

TIPS FOR CLUB ADVISORS

Thank You for being a Club Advisor! Here are some helpful tips to making your job as easy as possible.

First things first, make sure your club has submitted a completed club charter to Jamie Archer and has been approved through ASB. Clubs must submit a new charter each school year showing they are still an active club on campus. ASB meetings take place during leadership class every Wednesday. If you have a question about whether your club was approved, please reach out to Jamie (jarcher@lvjUSD.org) or Mrs. Gatehouse (tgatehouse@lvjUSD.org).

Set up a weekly time to meet with your club. Make sure this day of the week, time, and location is on your club charter. This information is published on the school website, so we need to be sure it is accurate.

- Minutes from the meeting should be submitted to ASB (Jamie Archer)
- **Minutes must be submitted at least twice a year showing your club is active on campus. This helps when we get audited each year. If your club is not actively meeting, you should not be a club.**
- The secretary should take the minutes on the official ASB [note template](#)- you can make a copy of this and use it throughout the year.

Purchasing:

- Any time you want to spend any of your club funds, you must follow the purchase order process.
- If you want to open a purchase order (blue forms you can get from Jamie), you must have attached minutes with approval to open this purchase order. Be sure the minutes are signed by the class president, secretary, and one advisor.
- Absolutely no spending money until the purchase order has been submitted and passed through an ASB meeting for approval. This can take up to two weeks, so please plan ahead!
- Once your PO is approved through an ASB meeting, it is now open and you may begin purchasing.
 - Be sure the only people who purchase for reimbursement are those listed on the purchase order.
 - Be sure the only vendors purchased from are those listed on the purchase order.
 - Be sure you do not spend more money than you have opened the purchase order for.
 - Any online purchases must be delivered to Granada High School Address (Wall St).
 - Please use Jamie Archer or club name as the receiver (Name)
- See this [reimbursement form](#) reminder sheet for more specific information.

Fundraisers:

- Any fundraiser you plan, you must fill out a fundraiser request (pink forms you can get from Saghi) and attach minutes with all signatures.
- **These need to be turned in 2 weeks prior to your planned fundraiser. If you do not have the forms in by 2 weeks before, the event will not happen!**
- Keep in mind that any food sold on campus during the school day must fit the healthy food guidelines (this is why we cannot sell candy, pizza, bagels, etc. anymore)
- If it is 30 minutes before the school day or 30 minutes after, the food that can be sold can be unhealthy.
- Try to get things donated if you are trying to make money. The less you have to buy up front, the better!
- You **MUST** be present when anything involves money. An adult must handle money at all events with a cash box. Be sure TALLIES are taken with all sales. This is essential when using a cash box! Students can help, but there should be an adult present at all times.
- Don't ever keep cash boxes or cash from fundraisers in your room, even if it's locked up. These should always be given to the Jamie Archer to be put in the safe
- All of these are student jobs, but be sure they get done:
 - Set up as many easy fundraisers as possible
 - Publicize the fundraisers as much as possible
 - Make sure the treasurer is on top of the budget for the class
 - Submit fundraiser requests with attached minutes for ASB approval of the fundraiser
 - Check in after to be sure the funds are in your account (treasurer)

Activities:

- Any activity you plan, you must open an activity request (purple form from Jamie) and submit for ASB approval.
- **These must be submitted and approved 2 weeks prior to the event- absolutely no exceptions. Plan ahead!**
- This is specifically if you need to use facilities on campus (ex: want to host an event in the gym and need to secure it for a time, fill out an activity request form)
- If you need specific things for this event, make sure to specify on the request and reach out to the appropriate person
 - ex: need 50 chairs, put it on the request **and contact Raul to set this up**
 - ex: need to use the sound system at lunch, **contact Gatehouse and set this up**

Reminders:

- All ASB approvals happen at ASB meetings during 0 period on Wednesdays. Once you submit forms to Jamie with club minutes; she will put them into the meeting on Wednesdays and approval comes from there.
- Clubs should not just be something students put on college applications, they should be active and involved on campus.