

ASB Advisor to ASB Student Council (Leadership Teacher)

- In addition to the functions in the role of Advisor to Classes, the ASB Advisor is directly responsible for overseeing the Club Advisors to ensure that all required procedures are followed.
- The ASB advisor(s) works directly with students in clubs and the student council on a day-to-day basis, supervising the activities of the student council and the clubs and serving as a link from the student council and the clubs to the ASB bookkeeper and the principal/school administrator.
- When any ASB organization or club holds fundraising events, the ASB advisor is responsible for ensuring that adequate planning and internal controls are established and that all of the funds are properly accounted for and given to the ASB bookkeeper with all the necessary paperwork at the end of the event
- Ensure that the clubs are meeting and keeping minutes
- Ensure that every organized club has a constitution in place and follows it
- Oversees students doing the tasks
- Ensure student body activities serve not only as fundraisers but also as learning opportunities
- 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. The ASB bookkeeper will set up an account for the club in the student body account. Never have checks made payable to ASB Advisor, or a student, and never deposit funds in an individual's personal bank account.
- Be knowledgeable of how ASBs operate so legal responsibilities are understood
- Provide guidance and direction to the students regarding legal responsibilities
- Oversee the election/selection of officers and committee chairs, as well as ensuring that they understand and carry out their duties
- Approve expenditures along with the student representative and the board designee
- Ensure that the group is meeting and keeping minutes
- Review with the students all budgets, financial reports and transactions
- Work with the students when preparing the annual budget and revenue projection estimates for fundraisers
- Ensure that only valid expenditures are made and authorized from the different clubs' funds
- Provide supervision to ensure student safety and compliance during ASB activities
 - Students are never to conduct club business without the Advisor's presence
- Ensure that proper cash control procedures are established and followed at all times
- Ensure that any cash collected after hours and on non-school days secure in a school safe
- Report any suspected fraud or abuse to the district's business office