

Vikings



Vanden High School

Coach, Advisor and President's Handbook

For _____

Write your Organization name here

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***Procedures are based on Best Practices set forth in the Fiscal Crisis & Management Assistance Team Handbook 2015 (FCMAT)**

CLUB ADVISOR GUIDELINES AND RESPONSIBILITIES

Club advisors must:

- Be a certificated staff member
- **Ensure club application paperwork is completed and turned in by their deadlines.**
 - **Ex. Bills must be turned in at least the week before the student council meeting.**
- Be present at all club meetings, events, and fundraisers
- **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**
- 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-shirt purchases, are collected with the advisor present.
- **The club must record and maintain all money collected and turn in to the ASB bookkeeper (Best Practice is to have the Bookkeeper collect the money through the ASB window.**
- 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.**

Clubs/Teams/ASB Accounts Can NOT:

- Sell or hand out food during school hours: (Midnight – 3:30pm)
- Purchase Gift cards, prepaid cards or Lottery Tickets with your ASB moneys
- Sell Raffle tickets

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.



VANDEN HIGH SCHOOL CLUB BYLAWS

- 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 may 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. 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 each school year to reach the minimum number of active members.
- VI. 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.
- VII. 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.**
- VIII. The district board of education must approve all nonprofit affiliate charities that will be beneficiaries of club fundraising.
- IX. The only four positions considered 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.
- X. 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.
- XI. Whenever a club elects or appoints a new officer or leadership position, the results must be documented in the club minutes of that month.
- XII. 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).



K-12 Club Constitution Helper

Activity Club only

Fundraising Club (must complete a Club Budget Plan form)

ARTICLE I – Name, Purpose and Goals

CLUB NAME: _____ SCHOOL YEAR: _____

CLUB ADVISOR: _____

CLUB PURPOSE: (What is the goal of your club? Be creative, but be realistic, too. Think about short-term goals, i.e., weekly and monthly, and long-term goals, i.e., yearly. Write 3-5 sentences that explain the purpose and goals of your club and a list of what you want to accomplish.)

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

CLUB AND THE COMMUNITY: (How will your 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 your club can do to positively impact your school and community.)

AFFILIATION: (Is your 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.)

EXAMPLE TYPES OF ACTIVITIES AND FUNDRAISERS: (Again, be creative! Activities should be fun, related to the club, and you should learn something new from them. Activities can be a field trip or a fundraiser. Write down a list of ideas for activities and fundraisers for a 12-month period.)

Activity/Fundraiser	Approximate Date
•	
•	
•	
•	
•	
•	
•	

ARTICLE II – Membership

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 and Duties

The club president will have the following duties: _____

- Preside over all meetings.
- Call special meetings.
- Plan and prepare an agenda for all meetings.
- Act as a facilitator of group discussion by summarizing, clarifying, etc.
- Work closely with the student club advisor on all planning.
- Participate in student club activities.

The club vice president will have the following duties: _____

- Work closely with the president.
- Serve as the ASB president if the president becomes unable to fulfill their duties.
- Work with the president and treasurer to prepare the budget and calendar.
- Help the president prepare the meeting agenda.
- Lead the flag salute at all meetings or authorize another member to do so in their place.

The club secretary will have the following duties: _____

- Prepare and distribute meeting agendas.
- Notify members of upcoming meetings.
- Take attendance at meetings and keep permanent attendance records.
- Maintain accurate minutes of all meetings, including date and place, presiding officer and business conducted.
- Prepares the minutes in the prescribed format by the next meeting for distribution to all members.
- Maintain all files of the organization, including original agendas and minutes, clippings and relevant documents, and establish a policy about lending files.
- Maintain contact names, addresses, phone numbers and email addresses of people with whom the organization regularly works.
- Keep copies of activity calendars and special events documents.
- Produce a membership directory of the group.
- Report, answer and file all necessary correspondence.

The publicity chair will have the following duties: _____

- Publicize all school activities through the school newspaper, the school marquee, and school bulletin boards.
- Issue news releases to the press, radio and television stations.

The club treasurer will have the following duties: _____

- Maintain a complete and accurate record of all ASB receipts and disbursements.
- Prepare monthly reports for the student council on the ASB bank balances, receipts and disbursements to date.
- Work with the ASB to prepare revenue potential forms to ensure successful fundraisers and adequate internal controls.
- Keep accurate profit and loss statements of all ASB functions, clearly detailing all money collected and spent, and help classes and clubs keep accurate records.
- Work closely with the president and vice president to prepare an annual budget.
- Authorize purchase orders/expenditure approvals prior to spending.

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. A Club Budget Plan form, listing the expected revenue from dues, fundraisers, and donations, along with the estimated expenses of the club, must be submitted.

ARTICLE VI – Elections

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

ARTICLE VII – Amendments

AMENDMENTS To amend the constitution, a two-thirds majority vote of the members is required to amend the club constitution. To amend the club bylaws: (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.)

ARTICLE VIII – RATIFICATION

WE 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

APPROVALS:

FOR OFFICE USE ONLY:

Approved: Yes No

Director of Activities' Signature: _____ Date: _____

Administrator's Signature: _____ Date: _____

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 FORMAT

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 :

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) WWW.FCMAT.ORG

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.

EVENTS and FUNDRAISER PROCEDURE

Events and 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 the FCMAT *ASB Manual* for nutrition regulations) WWW.FCMAT.ORG
- Entertainment
- Advertising
- Publications
- School Logo items
- Tournaments
- Car Washes
- Book Fairs

UNALLOWABLE EVENTS OR SALES FUNCTIONS

- **Raffles or games of chance**
- ***Less than Healthy or Competitive Food sales or distribution that occur on campus, during a school day between midnight and ½ hour afterschool. (Sorry, no morning coffee sales or doughnut sales and such)**
- **Activities that pose liability, safety or risk concerns such as but not limited to,**
 - **Mechanical or animal rides**
 - **Use of darts or arrows**
 - **Objects thrown at people**

PROCEDURE

- a. Complete a Club Event/Fundraiser Approval form, a Fundraiser Budget form and a Cash-Box Request form.
- b. The forms must be filled out and signed by the club President and the club advisor.
- c. Forward the completed Club Event/Fundraiser Approval form and Fundraiser Budget form to the ASB bookkeeper.
- d. If the fundraiser is approved, it will be reflected in the Student Council Minutes found on the Student Activities webpage, and the Cash Control for Fundraisers procedure (next page) must be followed.

CASH CONTROL FOR FUNDRAISERS

A cash box must be requested if cash will be accepted at a fundraiser. 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 accusations of wrongdoing. (Refer to the FCMAT *Associated Student Body Accounting Manual, Fraud Prevention Guide, and Desk Reference* for more detailed information) www.fcmat.org

PROCEDURE

1. Cash box request should be turned in with the Fundraiser/Event Form at least two weeks 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. The yellow (items) or pink (tickets) Cash-Box form will be placed in the cash box
2. During the event, at least two people should control cash sales using one of the following cash control documents:
 - a. Cash Register
 - Input items as they are sold
 - Collect money, give out correct change and receipts
 - End of event/day/night: Count cash and Fill in the Count section of the Cash-Box form
 - **Total sales and cash must balance**
 - b. Tally Sheet
 - Tally items as they are sold
 - Total sales on sheet
 - End of event/day/night: Count cash and Fill in the Count section of the Cash-Box form
 - **Total sales and cash must balance**
 - c. Receipt Book
 - Fill out receipts for items as they are sold
 - Collect money, give out correct change and receipts
 - End of event/day/night: Count cash and Fill in the Count section of the Cash-Box form
 - **Total sales and cash must balance**
 - d. Ticket Sales Report
 - Before event: ASB Clerk will write in beginning ticket number for each pricing level of tickets
 - Collect money, give out correct tickets and change
 - End of event/day/night:
 - Worker will write in ending ticket number and calculate the total ticket sales on form
 - Count cash and Fill in the Count section of the Cash-Box form
 - **Total sales and cash must balance**
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 verified by ASB bookkeeper and the advisor, and a receipt is given to the advisor
 - ASB bookkeeper deposits money in the student body club account

Why do I have to do all this and what does each bill do for me?

PURPOSE: The ASB paperwork process has been put in place to protect the student body's money and show that our organizations are doing their due diligence in fundraising and spending their money legally within the parameters of a California High School Associated Student Body. The color system is in place because we are audited every year by the state and our ASB accounts clerk has to go through the files looking up random transactions to prove that we are doing our accounting correctly.

What do the different colored sheets mean and do?

Forms are located in the ASB Office, the Leadership classroom and can be downloaded from the Vanden HS ASB webpage.

SAMPLE FORMS ON NEXT THREE PAGES:

Activity/Fundraiser Request / Orange: allows the Student Council to calendar events and help prevent ASB organizations from having events that conflict with each other. It is also the first bill you should think of, whenever your organization is planning a fundraiser, picnic, dance, prom, game, fieldtrip, before school activity, lunchtime activity, afterschool activity, etc...

Pre-Approval / Blue: allows an ASB organization to spend their money. Its purpose is to show that an organization planned their spending beforehand and itemized what they were going to purchase for an event.

Requisition / Green: makes checks for Pre-Approved purchases and reimbursements. The "pay to the order" of your Requisition request MUST match the Pre-Approval;

Other functions of the Requisition request: Transfer funds between accounts; Open a club account; Deposit incoming funds and random donations.

OTHER FORMS IN THE ASB OFFICE and ASB CLASSROOM

Revenue/Expense Form / Lite Pink: (Required by TUSD School Board / mandatory for each year's audit) helps an organization plan and budget their event before it goes off, then after the event the organization can compare their expectations to the real event. It helps prove that our ASB organizations are being responsible and legal with their funds.

Cash Box Request / Yellow or Hot Pink: Required for the collection of funds from any sales, concessions, event tickets, fundraisers, and all that jazz.

Hot Pink = numbered ticket sales for dances, games and other similar events.

Yellow = concessions, receiptable goods and so much more.

Vanden High School

Associated Student Body

ACTIVITY/FUNDRAISER REQUEST

ACTIVITY/FUNDRAISER REQUEST: ORANGE

1. THIS IS **NOT** A PRE-APPROVAL TO SPEND MONEY.
2. Fill this out in **BLUE** or **BLACK** ink.
3. **If money is to be collected Activity/Fundraiser must be approved by principal FIRST.**
4. Submit a BLUE sheet to request a pre-approval to spend money.
5. All ORANGE sheets MUST be accompanied by a BLUE sheet if money is to be spent for the activity or the fundraiser.
6. ***ALL fundraisers will be DENIED if a pink REVENUE/EXPENSES FORM is not attached to this Fundraiser Request.**
7. If you are collecting money you must submit a cash box form. (Fees or Sales = yellow) (# Tickets = pink)
8. **Advisor is responsible for all fundraiser monies. Not Parent Volunteers. All money and invoice materials need to go through the advisor and ASB processes. Any questions should be directed to ASB clerk and/or the Activities Director.**

1. **Name of Organization:** _____ **Account #** _____

2. **Check one and explain:**

If you are collecting money, selling items or tickets, you must submit a cash box form.

Fundraiser (PA? R/E? CB?)*

Collection of Fees (CB?)*

Activity/Event (PA? CB?)*

Charter New Club: (must attach **Club Constitution** and this year's **Budget** along with **Requisition** Request for an ASB account #)

Description of Event or Fundraiser : _____

Ticket Prices: Student: _____ Adult: _____ Other: _____
 and/or Items sold: _____

Price Range: _____ → _____

3. **Tentative Date(s):** _____ **Alternative Date(s):** _____

4. **Circle Location:**

*Note: **Facility** must be requested and approved by school and district administration

* Stadium

*Concessions (stadium)

*James Boyd Gym

*Concessions (gym)

*Little Theater

*Shubin

*Stage

*Classroom

Other: _____

5. **Time:** _____ am/pm _____ am/pm

6. **Is this activity open to the general public?** Yes No

7. **Will there be performers or speakers from outside of Vanden?** Yes No

if you answer Yes to #6 or #7, see administration before submitting this form to ASB

Approved by: _____

Advisor must be present at all activities and fundraisers

Filled out by: _____

Please print

Coach/Advisor Signs Here then submits

*Staff Advisor

Moved by _____ Seconded by _____

ASB/Asst. Treasurer

Date ASB Approved: _____

ASB President

Date ASB Denied: _____

Director of Student Activities

If money is to be collected this must be approved by the Principal FIRST!!!

Administrator

*(PA = Pre-Approval; CB = Cashbox Request; R/E = Revenue/Expense form)

Vanden High School

Associated Student Body

PRE-APPROVAL REQUISITION

BLUE

Pre-Approval: BLUE

- Please **print** in BLUE or BLACK ink.
- This is **not** a purchase order and may not be used as such.
- Unit costs and amount to be spent must be noted.
- Please specify if purchase order, reimbursement, or check is needed.
 - If "other", please specify and explain.
 - If Purchase Order, ask yourself if you really know what a purchase order is.
- All ASB requests must be submitted to the Activities Director at least **TWO SCHOOL WEEKS** prior to the date required to allow for ample processing time.
- All sections must be completed prior to approval.
- **AFTER this expense has been pre-approved**, you must submit a GREEN SHEET with original receipt /invoice attached
- If applicable, please attach copies of any faxes or documentation from the business where you are planning to spend monies.

PRE-APPROVAL FOR: Purchase Order: _____ Reimbursement: _____
Check: _____ Other: _____

DATE: M/D/Y _____
Pay to the Order of: _____
Address: _____
City/State/Zip: _____
Attention: _____

Quantity	Description	Price	*Not to Exceed

All expenditures must be pre-approved BEFORE any monies are dispersed. Any request for pre-approval must be done at least one week prior to submitting the GREEN sheet. Any organization that spends money prior to getting the expense pre-approved will have the GREEN sheet denied by the Student Council and will not be reimbursed. **DO NOT SUBMIT BLUE AND GREEN TOGETHER.**
***After this expense has been pre-approved**, please submit a GREEN SHEET with receipts /invoice attached*

Filled out by: _____
Please print

Approved by:
Coach/Advisor Signs Here then submits

Staff Advisor _____

ASB /Asst. Treasurer _____

ASB President _____

Director of Student Activities _____

Administrator _____

Name of Account _____

Account # _____

Date Approved by ASB: _____

Date Denied by ASB: _____

For Accounts Clerk:

Date Submitted: _____

PO# _____

Vanden High School

Associated Student Body

REQUISITION

GREEN

REQUISITION-GREEN

- Please **print** in BLUE or BLACK ink.
- This is **not** a purchase order and may not be used as such.
- Unit costs and **EXACT amount** spent must be noted. (If receipt has multiple purchases, **HIGHLIGHT** the specific items)
- All ASB requests must be submitted to the Activities Director **TWO WEEKS** prior to the date required to allow for ample processing time. Any late requests CANNOT be guaranteed.
- GREEN SHEET **MUST** INCLUDE **ORIGINAL RECEIPTS /INVOICE**---please attach to back of sheet.
- All sections must be completed prior to approval.
- All pre-approvals must be documented in ASB minutes before any monies are spent.

APPROVAL FOR: _____ CHECK: _____ TRANSFER FUNDS: _____
 INCOMING FUNDS: _____ OTHER: _____

*TODAY'S DATE: M/D/Y _____ *DATE PRE-APPROVAL was approved _____ Letter _____ (see minutes)

Pay to the Order of : _____
 Address: _____
 City/State/Zip: _____
 Attention: _____

Description	Price	Total

EVENT: _____
 PO# that was used to make this purchase _____ (if applicable)

All expenditures must be pre-approved BEFORE any monies are dispersed. Any organization that spends money prior to getting the expense pre-approved will have the GREEN sheet denied by the Student Council and will not be reimbursed. DO NOT SUBMIT BLUE AND GREEN TOGETHER.

Filled out by _____
 please print

Approved by: _____
Coach/Advisor Signs Here then submits

Staff Advisor _____

Name of Account _____
 Account # _____

ASB /Asst. Treasurer _____

ASB President _____

Date Approved by ASB: _____
 Date Denied by ASB: _____

Director of Student Activities _____

For Accounts Clerk:
 Date Submitted: _____
 Check# _____

Administrator _____

How do I have an Activity or a Fundraiser?

1. Submit an **Activity/Fundraiser Request Form (Orange)**
 - a. Check the box and fill in the appropriate information for your purpose
 - b. If a fundraiser, explain how the money is to be raised
 - c. Include the *WHAT, WHEN, WHERE, WHY, and HOW MUCH*

PAPERCLIP THE FOLLOWING with the Activity/Fundraiser Request

- **Pre-Approval (Blue):** to approve the purchase of items to be sold, and/or to purchase items that are needed for your function. (Be specific and thorough with your shopping list on or attached to P-A)
 - BE SURE THE BUSINESS TO BE PAID or the PEOPLE TO BE REIMBURSED ARE NAMED IN THE “pay to the order of” section.
****DO NOT PURCHASE ANYTHING BEFORE THE PRE-APPROVAL IS PASSED!****
- **Revenue/Expense Form (Pink): (Fundraiser only)** Fill out the before/expected profit side before you submit.
- **CASH BOX/ASB Window request:** if you will be collecting money during your fundraiser—(*Yellow for products, Fuschia for gate tickets*)

2. After the above has been passed in a Student Council meeting:
 - a. Submit a **Requisition Form (Green)** to pay any businesses you asked for a check for on your Pre-Approval.
 - b. Have the people named for reimbursement buy the necessary named items
 - c. REIMBURSE the people named on the Pre-Approval by submitting **Requisition Forms (Green)** with receipts attached to the back.

Example: You want to run the concession stand at a basketball game. You want to sell pizza and soda. You are going to buy the pizza and soda yourself and get reimbursed.

1. Submit an ORANGE to get activity approved
 - a. attach a PINK to show what you think you’re going to earn from this fundraiser
 - b. attach a BLUE to get \$ for pizza and soda PREAPPROVED (check “reimbursement”)
 - c. attach a CASH BOX SHEET so that you may collect money
 2. After approval and after money is spent: Submit a GREEN to get a check for the pizza and soda (include receipts)
-

How do I spend money that is in my account?

1. Submit a **BLUE SHEET (Pre-Approval)** this must be passed before money is spent.
 - a. asking for a Purchase Order ---be *VERY* specific with all details or
 - b. asking for a Check ---be *VERY* specific with all details or
 - c. asking for a Reimbursement ---be *VERY* specific with all details

BLUE = “May I spend this money on _____?”

NOTE: Pre-approvals expire on September 30th of the school year following the pre-approval. Any requests for payment using an expired pre-approval will not be honored by the student council. Submit all requests for payment in a timely manner.

NOTE: Pre-approvals do not automatically result in full payment when payment requests are submitted. If the money that is required for the payment is not available in the account when the request for payment is submitted, the request will be tabled until the appropriate funds become available. It is the advisors/coaches responsibility to verify availability of money before spending/encumbering it and requesting reimbursement or payment to vendors.

2. Submit a **GREEN SHEET**
 - a. asking for the bill to be paid (attach P.O. and INVOICE)
 - b. asking for a check to reimburse (attach receipts)

**GREEN = “I spent the money, now reimburse me please.” OR
“I ordered this stuff, please pay for it”**

Example: You want to order hats for your group.

1. Call the hat company and get an estimate.
2. Ask them to fax you a copy of the estimate
3. Submit a **BLUE SHEET** asking for a purchase order (attach estimate)
4. When you get the PO # from the Accounts Clerk, call the company and give them the P.O. # and order your hats.
5. Submit a **GREEN SHEET** so the bill will be paid (attach the P.O. and the INVOICE)
6. Warn the Front Office Secretary that hats are being shipped to the school.
7. When the hats arrive at the school*, pick them up for distribution.
 - *all orders must be sent to school; it is not acceptable to have any other address for shipping!

Frequently Asked Questions

1. Why are there so many forms to fill out?

Every year the ASB is subject to auditing. This is done to make sure that the ASB money has not been abused or spent illegally. The forms are necessary to make sure that all steps in the ASB procedures have been followed before \$ is spent.

Just like the district money, ASB money is subject to strict regulation which is achieved through a mountain of paperwork. The ASB requires the same diligence and responsibility from staff members that the district requires for its expenditures. For example, invoices and detailed explanations of expenses are required. Therefore, pre-approvals are necessary, permission must be granted, and appropriate documentation must be submitted for all activities and requests. It is a necessary evil. Again, the Student Council requires the same level of responsibility from staff members that the principal expects for district money.

2. Why do I have to submit an activity request to go on a field trip that has already been approved by the administration? All I want is the transportation and substitute teacher paid for by our club's ASB account.

District money and ASB money are separate. Therefore, any request to spend ASB money on an activity must be approved using the BLUE, GREEN and ORANGE forms. If you are going to spend money from an ASB account, all activities and expenses must be approved.

****If you are not going to spend money from an ASB account, then the ASB will not need to approve the activity or the expense.**

3. Why do I have to ask the Student Council to spend money that was raised by my organization? Isn't it our money? Shouldn't we be able to spend it how we want?

The Student Council is an organization of students that protects all student money, regardless of who raised it. There are strict procedures put in place so that we can pass our audit. This is why all expenses must be pre-approved. In addition, all money must be spent on things that directly or indirectly support non-curricular activities for students.

When requests are submitted, the Student Council considers the legitimacy of the request and whether or not the money will benefit the students. This is done to protect the money from abuse by adults who have access to it. In essence, the money does not belong to the advisor or coach, but rather, it belongs to the Associate Student Body, and it is managed by the Student Council.

ASB monies are the most abused monies in education. Therefore, it is important that all advisors and coaches plan ahead by creating a budget and foreseeing expenses so that they do not have to spend money in an "emergency" that is not pre-approved. If this is done, the coach/advisor will not be reimbursed.

4. Why was my bill denied?

There are a variety of reasons that a request could be denied. The most frequent mistakes are:

- i. failure to get expense approved
- ii. did not spend money on the items specified on the pre-approval
- iii. overspent the amount indicated on the pre-approval
- iv. not a legitimate expense for ASB money
- v. there were no receipts or invoices attached to document the expense.

5. Why was my bill sent back to me?

There are a variety of reasons that a request could be returned. The most frequent reasons are:

- i. no advisor signature
- ii. no pre-approval date indicated
- iii. no detailed explanation of expense
- iv. illegible
- v. no account # indicated
- vi. no amount indicated
- vii. did not mark what was being requested or marked the wrong one (check, PO, transfer, etc.)
- viii. no invoices or receipts (must be originals)

6. What do I do if my bill is denied? Is there an appeals process?

You may resubmit your bill to the council and ask that it be reconsidered. It would be helpful to attach a letter of explanation or to attend the council meeting.