

## Advisor to Club / Class (Certificated Staff)

Note: for Classes that meet during Leadership Class, the Advisor is the Leadership Teacher

- Ensure club application paperwork is completed and turned in by the deadline
- Be present at all club meetings, events, and fundraisers
- Ensure the club meets regularly and minutes are taken and approved, and that a copy
- is forwarded to the ASB student council in a timely manner
- Ensure that club officers and club members understand the school club bylaws and
- school policies
- Ensure that each club officer understands their duties as a club leader
- Ensure that all fundraisers are approved prior to being held
- 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