

What is ASB?

- As stated in WAC 392-138-010 ASB is defined as the following:
 - **Formal organization of students,**
 - Approved by board of directors of a school district.
 - **Conducts business** during or outside regular school hours with approval
 - Activities should be optional, noncredit, **extracurricular events of the school district**
 - **Activities are of a Cultural, Athletic, Recreational or Social nature (C.A.R.S.)**

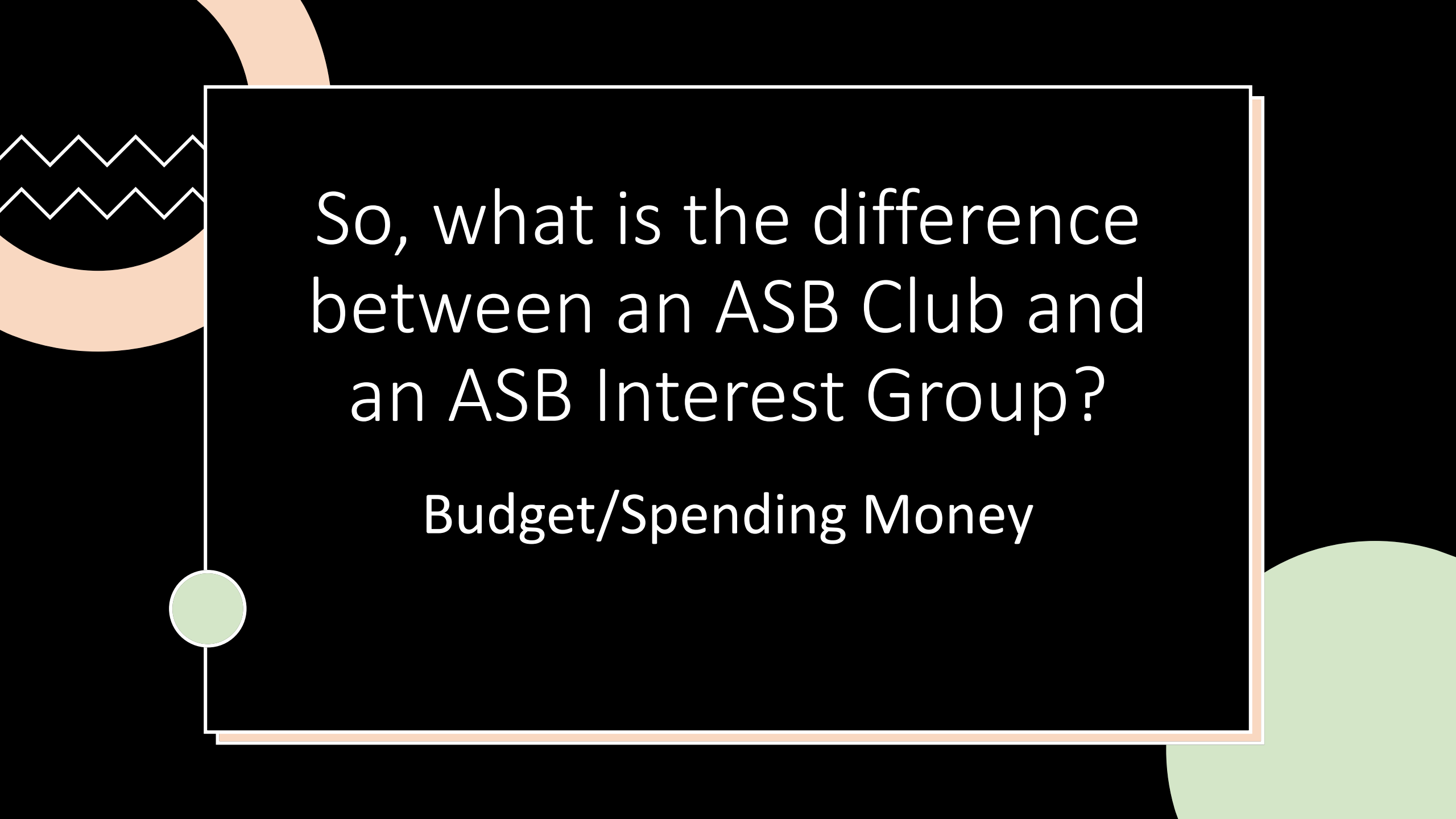


What is an EHS ASB Club?

- a larger group of students
- who meet on a regular basis to promote a C.A.R.S. purpose
- Have an approved Club Constitution and an ASB Budget.
- Have an LWSD-employed Advisor
- Turn in a budget each spring so they can collect dues, pay national charter fees, order necessary supplies/equipment, enter competitions or attend conferences.

What is an EHS Interest Group?

- A smaller group of EHS students who gather to promote a Cultural, Athletic, Recreational or Social (C.A.R.S.) purpose without any budgetary needs.
- Have an LWSD-employed Advisor.
- As part of application process, have a Constitution.
- They can use ASB materials and supplies.
- **Interest Groups do not have an ASB budget**
- **Interest Groups cannot collect money or dues, and cannot fundraise.**
- **If Interest Groups need funding for something they can request funds from the ASB Executive Board.**



So, what is the difference
between an ASB Club and
an ASB Interest Group?

Budget/Spending Money



What type of Interest Groups should NOT become an ASB Club?

Groups that meet only to support one type of specific non-profit organization

Groups that do not have a strong commitment from current and continuing students

Groups that do not need a budget to function (or only need a very small amount)

What can ASB money be used for?



You CAN use ASB Clubs/Sports/Activities Money For:

- Registration, housing, transportation and meals for conferences or field trips (almost all trips are paid by students contributing money to ASB to cover trip costs)
- End of year banquet food and awards/trophies- always have a roster for food.
- Equipment, supplies, flowers for decorations.
- Dues or memberships fees.
- Postage, printing or copy charges.
- Uniforms- these will remain the property of the club/sport and must be inventoried by ASB.
- Operating expenses and fundraising expenses.
- Food for special events, meetings- always have a roster for food.
- Remember- expenses for ASB must fall into the CARS categories: Cultural, Athletic, Recreational, Social- nothing curricular.

What can't be covered with ASB money?



You CANNOT use ASB Clubs/Sports/Activities Money For:

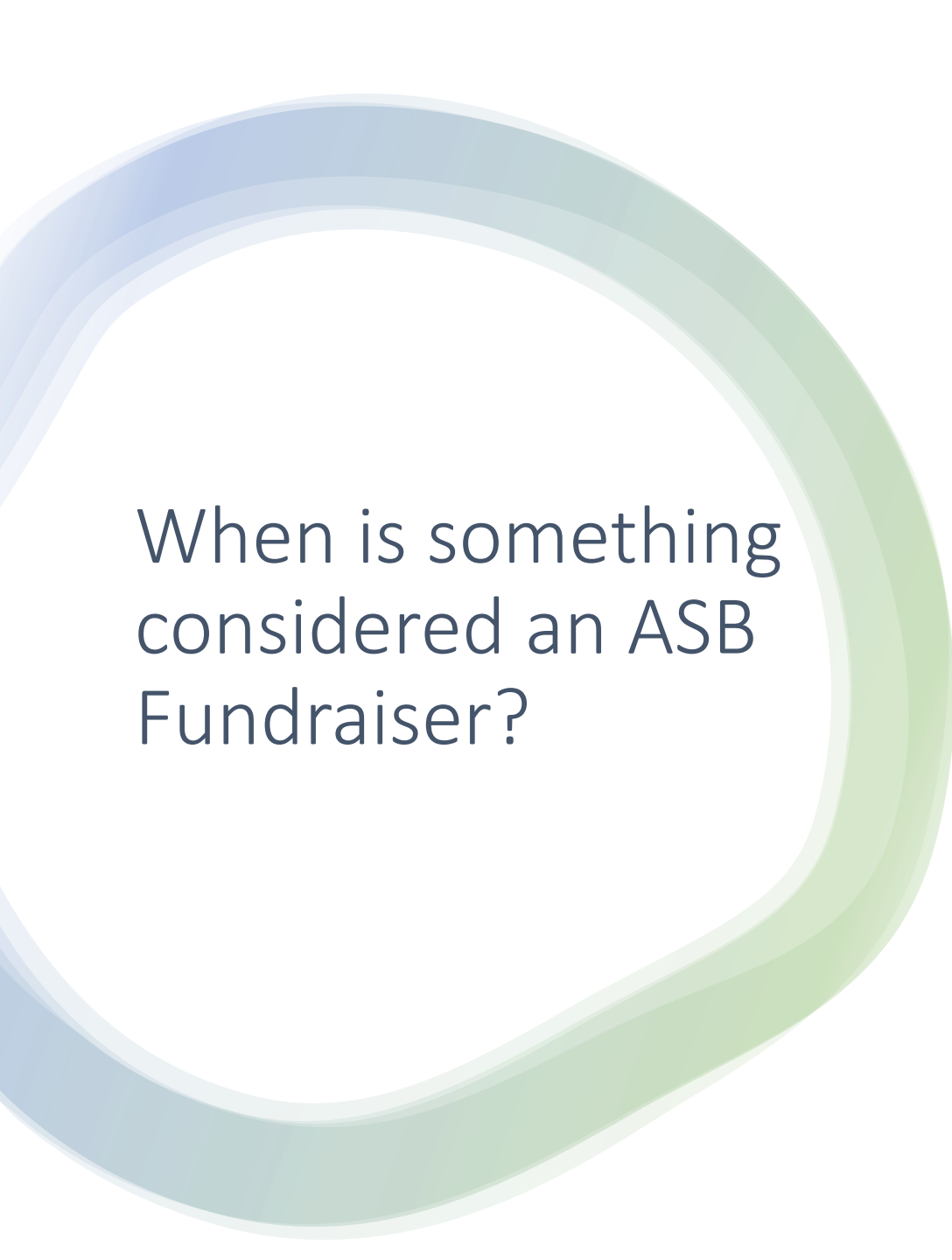
- Donations- we cannot give ASB money away to other charitable organizations. Please see Bookkeeper for special instructions regarding charitable fundraisers.
- Gifts/Prizes- we cannot use ASB money for gift cards, give-a-ways, door prizes, or thank you gifts. Your ASB group might be able to get these things donated by local businesses but cannot be bought by ASB.
- Clothing cannot be purchased unless returned and kept as ASB property at the school. If your club wants t-shirts, those need to be paid for by members. You could use your funds to purchase jackets, but they would be checked out and checked back in as ASB property.
- Curricular items cannot be bought with ASB funds. Sheet music, textbooks, study guides- any items used in a classroom during instruction should not be purchased with ASB funds.

ASB Fundraising

Two main types:

ASB School Generated- Raising money for ASB activities, clubs, teams, or classes (like Junior Class, or the Robotics Club)

Charitable- Raising money for Charitable organizations- also known as Private Monies as opposed to Public Funds



When is something considered an ASB Fundraiser?

ASB fundraiser if:

- Students do the work (ask for and handle cash)
- EHS used in advertising (can wear uniforms)
- Can happen during or after work hours
- It is conducted on or off school property
- It is an optional activity, not graded or required for class
- Funds must **be deposited into the ASB Fund.**

If a Booster Club is hosting a fundraiser:

- Adults primarily do the work
- Boosters should not use our uniforms or ASB resources/equipment
- Boosters should not involve staff during work times.
- Boosters deposit funds in their Booster account.

Three Categories of ASB School Fundraisers

SCHOOL WIDE IN SCHOOL- selling to students, **limited to 5 per year**. Examples would be yearbooks, Homecoming, weekly popcorn sales to benefit all of ASB budget. Not done during instructional time.

SCHOOL WIDE OUTSIDE OF SCHOOL- selling to general community, families, neighbors, limited to 2 per year. Examples would be Book Fair, magazine drive, fun runs.

INDIVIDUAL CLUBS IN SCHOOL OR OUTSIDE SCHOOL- selling to students, families, communities to benefit specific clubs or teams. Examples Football Gold Cards, DECA Wreath sales, Club Bake Sale. **Limited to 3 per club, per year**. Not done during instructional time.

What about collection drives?

A collection drive would be an effort to collect goods to be donated to a charitable purpose and must be:

- **Non- Monetary**
- Book, Clothing, Food Drives, etc.
- It is up to the building principal on how many of these types of drives they wish to allow each year.
- Need ASB & Admin approval prior to each collection so we don't over-schedule or over-lap drives. Still need approval form (see example in this presentation) .
- ASB Club or Interest Group could host.

What about raising money for charities?

Charitable Fundraising activities (sponsored by ASB) – to raise private money for donation to a specific qualified charitable organization.

- Must be approved by ASB Officers and Admin- ideally at least 30 days prior to activity
- NO more than 3 charitable fundraisers per year
- Needs to be a bona-fide nonprofit organization, on WA State registry
- All expenses from fundraiser must be paid from the money raised, and not paid from District or ASB funds. Example- DJ hired to perform at fun run for American Heart Association must be paid from the monies raised.
- Examples- walk-a-thon, coin drives, car wash, dance, bake sale (after school hours)

ASB ACTIVITY/EVENT REQUEST FORM

Please complete this form at least 30 days prior to your planned event.

Today's Date: _____

ASB Club/Group Name: _____ Account Code: _____

Event/Activity Name: _____ Event Date/s: _____

Description of Activity/Event: _____

Of People Attending: _____

Does this involve collecting money, donation items or raising money with an outside company?

_____ If yes, what is the money being raised for? _____

Estimated Revenue: _____ Estimated Expenses: _____

Building Request

- Space Needed (Gym, Commons, etc.): _____
- Chairs/Tables/Equipment Needed: _____
- Start Time: _____ End Time: _____
- Staff Member on Premises During Entire Event: _____
- Staff Member Email: _____
- Student Leader/Contact: _____
- Student Leader Email: _____

Approvals- Print Name, Email and date of approval:

Staff Advisor/Coach: _____

ASB Accounting Office: _____

Main Office Facility Coordinator: _____

ASB Activity Coordinator/Athletic Director: _____

Principal: _____

*Activity is not approved until all signatures are complete, once all signed- send promotion info to Main Office Receptionist &/or EHS Webmaster.

EHS ASB PRE-APPROVAL PURCHASE FORM

ASB procedures require student approvals prior to ANY ASB purchase. Please use this form BEFORE making any ASB purchases and turn it in with all ASB purchase paperwork- PO Forms, Credit Card Processing, Print Center Jobs & Reimbursement Forms.

DATE: _____ ASB CLUB/TEAM: _____ ACCOUNT #s: _____/_____/_____

ASB ADVISOR NAME: _____ ASB ADVISOR SIGNATURE: _____

ASB STUDENT LEADERS (NAMES & POSITIONS):

We, the above listed student leaders, have met with our ASB Advisor and have discussed and approved the following ASB purchases. This form will be retained as official Minutes and approvals. Purchases are property of EHS ASB and must remain with ASB materials.

Item	Purpose	Quantity	Price	Tax (10%)	Shipping	Total	Account #

We, the ASB Student Leaders listed above, give our approval for the purchase of all items listed here, not to exceed the grand total of \$_____ which includes tax, delivery fees, etc. Signatures and dates below....

Name: _____ Date: _____ Name: _____ Date: _____

Name: _____ Date: _____ Name: _____ Date: _____

More Important Things To Know About Fundraising...

- Avoid Raffles (have to be 18)
- Bake Sales can only sell 30 minutes after school day (2:50 or 12:55 on Wednesdays is okay).
- Same 30 minute rule applies to selling donuts, candy bars, candy-grams, etc-
- In addition to the approval form 30 days prior, each group should complete follow up forms after fundraisers- forms found in Bookkeeping Office.
- Whenever a Club or Interest Group is discussing money or fundraising, have your group secretary **take detailed minutes, make sure to have officers vote on final \$ decisions and give a copy of those to the Bookkeeping Office.**
- Interest Groups cannot raise money for their groups, but they could propose a charitable fundraiser.

What should I make sure my club is doing?

- Meet as listed on the EHS website- date, time & location
- Use Roberts Rules of Order <https://robertsrules.com/> to keep meetings organized
- Make sure Secretary/Officer is taking notes of meetings, keep copies of signed/dated notes and give originals to Bookkeeping Office whenever notes involve money- whether that is collecting dues, charging admission fees, buying supplies for an event, registering for a competition, etc.
- Complete ASB Activity/Event Form 30 days prior to any events (Found on EHS Teams Page)

Continued...

- If your club is doing t-shirts, hats, lanyards etc- make sure your students get these orders set up before Winter Break each year as the process can take months. Starting in Spring is too late. Is this part of club dues? Or will students pay extra for these items? Pre-sales?
- Each March, clubs complete the ASB Budget Worksheet for the upcoming year. This applies only to official ASB Clubs with a budget, or Interest Groups that wish to become an official Club with a budget in the next year. All this info will be emailed to you in March and is due mid-April each year. Even if you are not planning to be involved in the club next year, this still lands on the current Officers and Advisor.

Questions?

