



**OAKLAND TECHNICAL HIGH
SCHOOL
ASSOCIATED STUDENT BODY
CLUB HANDBOOK**

LEADERSHIP THROUGH SERVICE

CLUB ADVISOR GUIDELINES AND RESPONSIBILITIES

The purpose of the Associated Student Body is for the management of the funding of the student clubs and organizations. All ASB student clubs and organizations may raise and spend money in order to promote the general welfare, morale and educational experience of the students. Student funds finance worthwhile activities which go beyond those provided by the district. All ASB accounts are club specific. In order for each student club or organization to be valid the club advisor must:

- Be a certificated staff member.
- Ensure club application paperwork is completed and turned in by the deadlines.
- Be present at all club meetings, events, and fundraisers.
- Ensure the club meets regularly and minutes are taken and approved. Minutes should include any fundraising plans, and ways the club intends to spend the money it makes. Copies of these minutes and all supporting documents should be submitted to the ASB Advisor after each meeting.
- Ensure the club account is used for fundraising efforts, purchases, and activities that the club or group decides together and is documented in your minutes. A reminder that these procedures are based on good business practices, and all purchases and fundraisers must be for the students, by the students, and must **always be pre-approved** by the Principal.
- 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.
- If the club is affiliated with an outside charity or non-profit organization that will be the beneficiary of fundraising profits, the affiliation must be approved by board of education. All publicity for the fundraiser must state the non-profit or charity that is receiving the profit.
- Ensure all flyers and posters are approved by the ASB Director prior to being posted.
- Ensure any club monetary transactions, such as membership donations or club shirt purchases, are collected with the advisor present. The club must record and maintain all money collected and turn in to the business office as soon as possible. Never deposit funds in your personal bank account.

Disbanded/Terminated/Inactive Clubs:

Any terminated, disbanded, or inactive club must complete the club application process again during the following school year to be reinstated. No terminated, disbanded or inactive club is permitted to meet for the duration of the year in which they are terminated, disbanded or inactive. No student may claim ownership over any terminated, disbanded or inactive club at any point of time. If a club believes it has been terminated without reason, it may appeal to the administration and the school leadership class for reinstatement.

CLUB GUIDELINES AND REQUIREMENTS

- Club must submit a club constitution and budget plan before the deadline set forth by the school student body and administration.
- Clubs must hold official meetings on campus at least once a month if funds exist in the ASB account for that club. Failure to meet for any two months over the course of the school year will result in termination of the club.
- Clubs must meet on the days set forth in their club constitution (e.g., every second Tuesday of the month) except in the event of another school or club event.
- Clubs must take minutes at all meetings.
- Each club must have a minimum of six active members. Two-thirds of the members must be present at 51% of all meetings. Attendance must be recorded at official meetings as a part of the club minutes. Clubs will have up to one semester each school year to reach the minimum number of active members.
- Club officers must be full-time students at the school. If a part-time student wishes to be a member of a club, he or she must sign a code of conduct.
- A club advisor must be a certificated staff member in the district. A club advisor must be present at all club meetings, club events, and club fundraisers. If the advisor cannot be present, another certificated staff member can be designated as a substitute.
- The district board of trustees must approve all non-profit affiliate charities that will be beneficiaries of club fundraising.
- The only four positions considered club officers are club president, vice president, secretary, and treasurer. All other titled positions in a club are considered leadership positions, not officer positions. There may be as many or as few leadership positions as the club sees fit.
- When a club holds an election, the following must occur:
 - Each active club member is allowed no more than one vote for any election
 - The process of the election must be clearly established and outlined in the club constitution. This must include, but is not limited to, what percentage is needed to win/pass and what happens in the event of a tie.
 - If a position has an eligibility requirement, these requirements must be clearly defined in the club constitution. The selection committee may include club members but must include the club advisor.
- Whenever a club elects or appoints a new officer or leadership position, the results must be documented in the club minutes of that month.
- Two violations of any of the club bylaws may result in the termination of the club for the remainder of the school year.

CLUB OFFICER DUTIES

President

- Preside over all meetings.
- Plan and prepare agendas for all meetings, working closely with the club advisor.
- Know the basic rules of parliamentary procedure.
- Facilitate group discussions by summarizing and clarifying.
- Conduct himself/herself with academic integrity and in an exemplary manner.

Vice President

- Assist the president and serve in his/her absence.
- Assist in planning meeting agendas.
- Know the basic rules of parliamentary procedures.
- Help facilitate group discussions.
- Conduct himself/herself with academic integrity and in an exemplary manner.

Secretary

- Notify members of upcoming meetings
- Distribute meeting agenda
- Take attendance at meetings
- Keep accurate minutes of all meetings, attach the agenda and attendance report, and keep on file.
- Report minutes of previous meetings.
- Handle all club correspondence.
- Conduct himself/herself with academic integrity and in an exemplary manner.

Treasurer

- Work closely with club officers and club advisor to prepare an annual budget.
- Ensure all expenses are approved prior to purchasing.
- Assist with fundraiser profit and loss analysis statements.
- Maintain a complete and accurate record of all club receipts and disbursements.
- Conduct himself/herself with academic integrity and in an exemplary manner.

CLUB MINUTE PROCEDURES

MINUTES

Minutes serve as the record of each meeting and the actions taken during the meeting and demonstrate that the student council or club has followed the ASB organization's policies and procedures.

Minutes should include details of proceedings, including financial matters pertaining to the budget, approval of fund-raising ventures, and expenditure authorizations. Minutes are not a verbatim transcript of every word spoken; rather, they are a concise documentation of the essential matters discussed at each meeting so there is a record of what occurred. The minute should be clearly written so that they can be read and understood in the future. It is important to remember that abbreviations that mean something to one group may mean nothing to someone reading the minutes a year later. Abbreviations for special projects or groups should be avoided.

Good Business Practices for Meeting Minutes

The following are the minimum items of information that should be documented in meeting minutes:

- Name of the club or organization holding the meeting.
- Date, time, and place of the meeting.
- Names of those in attendance.
- Name of the presiding officer.
- Approval of minutes from the previous meeting.
- What was discussed or reported on during the meeting.
- Report on activities of standing committees or special committees.
- What action was taken during the meeting, e.g., the budget was amended or the expenses were approved. The results of any votes taken, including who made a motion, who seconded the motion and anyone in opposition, if applicable.
- Reporting on any communication to the ASB.
- Listing of any unfinished business.
- Date and time of next meeting.
- What time the meeting adjourned.
- Who prepared the minutes.
- Reporting on any communication to the ASB.
- Listing of any unfinished business.
- Date and time of next meeting.
- What time the meeting adjourned.
- Who prepared the minutes. .

MINUTES CONTINUED

Any information provided to those attending the meeting, such as bylaws, project outlines and letters, should be attached to the original minutes and kept on file. The club secretary, or whoever took the minutes, should also sign the minutes when they are completed.

- At the next regularly scheduled student council or club meeting, the students should review and approve the minutes of the previous meeting. The secretary should maintain a binder of all of the approved minutes for the school year.
- Sample ASB Minutes provided.

CLUB MEETING PROTOCOL

Call to Order

- President: Will call the meeting to order.
- Secretary: Records the time meeting was called to order for the minutes and circulates sign-in sheet.

Minutes of Previous Meeting Approval

- Secretary: Reads minutes of previous meeting and asks for a motion to approve and a second to the motion. If there is a correction to the minutes, the motion is to "approve the minutes as corrected." Names of the motion makers must be documented in the minutes.

Treasurer's Report

- Treasurer: Provides a list of approved expenditures and asks for any new requests for expenditures. The requests are voted on by the club using the motion protocol. The new request(s) are submitted to the accounting clerk for approval on a Purchase Request Form.
- Secretary: Documents expenditures, approved and new, for the minutes, noting the motion makers and the outcome of the vote.

Old Business

- President: This is the forum for following up on previous meeting issues or events. If voting is required, the motion protocol should be followed.
- Secretary: Documents the discussion in the minutes, noting the motion makers and outcome of the vote.

New Business

- President: This is the forum for new issues or events to be decided on. If voting is required, the motion protocol should be followed.
- Secretary: Documents the discussion in the minutes, noting the motion makers and outcome of the vote.

Committee/Officer Reports

- President: Calls upon officers and /or committee chairs for updates or information.
- Secretary: Documents the information in the minutes.

Announcements/Presentations

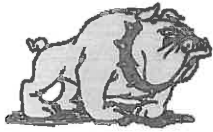
- President: Shares any announcements or introduces any presenters to the club.
- Secretary: Documents the discussion in the minutes, noting the motion makers and the outcome of the vote.

Adjournment

- President: Shares any announcements or introduced any presenters to the club.
- Secretary: Takes notes and documents in the minutes.

Finalization

- Secretary: Club minutes should be finalized on the Club Minutes form with the sign-in sheet of members attached. A copy of the Club Minutes and sign-in should be forwarded to the ASB Leadership within a week of the meeting. A copy of the Club Minutes and sign-in should also be retained on file for the club.



OAKLAND TECHNICAL HIGH SCHOOL
ASSOCIATED STUDENT BODY (ASB)

PRINCIPAL: MARTEL PRICE
4351 BROADWAY, OAKLAND, CA 94611
(510) 450-5400

DATE: _____

ASB CHECK REQUEST FORM

Use this form if you need to be reimbursed for approved expenses. Also, if you are requesting direct payment to a vendor. Attach original receipts or invoices. Please also include your minutes and signatures of participants (students).

QUESTIONS: Please Email Janet.Clachar@ousd.org and cc: Principal at Martel.Price@ousd.org.

NAME OF CLUB: _____

NAME OF SPONSOR: _____

REASON FOR REQUEST: _____

MAKE CHECK PAYABLE TO: _____

Check should be:

☐ Left in box in Main office

☐ Mailed to: _____

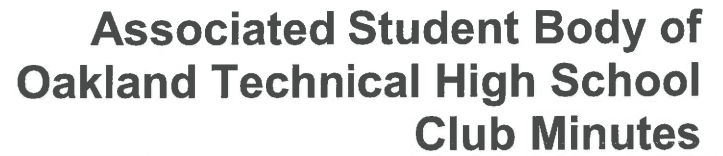
☐ Other: _____

Description	Amount
TOTAL AMOUNT	

Sponsor's Signature _____ Date _____ Athletic Director _____ Date _____

Administrator _____ Date _____ Student _____ Date _____

Activity Director's Signature _____ Date _____ CHECK NUMBER ISSUED _____ Date _____



Reports:

OLD Business (Topic):

Action Taken:

NEW Business (Topic):

Action Taken:

Approved ☐

Adjournment: ☐

Opposed: ☐

Time Adjourned:

CASH CONTROL PROCEDURES

CASH BOX

Cash box request must be made to the business office at least 2 days for a fundraising event.

Verify cash in box prior to beginning fundraiser.

During the event, at least two people should control cash sales using one of the following cash control documents:

If fundraiser is a multiple-day event, cash must be counted by two people at the end of each day, and then recounted at the beginning of the next day. The two totals should match. On the last day of the event, the Cash Box Form should be used for the final count.

FEES AND DONATIONS:

Under the law (California Constitution 1879), public schools must provide a "free and equal public education." This means that students enrolled in public school cannot be charged for participation in educational activities that are part of the core program of the school. Educational activities include field trips, athletics, and extracurricular on-campus activities such as student clubs. Schools must adhere to the law and ensure that student equity in the educational process is not compromised.

All requests must clearly state that the donation is not required for participation in the club or club activities.

DEPOSITS

- Club deposits should be made in a timely fashion.
- All checks, cash, and coin should be counted in the presence of two or more people.
- Name of the club and name of the activity should be filled in at the top.
- Count all checks and place total, along with all of the bills and all of the coin.
- "Counted By", should be completed by the TWO people counting the deposit.
- Keep all monies collected in the school safe until given to the ASB Advisor or business office.
- NEVER count money alone. Students may help count funds; however students are not allowed to count funds without an adult present.

CHECK REQUESTS

- Once pre-approval is granted and you have purchased your items, complete a check request.
- Attach ORIGINAL receipt.
- Obtain Advisor signature, Student Treasurer signature and Student Representative signature.
- Packing slips should be dated when received and attached to the check request.

FUNDRAISER PROCEDURE

- The *Request for Approval for Fundraising Event* form must be signed by the club advisor and approved by the principal before a fundraiser may be conducted.
- Complete a Request for Approval for Fundraising Event, signed by the club president and advisor.
- The fundraiser must be approved and recorded in the club minutes.
- Turn the completed, signed forms to the ASB Leadership Director for ASB Leadership and administration approval.
- Typically Allowed Fundraising Events:
 - Concessions
 - Food Sales
 - Entertainment Events
 - Advertising
 - Club Logo Items
 - Tournaments
 - Car Washes
- Unallowable Fundraising Events (Includes but not limited to):
 - Raffles or games of chance
 - Activities that pose liability, safety or risk concerns.

Please refer to Chapter 14 from the FCMAT ASB Accounting Manual, Fraud Prevention Guide for more detailed information.

Name of Club: _____



**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

Effective September 1, 2012, Oakland Technical High School staff, volunteers and students wishing to sell food & beverages on school property must complete and submit the following application to the Oakland Technical Admin for approval. This application process is in accordance with the Oakland Unified School District Food and Beverage Policy. All funds need to be turned into ASB DESK No later than 24 Hours of Sale or Fundraisers. More details on the policy can be located at <https://www.ousd.org/Page/21790>.

APPLICATION PROCESS:

- Application forms can be obtained: 1) at the office; 2) on the Oakland Technical High School website
- Application forms must be submitted to the Oakland Technical High School ASB team a minimum of fourteen (14) days in advance of the event to ensure adequate time for review
- Application forms may be submitted by hand to the Student Center office or via email to the ASB advisor at: Shalonda.Tillman@ousd.org
- Application results will be communicated a maximum of 7 days after receipt of the application
- Event organizers should not advertise the event or make commitments prior to obtaining approval

EVENT DETAILS (Sections 1- 7 must be fully completed in order for applications to be considered):

1. Date & Time of Event/Program:

2. Name of Event:

3. Contact Person & Email Address:

4. # of participants expected:

5. Description of the event. Check off all that apply or bold if completing electronically:

Fund raiser (forecasted profit: \$ _____) Sporting Event Lunch Program _____

Other _____

6. Purpose of the Event:

7. List all food and beverage items, including condiments, which will be distributed or sold at the event. You will need to consult the nutrition standards (see Appendix 1) and cross refer food labels. Food list is Attached

Food or Beverage Description	Food Group	Sells Cost	Approved to Sell

For Oakland Technical High School Admin Use Only

Date Received:

Date Approved/Not Approved:

Signature:

OAKLAND TECH FOOD SALE FUNDRAISER GUIDELINES

Student organizations at Oakland Tech may sell approved food and beverages during lunch time to raise funds for their organizations. In general, only one student organization per day may sell food, but the school will hold up to four days when all student organizations may sell food at the same time. Student organizations may not sell the same items that are being sold in the cafeteria on the day of the fundraiser (see Cafeteria Menu for March-April, attached).

Food Fundraiser Days: The school will provide up to four days each school year when all student organizations can sell approved food and beverage items as fundraisers at lunch time. These days will be shown on the school calendar and may have different themes (e.g., International Food Day, Club Food Day, etc.). Student organizations who wish to participate in these food sale days must sign up in advance with the Activities Director. Up to three categories of foods or beverages may be sold each day (e.g., chips, sandwiches, juices, etc.). Food(s) or beverage(s) cannot be prepared on campus.

Other Food Fundraisers: In addition to the food sale days, one student organization per day is allowed to sell approved food and beverage items as a fundraiser at lunch time, and they need to sign up with the Activities Director in advance. The Activities Director will keep a calendar of the student organizations who have signed up to hold food sale fundraisers. Up to three categories of foods or beverages may be sold each day (e.g., chips, sandwiches, juices, etc.). Food(s) or beverage(s) cannot be prepared on campus.

After-School Food Fundraisers: Student organizations may sell food on campus beginning 30 minutes after the end of the last class of the day. After-School Food Fundraisers are not limited to approved food and beverages.

Approved Food Items:

1. Snack Foods. Fruit, vegetable, dairy, protein, or whole grain item (or have one of these be the first ingredient). This includes a food item that contains at least $\frac{1}{4}$ cup of fruit or vegetable with another food. A snack food item must have fewer than 200 calories and less than 35% sugar by weight.
 2. Entree Foods. Food that is intended as a main dish which has fewer than 350 calories and less than 35% sugar by weight. An entree food may be:
 - a. Fruit, vegetable, dairy, protein, or whole grain item (or have one of these be the first ingredient), or
 - b. A food item that contains at least $\frac{1}{4}$ cup of fruit or vegetable combined with:
 - i. Meat/meat alternative and whole grain rich food; or
 - ii. Meat/meat alternative and fruit or non-fried vegetable; or
 - iii. Meat/meat alternative alone (cannot be yogurt, cheese, nuts, seeds, or meat snacks because these are considered a "snack" food)
1. Fruit or Vegetable Juice. At least 50% juice, no added sweeteners, no larger than 12 ounces.

2. Milk or Non-dairy Milk. No larger than 12 ounces, and no more than 28 grams of sugar per 8 ounces.

3. Water. No added sweeteners.

4. Electrolyte Replacement. No calorie (up to 20 ounces) or low-calorie (up to 12 ounces, with no more than 40 calories per 8 ounces), with water as the first ingredient, no more than 16.8 grams of added sweetener per 8 ounces, no added caffeine.

5. Flavored Water. No calorie (up to 20 ounces) or low-calorie (up to 12 ounces, with no more than 40 calories per 8 ounces), with water as the first ingredient, no added sweetener, no added caffeine.

Guidance for Club Advisors for Food Sales During the School Day

1. Food and beverage sales on campus must be conducted by students, not staff.

2. Food and beverage items must not be the same items that are offered by the cafeteria that day.

3. Food and beverage items must meet both state and federal nutrition regulations.

4. Food may not be cooked on campus or require heating. Food must not require heating to be held at a safe temperature per Alameda County Health Code.

5. Nutritional information of food to be sold must be sent to nutrition@ousd.org and approved in advance by OUSD Nutrition Services. Nutrition information will be kept on file for audit purposes.

6. Detailed Food Requirements for High School

a. Types of allowable food are limited to:

i. Fruit, vegetable, dairy, protein, or whole grain item (or have one of these be the first ingredient)

ii. A combination item that contains at least $\frac{1}{4}$ cup of fruit or vegetable with another food.

iii. The allowable food may be snack food or entree food.

b. Snack Food

i. Less than or equal to 35 percent calories from fat (except nuts, see reduced-fat cheese or part skim mozzarella, eggs, dried fruit and nut/seed combo, fruit, non-fried vegetables, seafood), and

ii. Less than 10 percent calories from saturated fat (except nuts, see reduced-fat cheese or part skim mozzarella, eggs, dried fruit and nut/seed combo), and

- iii. Less than or equal to 35 percent sugar by weight (except fruit**, non-fried vegetables, dried fruit and nut/seed combo), and
- iv. Less than 0.5 grams trans fat per serving (no exceptions), and
- v. Less than or equal to 200 milligrams sodium per item/container (no exceptions), and
- vi. Less than or equal to 200 calories per item/container (no exceptions).

c. Entree Food

- i. Less than or equal to 35 percent calories from fat, and
- ii. Less than 10 percent calories from saturated fat, and
- iii. Less than or equal to 35 percent sugar by weight, and iv. Less than 0.5 grams trans fat per serving, and v. Less than or equal to 480 milligrams sodium, and
- vi. Less than or equal to 350 calories.

7. Detailed Beverage Requirements for High School

a. A compliant beverage must be marketed or labeled as a fruit and/or vegetable juice, milk, non-dairy milk, water, electrolyte replacement beverage/sports drink, or flavored water and meet all criteria under that specific category.

b. Compliant beverages:

- i. Fruit or Vegetable juice:
- ii. At least 50 percent juice, and
- iii. No added sweeteners, and
- iv. Less than or equal to 12 fluid ounce serving size

c. Milk:

- i. Cow's or goat's milk, and
- ii. 1 percent (unflavored), nonfat (flavored, unflavored), and
- iii. Contains Vitamins A and D, and iv. At least 25 percent of the calcium Daily Value per 8 fluid ounces, and
- v. Less than or equal to 28 grams of total sugar per 8 fluid ounces, and
- vi. Less than or equal to 12 fluid ounce serving size

d. Non-dairy milk:

i. Nutritionally equivalent to milk (see 7 CFR 210.10(d)(3), 220.8(i)(3) and

ii. Less than or equal to 28 grams of total sugar per 8 fluid ounces, and

iii. Less than or equal to 5 grams fat per 8 fluid ounces, and iv. Less than or equal to 12 fluid ounce serving size 2

e. Water:

i. No added sweeteners

ii. No serving size limit

f. Electrolyte Replacement Beverages (High Schools Only):

i. Must be either less than or equal to 5 calories per 8 fluid ounces (no calorie)

ii. OR less than or equal to 40 calories per 8 fluid ounces (low calorie) and

iii. Water as the first ingredient, and

iv. Less than or equal to 16.8 grams added sweetener per 8 fluid ounce and

v. 10-150 milligrams sodium per 8 fluid ounces, and

vi. 10-90 milligrams potassium per 8 fluid ounces, and vii. No added caffeine, and

viii. Less than or equal to 20 fluid ounce serving size (no calorie)

ix. OR less than or equal to 12 fluid ounces per serving size (low calorie)

g. Flavored Water (High Schools Only):

i. Must be either less than or equal to 5 calories per 8 fluid ounces (no calorie)

ii. OR less than or equal to 40 calories per 8 fluid ounces (low calorie) and

iii. No added sweetener, and

iv. No added caffeine, and

v. Less than or equal to 20 fluid ounce serving size (no calorie)

vi. OR less than or equal to 12 fluid ounce serving size (low calorie)

h. All beverages must be caffeine-free (trace amounts are allowable)