

ASB Information (CLUBS)

ASBWorks

ASBWorks is the web based system that is used for all ASB Activities. All Advisors have access to see their club(s) statements at any time. Your login is your email and password is 3250. If you are a new Advisor, please let the ASB Secretary know to enter your information into the system.

- This system also allows us to enter the Officers of your club. Please forward this information to the ASB Secretary.
- This system also allows you to enter your fundraiser information. (Training to be provided at a later date)

FUNDRAISERS

Please see the Master Calendar Form on the Wilcox school website under ASB/Bookkeeper Forms to schedule a fundraiser. The Google Form – Master Calendar will direct you to the [ASB Intent to Hold a Fundraiser form](#). This must be done PRIOR to holding the fundraiser. At the end of the fundraiser, please turn in the [ASB Fundraiser Final Sales Analysis](#) to the ASB Secretary. The fundraiser deposit credit will post to the ASB Club account *after* all the fundraiser paperwork is received in the ASB Office.

Fundraisers need to be approved by the administration and the ASB Leadership Council. They must ensure the fundraiser is within the approved guidelines. Also, as a club, sport or activity, you cannot force anyone in your group to participate in fundraisers. It must be all voluntary. Wilcox ASB Fundraisers cannot overlap with another fundraiser of the same type by another club or activity.

DEPOSITS

Use the Deposit Slip to turn in monies and complete the form legibly and accurately. Turn into the ASB Office. There are deposit forms available in the ASB Office. Please roll coins, when possible (supplies may be obtained from the ASB Office). Please organized your paper money and have it facing one direction.

Put your ASB Account number (4 digit #) on each check being deposited and include a calculator tape, if possible. The student name and student id number must be noted on the check. If it's a fundraiser, please put the student that turned in the checks to you.

The ASB Office will count and sign the deposit slip as evidence of receipt of deposit, create a receipt in ASBWorks, and return the pink copy immediately back to you along with the ASBWorks receipt. The ASB Office submits the deposit to the Bookkeeping Office, where the deposit is checked then sent to the district office to process to the bank. When the Accounts Receivable (District Deposit form) is returned to the Wilcox Bookkeeper, the yellow ASB Deposit slip and AR form will be returned to the Advisor. Please keep these as they are proof of your deposit and will help to track a lost deposit should a posting error occurs.

Special Note: when collecting money from fundraisers, you must turn in all money collected. You must not pay for any expenses from monies collected. You must not hold on to any money to be used later for expenses.

You CANNOT require any student to pay for costumes, uniforms, membership, or participation in an activity. You can request donations but you may not specify how much or by a specified date. All donations must be voluntary and made to the entire group, club or sports team. You cannot refund donations.

REQUESTS FOR PAYMENTS – Reimbursements and Payments to Other

Please complete the [ASB Check Payment Request form](#) and attach detailed receipts, *and* [ASB Club Minutes form](#) approving the expenditure requesting to be paid/reimbursed (if you turned in Club Minutes for a PO to be generated, you do not need to attach the Club Minutes again). Email all items to the Bookkeeper (wilcoxbookkeeper@scusd.net).

If requesting a check for a tournament, please submit back-up (notifications, flyers, roster, etc). An ASB PO will be generated and a payment request will be sent for approval. Payment Requests must be approved by the ASB Leadership Council. Once that is complete, the payment packet is sent to the district to cut the check. All checks are mailed directly from the district office to the vendor.

ORDERS

Please complete the [ASB Quote/Purchase Request form](#) and any backup paperwork to support what you want to order. The Bookkeeper complete an *ASB Purchase Order* and submit to ASB Leadership Council for approval. Once that is completed, the Bookkeeper will send the PO to the vendor. This takes time so please keep that in mind when submitting to purchase items. There are times when a purchase order needs to go through the district because of possible liabilities. You will be notified when this is necessary.

All orders MUST be shipped to Wilcox. When the order is received at Wilcox, the Bookkeeper will make a copy of the packing slip/receiver. You will be notified your order has arrived.

In order to submit a payment, the Bookkeeper will send you a request for payment form to be signed by the Advisor electronically. Once electronically signed the Advisor, email the signed form back to the Bookkeeper at wilcoxbookkeeper@scusd.net. Once, the bookkeeper receives the packing slip and an invoice from the vendor, a payment will be processed (approval of ASB Leadership Council and then send to the district for processing). If for some reason a return is necessary, please notify the bookkeeper so the invoice will not be paid until you have received the replacement item(s).

TRANSFERS

Sometimes it's necessary to transfer money internally between clubs or sports. Please complete the [ASB Transfer of Funds form](#) and include a copy of both of the clubs meeting minutes approving the transfer. Email all the forms to the Bookkeeper (wilcoxbookkeeper@scusd.net)

STUDENT CHARGES

Complete the [Charge Card for Student form](#) and send to email: wilcoxbookkeeper@scusd.net
A fine letter will be sent to the parent by the Bookkeeper. A fine will be entered into Aeries.

BUS TRANSPORTATION

See the ASB Secretary in the ASB Office.

COMPLIANCE RULES FOR DONATIONS, FUNDRAISERS AND CHARGES TO STUDENTS

The California Constitution mandates that public education be provided to students free of charge, unless a charge is specifically authorized by law for a particular program or activity. Since 1874, the California Supreme Court has interpreted this to mean that this entitles every student to be educated at the public's expense. This constitutional right of free access encompasses all educational activities, whether curricular or extracurricular, and regardless of whether credit is awarded for the educational activity. **The right of free access also prohibits mandated purchases of materials, supplies, equipment or uniforms associated with the activity, as well as the payment of security deposits for access, participation, materials or equipment.** Finally, a process that allows for a waiver process for an otherwise mandatory fee, charge or deposit does not render it constitutionally permissible.

The ACLU most recently filed and won lawsuits against numerous States for illegal fees imposed by their public schools (ACLU vs. State of California 12/9/10). The ACLU settled a case with California that will insure that districts do not charge student fees for educational activities. The settlement requires annual school audits to decide if schools have collected illegal fees and gives parents and students the right to use the Williams Uniform Complaint Process to identify illegal fees and to receive reimbursement for illegal fees within 30 working days.

Also, on April 20, 1984, the Hartzell vs. Connell California Supreme Court decision raised serious questions about the imposition of non-statutory fees for extracurricular activities. The lead opinion on this matter is that fees may be charged for activities that are recreational, but not for those that are educational. Because extracurricular activities are described in the opinion as an integral component of public education, they are a part of the educational program and thus must be free.

Question: May a school charge fees for uniforms for team sports?

Answer: No. A school must provide a free uniform to any student who is a member of the school team in question. Further, the free uniform must be substantially the same uniform as those which are made available for purchase. You can allow students to purchase their own uniforms if they want to purchase uniforms; however, buying a uniform cannot be a requirement to participate in a sport.

Question: May a school still fundraise?

Answer: Yes. As with donations, school districts, schools, programs and classes can and do engage in fundraising activities and programs, and this practice is also permissible as long as the raising of funds is voluntary. You may require student to attend a fundraising event; however, if they are unable to raise funds for the event, you cannot prevent them from participating in an education activity.

Question: May a school still receive donations from parents and guardians?

Answer: Yes. School districts, schools, programs, and classes can and do seek and accept donations of funds and property, and this practice is permissible as long as the donation is truly voluntary and in no way a prerequisite to participation in the program or activity. Therefore, any statement or explanation related to a donation that could lead a reasonable person to believe the donation may not be truly voluntary is to be avoided. Access to educational programs must not be tied to either the willingness or the ability to pay a fee or request a fee waiver.

You can not specify an amount to be donated or fundraised. You can not specify a donation by a certain date.

If you have any questions regarding the above, please contact the ASB Office or the School Bookkeeper.