Advisor: _____ Date: _____

Received by ASB on: _____

To be submitted with the Club Constitution, once both are approved you will be able to fundraise and spend money at that time.

MUSD Accounts Payable



SIERRA HIGH SCHOOL ASB Club Minutes

Club Name: _____ Advisor: _____

Meeting Date: _____ Meeting Time: _____ Location: _____

ATTENDANCE

President: _____ Vice President: _____

Secretary: _____ Treasurer: _____

*Attach a list of those organization members and guests in attendance

PREVIOUS MEETING DATE: _____

Read and approved minutes ☐ **OR** Corrected & Approved ☐

TREASURER'S REPORT

Current account balance _____

NEW BUSINESS & DISCUSSION

ACTIVITIES and FUNDRAISERS (list who, what, when and where for all activities/fundraisers)

Meeting Adjourned at: _____

Club Secretary: _____ Date: _____

Club Advisor: _____ Date: _____

Date and Time of Next Meeting: _____

Sierra High School Club Roster

Club Name _____ Advisor _____

[illegible]



SIERRA HIGH SCHOOL
ASB Activity Request Form

ACTIVITY CANNOT BEGIN WITHOUT PRIOR APPROVAL!

Club/Organization _____ Date _____

Type of Fundraiser/Activity _____

Briefly Explain (who & what) _____

Date(s) of Activity _____

Location of Activity _____ Facility Use Approval Y ☐ N ☐

Cash Box Needed? Y ☐ N ☐ (date & time) _____ Denominations Email Sent? Y ☐ N ☐

Purchase Requisition Completed?

Estimated TOTAL Expenses _____

Estimated TOTAL Income _____

Date Approved in Club Minutes

Contact Person _____ Phone # _____

Expenses: Vendor 1. _____ \$ _____

2. _____ \$ _____

3. _____ \$ _____

Organization/Advisor's Signature/Date

Student's Authorization Signature/Date

Activities Director Signature/Date

Admin Signature/Date

☐ Your activity/fundraiser has been approved

☐ There are some conflicts with date/activity. See the Student Activities Director.

* You must prepare a Facilities Use, Field Trip, Maintenance and Cafeteria Requests, Tally Sheet and any other documentation relating to your activity. There is to be no blank spaces, write n/a if Not Applicable

Once the following area is completed, return the white copy to the account clerk.

☐ N/A

Date sale started: _____ Date of completion: _____

Monies submitted:

Date: _____ Receipt # _____ Amount \$ _____

Date: _____ Receipt # _____ Amount \$ _____

Date: _____ Receipt # _____ Amount \$ _____

Total \$ _____

Less Amount Paid to Vendor \$ (_____)

Less inventory on hand _____ @ _____ \$ (_____)

Less inventory/monies not turned in \$ (_____)

Profit/Loss \$ _____

1. _____
2. _____
3. _____

Purchase Order #s

Distribution: Club Advisor; Activities Director; Final copy to Account Clerk **after** Activity/deposits are completed

Sierra High School
ASB Requisition



Vendor/Supplier: _____

Name

Address

City/State/Zip Code

Phone Number

Fax Number/Email

Fill this in
completely
every time

PO # _____

Check: _____

Date: _____

Amount: _____

FOR OFFICE USE ONLY

Club Name: _____ Student Representative: _____

Description of Items	Quantity	Unit	Unit Price	Total Amount
Date Check is needed by: _____				
List all information pertaining to purchase (who, what, when, and where) Please include any special instructions (ATTN, Do Not Mail, Return PO to Advisor, etc)	Subtotal			
	Tax			
	Shipping			
	Total			

Date Submitted: _____ Formal Meeting Date: _____ Approved ☐ Denied ☐

Reason for Denial: _____ Student Signature: _____

Advisor Signature: _____ Admin Signature: _____

Checklist

- ☐ Quote (attach for ALL purchases)
- ☐ W-9 (attach for new vendors)
- ☐ ASB Club Minutes (attach for ALL purchases)
- ☐ Activity Request Form (required for activity, food sales, fundraiser, etc)
- ☐ Cafeteria Notification of Sales (attach if selling food during school hours)
- ☐ Standard Vendor Contract (if a service is being provided)

Date Approved in Club Minutes

Required items must accompany request to be considered. Failure to do so could delay approval until the next Formal Meeting. See Account Clerk or Activities Director with questions.



Sierra High School

Facility Use Request

All weekend events require a custodian; Paid OT rate, 2 hour minimum.

This form is to be completed by the individual wishing to use any school facility during or after school.
Please return form to ASB Clerk (Clubs) or Office Manager at least two weeks prior to date of event.

All Clubs Must Attach Activity Request Form

Name of Organization: _____ Date Submitted: _____

Requestor: _____ Date of Use: _____

Purpose / Activity: _____ Admission Fee \$ _____

Facilities Requested: _____

Please attach a drawing of requested facility layout for event or specify no special set-up needed.
Include quantity of table & chairs, microphones, podium, projector, sound system, stages, etc.

Set Up Time: _____ Event Start Time: _____ End Time: _____ Est # in Attendance: _____

Requestor signature: _____ (If a club event Club Advisor must attend)

Activity Request; ☐ Approved ☐ Denied _____ Date _____

ASB Clerk

Facility Use; ☐ Approved ☐ Denied _____ Date _____

Athletic Director

Facility Use; ☐ Approved ☐ Denied _____ Date _____

Principal

Reason for Denial _____

Weekend Event? ☐ Yes ☐ No Custodian Assigned: _____

Work Order Needed? ☐ Yes WO# _____ ☐ No

CC'd Date: _____

☐ Mike James (Custodial)

☐ Ezequiel Ruiz (Athletics)

☐ Jeff Greene (Activities)

☐ Richard Boyd (Gym)

☐ Sam (Library)

☐ Tiffany (Post to Website)

SHS/pmg 5/1/2023

EXHIBIT**NO. 6164****MANTECA UNIFIED
SCHOOL DISTRICT****FILM/VIDEO/CD/DVD/ VIEWING APPROVAL FORM**

(Submit 10 days prior to showing the film/video)

Date _____ School _____

Teacher _____ Class/Grade _____

Period to be shown: 1 2 3 4 5 6 (Circle periods) or time (K-6) _____

Title of film/video/TV Program: _____

Rating: _____

Provide a brief summary of the film/video/CD/DVD/TV program and how it relates to the curriculum course of study.

Are there any concerns as to the appropriateness of the film/video/CD/DVD/TV program, i.e., language, violence, and subject matter?

Where was the film/video/CD/DVD/TV program obtained? _____

Date of teacher preview _____ Proposed date of viewing _____

Teacher's Signature

Date

Approved: Yes _____ No _____

Department Chair's Signature (high school)

Administrator's Signature

Attach parent permission form to be sent out if needed.

Date Adopted: April 3, 2001



NO FEE SERVICE AGREEMENT¹

Individual Service Provider:²

Name of Individual: _____
Name of Business: _____
Address: _____

Telephone: _____

Manteca Unified School District Contact:³

Name: _____
Site/Department: _____ EMAIL: _____
Telephone: _____
Fax: _____

Services to Be Provided:⁴

Name/Activity	Period of Performance	Location
Description of Services: _____	_____	_____

Fingerprinting Certification:⁵

I hereby certify that the Service Provider will have contact with students as indicated:

- ☐ Service Provider will have NO contact with students.
☐ Service Provider will have contact with students only in the immediate presence of a certificated staff member.
☐ N/A – Fingerprinting Clearance will be obtained by SERVICE PROVIDER AS OUTLINED IN BOX 6.

Fingerprinting Clearance:⁶

DOJ Clearance must be obtained prior to services being provided.

- ☐ Service Provider will have unsupervised contact with students and will comply with the provisions of Education Code §45125.1 by submitting the names of its employees that have been cleared through the Department of Justice. (See backside of this agreement).

Manteca Unified School District Provided Information:⁷

Any and all physical forms of, and other information furnished by MUSD to the individual Service Provider shall remain the property of the District. Any and all such information provided by MUSD to the individual Service Provider shall be used only for the purpose of enabling performance of this No Fee Agreement and the individual Service Provider shall use its best efforts to prevent disclosure to any third party except when necessary in the performance of this No Fee Agreement.

Copyright Provision Clause:

The individual Service Provider hereby grants Manteca Unified School District the permission to record by audio and/or visual means the services mentioned in the Services to Be Provided section of this form, any and all services that will be rendered at the event as indicated above. The undersigned hereby grants Manteca Unified School District and other acting in their behalf a paid-up, nonexclusive, irrevocable worldwide license in this recording to reproduce, prepare derivative works, prepare compilations, perform publicly, and to permit others to do so.

Indemnification:

The Service Provider shall indemnify, hold harmless, and defend Manteca Unified School District, its Governing Board, its Officers, its Agents, its Employees, and its Volunteers against any and all costs and liabilities of any kind (including attorney fees) which they incur because of Service Provider's activity, performance, operations, use of occupancy of the space, or as a consequence of sale or use of any exhibit or product of service under this Agreement.

Waiver & Release:

The undersigned Service Provider, on behalf of itself, its employees, officers, volunteers and agents hereby releases, waives, and agrees to hold harmless Manteca Unified School District, its Governing Board, its Officers, its Agents, its Employees, and its Volunteers from and against any and all liability for any injury, death, property damage, theft or actions of any kind that may occur as a result of my participation in said services outlined in this Agreement or as a result of negligence of any participant or party. I have read and agree to abide by the terms and conditions and release and enter into it voluntarily and knowingly. This waiver and release is binding when signed by the Service Provider applicant and the indemnity and waiver and release provisions shall survive the conclusion of said services outlined in this Agreement.

Concurrence:⁸

The Service Provider agrees to perform the above-described services to Manteca Unified School District under the terms and conditions described in this No Fee Agreement.

Name	Signature	Title	Date
_____	_____	_____	_____

Administrative Approval:⁹

The following signature attest to Manteca Unified School District agreement hereto:

Name	Signature	Title
_____	_____	_____



Sierra High School

ASB Financial Deposit Form

Coins

Pennies _____

Nickels _____

Dimes _____

Quarters _____

Halves _____

Dollars _____

TOTAL _____

Currency

Ones _____

Two's _____

Fives _____

Tens _____

Twenties _____

Fifties _____

Hundred's _____

TOTAL _____

Date _____

Club _____

Club Advisor _____

Club Rep _____

Memo _____

Office use Only

Receipt: _____

Date Deposited: _____

Total Coins _____

Total Currency _____

Total Checks _____

TOTAL DEPOSIT _____

Received By _____



ASB Cash Count Form

Club Name: _____ Date: _____

Activity: _____

(A) Denominations		(B) Number of Bills or Coins	(A times B) Total Amount Collected
Pennies	\$0.01		
Nickels	\$0.05		
Dimes	\$0.10		
Quarters	\$0.25		
Half dollars	\$0.50		
Dollar coins	\$1.00		
Dollar bills	\$1.00		
Five dollar bills	\$5.00		
Ten dollar bills	\$10.00		
Twenty dollar bills	\$20.00		
Fifty dollar bills	\$50.00		
Hundred dollar bills	\$100.00		
Note and Follow up on any Differences: _____ _____ _____ _____ _____		Total amount of all cash	\$
		Total amount of all checks	\$
		Total amount of all cash and checks	\$
		LESS START UP CASH (from cash box request)	\$
		Total net amount of all cash and checks	\$

Signature of fundraiser staff counting the cash: _____
Signature, Title and Date

Signature of fundraiser staff counting the cash: _____
Signature, Title and Date

Verified by Office: _____
Signature, Title and Date

Supporting documentation: (MUST be included when this form is turned in)

Point of Sale: Daily Posting Report

Pre-numbered receipt books: Cash register tape, Yellow Copy of Each Receipt

Tally Sheet: Completed Tally Sheet(s) Inventory (If Applicable)

Cashbox# _____

Startup \$ _____

Club Name _____

Fundraiser _____ Date _____

Items Sold	Tally Marks	Total Tallies	Sales Price	Total
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
	*Reminder to remove Startup funds before counting Grand Total		Grand Total	\$

Report Prepared By: _____ Date: _____

Club Advisor Signature: _____ Date: _____



Sierra High School

Cafeteria Notification of Concession Sales

All club/class concessions from 12am-30 min after school must be cleared through the cafeteria at least one week prior to the event. Food sale can be cancelled if notification has not occurred!

Please fill out and circle necessary items.

Today's Date: _____

Club/Class Sponsoring Sale: _____

Date of Sale(s): _____

Food(s) that will be sold: _____

Sale is occurring during: Brunch ☐ Lunch ☐ Other : _____

Sales price: _____ Quantity per Sale: _____

Where was food purchased and prepared: _____

*****NO food prepared at home may be sold at any time*****

Nutritional Guidelines:

Nutrition Facts & Ingredient List Attached

Yes ☐ No ☐

Meets SMART Snack Guidelines

Yes ☐ No ☐

SMART Snack Food Calculator Used

Yes ☐ No ☐

Needed Equipment:

Freezer:

Yes ☐ No ☐

Refrigerator:

Yes ☐ No ☐

Warmer:

Yes ☐ No ☐

Trays:

Yes ☐ No ☐

Serving Tools:

Yes ☐ No ☐

**Meets Guidelines &
club is able to sell**
Yes: ☐ No: ☐

*In the event of kitchen use after school or on the weekends, the following is required:

*Kitchen Use: Yes: ☐ No: ☐

*Facilities Use Form: Yes: ☐ No: ☐

*Cafeteria Staff Signature: _____

Advisor Signature: _____

Kitchen Manager Signature: _____

Activities Director Signature: _____

Principal Signature: _____

Middle and High Schools

Competitive Food Sale Guidelines

Food Restrictions	Beverage Restrictions
<p>References:</p> <p>Education Code: 49430, 49431.2, 49431.7</p> <p>California Code of Regulations: 15575, 15577, 15578</p> <p>Code of Federal Regulations sections 210.11, 220.12</p>	<p>References:</p> <p>Education Code: 49431.5</p> <p>California Code of Regulations: 15576</p> <p>Code of Federal Regulations sections 210.10, 210.11, 220.8, 220.12</p>
<p>A middle/junior high contains grades 7- 8, 7-9, & 7-10.</p> <p>A high school contains any of grades 10 to 12.</p> <p>Effective from midnight to one-half hour after school.</p> <p>Applies to ALL foods sold to students by any entity.</p> <p>Sold means the exchange of food for money, coupons, vouchers, or order forms, when <u>any part</u> of the exchange occurs on a school campus.</p> <p>Compliant foods must meet the following criteria:</p> <ol style="list-style-type: none"> 1. <i>Snack food items must be:</i> <ol style="list-style-type: none"> a. ≤ 35% calories from fat (except nuts, nut butters, seeds, reduced-fat cheese, dried fruit+nut/seed combo), and b. ≤ 10% calories from saturated fat (except reduced-fat cheese, dried fruit+nut/seed combo), and c. ≤ 35% sugar by weight (except fruit*, non-fried veggies, dried fruit+nut/seed combo), and d. < 0.5 grams trans fat per serving (no exceptions), and e. ≤ 230 milligrams sodium (no exceptions), and f. ≤ 200 calories per item/container (no exceptions) AND must meet one of the following <ol style="list-style-type: none"> g. Be a fruit, vegetable, dairy, protein, or whole grain item** (or have one of these as the first ingredient), or h. Contain ≥ 10% DV for calcium or potassium or Vitamin D or dietary fiber (criteria applicable through 6/30/16), or i. Be a combination food containing at least ¼ cup fruit or vegetable. j. Be a combination food containing at least ¼ cup fruit or vegetable 	<p>A middle/junior high contains grades 7-8, 7-9, & 7-10.</p> <p>A high school contains any of grades 10 to 12.</p> <p>Effective from midnight to one-half hour after school.</p> <p>Applies to ALL beverages sold to students by any entity.</p> <p>Sold means the exchange of beverages for money, coupons, vouchers, or order forms, when <u>any part</u> of the exchange occurs on a school campus</p> <p>Compliant beverages are:</p> <ol style="list-style-type: none"> 1. Fruit or Vegetable juice: <ol style="list-style-type: none"> a. ≥ 50% juice, and b. No added sweeteners c. ≤ 12 fl. oz. serving size 2. Milk: <ol style="list-style-type: none"> a. Cow's or goat's milk, and b. 1% (unflavored), nonfat (flavored, unflavored), and c. Contains Vitamins A & D, and d. ≥ 25% of the calcium Daily Value per 8 fl. oz. and e. ≤ 28 grams of total sugar per 8 fl. oz. f. ≤ 12 fl. oz. serving size 3. Non-dairy milk: <ol style="list-style-type: none"> a. Nutritionally equivalent to milk (see 7 CFR 210.10(d)(3), 220.8(i)(3)), and b. ≤ 28 grams of total sugar per 8 fl. oz. and c. ≤ 5 grams fat per 8 fl. oz. d. ≤ 12 fl. oz. serving size 4. Water: <ol style="list-style-type: none"> a. No added sweeteners b. No serving size limit

FOOD RESTRICTIONS (cont.)

If exempt food(s) combine with nonexempt foods or added fat/sugar, they must meet ALL nutrient standards above.

*Dried blueberries cranberries, cherries, tropical fruit, chopped dates or figs that contain added sugar are exempt from fat and sugar standards. Canned fruit is allowed in 100% juice only.

** A whole grain item contains:

- a. The statement "Diets rich in whole grain foods... and low in total fat... may help reduce the risk of heart disease..." or
- b. A whole grain as the first ingredient, or
- c. A combination of whole grain ingredients comprising at least 51% of the total grain weight (manufacturer must verify), or
- d. At least 51% whole grain by weight.

Noncompliant foods may be sold from one-half hour after school until midnight

Check your district's wellness policy for stricter rules.

BEVERAGE RESTRICTIONS (cont.)

5. No-calorie Electrolyte Replacement Beverages (not allowed in middle schools)

- a. Water as first ingredient
- b. ≤ 16.8 grams added sweetener/8 fl. oz.
- c. ≤ 5 calories/8 fl. oz. (or ≤ 10 cal/20 fl. oz.)
- d. 10-150 mg Na+/8 fl. oz.
- e. 10-90 mg K+/8 fl. oz.
- f. No added caffeine
- g. ≤ 20 fl. oz. serving size

6. Low-calorie Electrolyte Replacement Beverages (not allowed in middle schools)

- a. Water as first ingredient
- b. ≤ 16.8 grams added sweetener/8 fl. oz.
- c. ≤ 40 calories/8 fl. oz.
- d. 10-150 mg Na+/8 fl. oz.
- e. 10-90 mg K+/8 fl. oz.
- f. No added caffeine
- g. ≤ 12 fl. oz. serving size

Noncompliant beverages may be sold from one-half hour after school through midnight.

Check your district's wellness policy for stricter rules.

Middle and High School Student Organization Food Sales

Effective from midnight to one-half hour after school.

Reference: California Code of Regulations Section 15501

Applies ONLY to food and beverage sales by student organizations.

1. Up to **three categories** of foods or beverages may be sold each day (e.g., chips, sandwiches, juices, etc.).
2. Food or beverage item(s) must be **preapproved** by governing board of school district.
3. Only **one student organization** is allowed to sell each day.
4. Food(s) or beverage(s) **cannot be prepared on the campus.**
5. The food or beverage categories sold **cannot** be the same as the categories **sold in the food service program** at that school during the same school day.
6. In addition to one student organization sale each day, any and all **student organizations** may sell on the **same four designated days** per year. Dates to be determined by school administration.

