

# CLUB ADVISOR PACKET

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## Top 10 Reminders for Advisors:

1. In order for you to be reimbursed for anything, you must submit a PURCHASE ORDER in your name for a given amount – BEFORE YOU BUY ANYTHING!!! **Note: you must have a minimum of that amount in your account. The PURCHASE ORDER must be submitted with minutes to show your club approved the transaction.**
2. Please attach original invoice/receipt for all PURCHASE ORDERS/check requests. If you purchase items from outside of CA, you will have to pay out of state tax and your account will be billed.
3. **All PURCHASE ORDERS and FUNDRAISER REQUEST forms must have meeting minutes attached.** I will **not** sign any form without an agenda.
4. If you need a purchase order number or a check processed for anything, you must allow at least **1 week for it to be processed.**
5. All deposits must be accompanied by a DEPOSIT SLIP and copies of receipt pages/tally pages.
6. All fundraisers must be approved by ASB at least two weeks prior. After the fundraiser, you must submit a CLUB/ACTIVITY BUDGET within 1 week of completing your fundraiser. **If it isn't turned in within the allotted time, the next fundraiser will not be approved.**
7. No food can be sold on campus (until 3:00pm) except during 4 designated days (Club Day, Homecoming Food Fair, Battle Week Food Fair and Chicken Week Food Fair).
8. Any business or organization must have a W-9 and 590 on file in order for a check to be processed.
9. No personal items on reimbursement receipts or you will not be reimbursement for the allowed club purchases.
10. Clubs must meet at least once a month. Club minutes must be submitted to ASB after meetings to have on record.

## **What happens if my club doesn't have prior approval and we go and spend money?**

- In the event that there is NO PO in place before you went to purchase the items, ASB does not have to process a reimbursement for policies not followed.
- All advisors are given one warning. At that warning, it will be up to the advisor to complete the paperwork and rationale for why policies weren't followed. It will be given to the Vice Principal in charge and she will sign it to attach to the audit exception.
- **There will be no second warning. The second time funds will not be reimbursed.**

# Club Advisor Responsibilities

- It is the duty of the advisor to meet with the student group to make plans. The advisor must know what is going on at all times. No group may take official action without approval of the advisor.
- Ensure that your club participates in Club Day. You need to have at least 1 student representative at your table to distribute information and take sign-ups.
- Allow the students to conduct their meetings and merely guide them in proper use of basic parliamentary procedure, record keeping, etc.
- Turn in a proposed budget, club roster, and request for continued club recognition at the beginning of the school year. You must have all minutes and fundraising recaps turned in from previous year.
- Have an updated constitution on file in the Activities Office.
- Ensure that minutes are taken at every meeting and turned in to the Activities Office at least once a month.
- All expenditures must be approved and shown in the minutes then approved by ASB before you can spend any money. PO forms must accompany all requests for spending.
- Be in attendance during any activity your group is sponsoring or holding. If unable to attend, it is the responsibility of the advisor to find another school employee as a replacement.
- Calendar and clear your events and fundraisers with the Activities Director at least one week prior to the event.
- Turn in fundraising recaps to Activities Office no later than 2 weeks after the completion of a fundraiser.

# Class Advisor Responsibilities

## Senior Class Advisor:

Oversees all senior class activities

Works with activities director/administration to set up senior calendar

Meets with senior class throughout the year to give them updates for all senior activities

Oversees senior class float

Plans and organizes Grade Nite trip to Disneyland (order buses, find chaperones, order tickets, get board approval, etc.)

Coordinates with Sober Grad team

Coordinates graduation ceremony with activities director

Coordinates ordering of cap, gown, & announcements with Graduate Services

Creates and distributes Senior Handbook

Meets with senior class officers to design senior t-shirts

Ensures that senior class turns in minutes from all meetings

Needs to document once a month meetings

Help organize one fundraiser per semester

## Junior Class Advisor:

Coordinates prom

- meets with junior class officers from both campuses

- helps to determine theme and decorations

- works with activities director to determine cost and promotion of event

Oversees junior class float

Works with junior class officers on any fundraising activities

Ensure that junior class turns in minutes from all meetings

Needs to document once a month meetings

Help organize one fundraiser per semester

## Sophomore Class Advisor:

Oversees sophomore class float

Needs to document once a month meetings

Help organize one fundraiser per semester

## Freshman Class Advisor:

Oversees freshman class float

Needs to document once a month meetings

Help organize one fundraiser per semester

**APPENDIX D-2: CONTINUED (DISTRICT SPONSORED HIGH SCHOOL CLUBS)**

**Extra Assignment Pay Schedule  
District Sponsored High School Clubs**

Stipends, when authorized are paid to bargaining unit members who accept extra assignments that require time and effort that extends beyond the normal seven and half (7 ½) hour workday.

Employees will perform said extra duties in addition to their regular full time assignment, including preparation period.

A district sponsored High School club is a club which is approved by the Governing Board. For such club sponsors the district will pay the following rates:

	Step 1	Step 2	Step 3	Payments
				50% Payable Dec 10 <sup>th</sup> 50% Payable May 10 <sup>th</sup>
<b>Level 1</b>				
Level 1 Meets all year. One or more fund raisers per year. Meets at least one time per month not including Home-coming Float meetings. No educational field trips.	\$550.76	\$666.71	\$794.26	
<b>Level 2</b>				
Level 2 Meets all year. Two or more fund raisers per year. One or more educational field trips per year. Meets at least two times per month not including Home-coming Float meetings.	\$730.48	\$852.22	\$973.98	

Central High School  
Request for Continued Club Recognition

Please turn in the following application along with your club roster and proposed budget to the Activities Office no later than Friday, August 24<sup>th</sup>. Club Day will be held on Wednesday, August 29<sup>th</sup>. You may send students in at lunch to borrow supplies. Remember to turn in minutes at least once a month in order to maintain club status on campus and to have club picture in yearbook.

Club name: \_\_\_\_\_

Advisor: \_\_\_\_\_

Location of meetings: \_\_\_\_\_

Purpose of organization: \_\_\_\_\_

\_\_\_\_\_

Membership qualifications: \_\_\_\_\_

\_\_\_\_\_

Events/community service projects planned for year: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Elected Officers for school year:

President \_\_\_\_\_

Vice President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

\_\_\_\_\_

----- For ASB use only -----

Up-to-date constitution on file in the Activities Office?	Yes ___	No ___
Club roster of active members attached?	Yes ___	No ___
Previous year's minutes and fundraising recaps turned in?	Yes ___	No ___
Proposed budget turned in?	Yes ___	No ___

This request has been approved/denied by the Central High School Associated Student Body Officers on \_\_\_\_\_, 20\_\_\_\_.



Central High School  
New Club Petition

Club Name: \_\_\_\_\_

Purpose: \_\_\_\_\_

Goals: \_\_\_\_\_

Membership qualifications: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_

Elected Offices for the club are as follows:

\_\_\_\_\_ President

\_\_\_\_\_ Treasurer

\_\_\_\_\_ Vice President

\_\_\_\_\_ Historian

\_\_\_\_\_ Secretary

\_\_\_\_\_ Other \_\_\_\_\_

Advisor: \_\_\_\_\_  
(signature)

**Student Council approval on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.**

\_\_\_\_\_  
ASB President

\_\_\_\_\_  
Activities Director

\_\_\_\_\_  
Vice Principal

\_\_\_\_\_  
Principal

# Central High School New Club Petition

	Name	Grade
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____

This petition and the constitution were filed with the Activities Office on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Constitution for \_\_\_\_\_

Article I – Name

The name of this organization shall be \_\_\_\_\_.

Article II – Purpose

The purpose of this organization shall be \_\_\_\_\_.

Article III – Membership

Membership shall be limited to Central High School students who are interested in being involved in  
\_\_\_\_\_.

Article IV – Officers

President

- Preside over meetings
- Have the power to call meetings
- Represent the organization to the public
- Be in charge of activities for his/her organization

Vice President

- Assume the duties of the president in his/her absence
- Be in charge of fundraisers

Secretary

- Keep minutes of meetings
- File copies of minutes in Activities Office

Treasurer

- Give and receive receipts for money
- Help the v.p. in fundraising

Historian

- Attend all organization functions
- Take pictures of all functions

Article V – Election Process

(How will officers be chosen?)

Article VI – Meetings

(How often will your organization meet?)

Article VII – Amendments

(How will you make changes to constitution?)

CLUB/ACTIVITY BUDGET 2018-2019



CLUB \_\_\_\_\_

**A. BEGINNING BALANCE FROM PRIOR YEAR** \$ \_\_\_\_\_

INCOME

(List *estimated* income from all planned sources for the school year)

SOURCE:	AMOUNT
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**B. TOTAL ESTIMATED INCOME** \$ \_\_\_\_\_

EXPENDITURES

(List all *estimated* expenditures for the school year – list of vendors)

WHAT WILL BE PURCHASED OR PAID:	AMOUNT
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**C. TOTAL ESTIMATED EXPENDITURES** \$ \_\_\_\_\_

**\*ENDING BALANCE (A+B-C)** \$ \_\_\_\_\_

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Treasurer Signature

**Club Minutes Template – must be typed and submitted at least once a month**

Name of Organization (name of your club or sport): \_\_\_\_\_

Date (date of the meeting)

Location (where your meeting was held)

I. Meeting Called to Order at \_\_\_\_\_ by \_\_\_\_\_  
(time) (name of student)

Members Present: (list of students attending meeting – can attach sign in sheet)

II. Previous Minutes: (minutes from the last meeting should be read by secretary)

III. Treasurer's Report: (how much is in your account)

IV. New business:

Fundraiser requests: (what is the fundraiser and what are you raising money for)

Title \_\_\_\_\_ Purpose \_\_\_\_\_

**Approval**

Motion: (name of student)

Second: (name of student)

Request for payments: (must fill out PO form with same \$ to go with those vendors listed below)

Vendor _____	\$ _____	purpose: _____
Vendor _____	\$ _____	purpose: _____
Vendor _____	\$ _____	purpose: _____
Vendor _____	\$ _____	purpose: _____

**Approval:**

Motion: (name of student)

Second: (name of student)

V. Other: -

**Approval:**

Motion:

Second:

VI. Meeting adjourned at \_\_\_\_\_  
(time)

Submitted by:

(Signature of student)

Name of Organization: \_\_\_\_\_

Date \_\_\_\_\_  
Location \_\_\_\_\_

I. Meeting Called to Order at \_\_\_\_\_ by \_\_\_\_\_

Members Present:

II. Previous Minutes:

III. Treasurer's Report:

IV. New business:

Fundraiser requests:

Title \_\_\_\_\_ Purpose \_\_\_\_\_

**Approval**

Motion:

Second:

Request for payments:

Vendor _____	\$ _____	purpose: _____
Vendor _____	\$ _____	purpose: _____
Vendor _____	\$ _____	purpose: _____
Vendor _____	\$ _____	purpose: _____

**Approval:**

Motion:

Second:

V. Other: -

**Approval:**

Motion:

Second:

VI. Meeting adjourned at \_\_\_\_\_.

Submitted by:

(Signature of secretary)

# REQUEST FOR FUND-RAISER

NAME OF ORGANIZATION MAKING REQUEST ASB

NAME OF SPONSER Shawna Sousa

DESIRED DATES FOR FUND-RAISER  
(If no preference, please state) 8/15/18 - 8/22/18

DESCRIPTION OF FUND-RAISER (Be specific, Indicate what you want to sell, how many items you will order, and where you plan to sell (on campus, off campus, or both))

Students will be selling fundraiser cards for \$20 each on  $\frac{1}{2}$  off campus.

**EXAMPLE**

PROJECTED INCOME FOR THIS FUNDRAISER...\$ 1,000

APPROVAL RECOMMENDED \_\_\_\_\_  
Signature- Activities Director Date Approved

FUND-RAISER  APPROVED  DISAPPROVED

If I have granted approval of the above described Fund-Raising Activity, I certify that it is consistent with current Board Policy.

ADMINISTRATOR'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

THE APPROVED DATES FOR THIS FUNDRAISER ARE:

STARTING DATE

ENDING DATE

SEND A COPY OF THIS FORM TO SPONSER AFTER APPROVAL OR DISAPPROVAL

\* Located outside Finance Office

Central High East Campus  
3535 N. Cornelia Ave  
Fresno, CA 93722

**PURCHASE ORDER**

TO: Vendor Name: Print District  
Vendor Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PO Number: \_\_\_\_\_

Item Number	Description	Quantity	Unit Price	Total Amount
	ASB Shirts			

Sub Total: \_\_\_\_\_  
Estimated Tax: \_\_\_\_\_  
Estimated Shipping: \_\_\_\_\_  
Total Purchase Order \$4000

Requested By: Shawna Sousa (Advisor)  
Club: ASB (your club)  
Date: 8/8/18

**Notice to Vendor:**  
Please mail the invoice in care of the ASB bookkeeper at the address at the top of the purchase order.  
Please indicate the purchase order number on the invoice.

**Certification:**(this section must be completed)

*We certify that this request has been approved and recorded in club minutes:*

Approval Date: Date of Meeting  
Club or Class: Your Club/Sport/Title  
President: Student Signature  
Advisor Signature: Advisor Signature

*We Certify that this request has been approved by ASB or Student Council:*

Approval Date: \_\_\_\_\_  
ASB Officer: \_\_\_\_\_  
ASB Advisor: \_\_\_\_\_  
Principal: \_\_\_\_\_

} Leave for ASB

\* Must submit money with cash count form AND receipts!

\* Located outside finance office

ACTIVITY / CLUB <u>ASB</u>		
FUND NUMBER _____		
DESCRIPTION <u>Fundraiser Cards</u>		
	COUNT BY PERSON SUBMITTING MONEY	COUNT BY FINANCE CLERK
TOTAL CHECKS	\$740	
CURRENCY		
100'S		
50'S		
20'S	\$80	
10'S	\$200	
5'S	\$20	
2'S		
1'S		
TOTAL CURRENCY	\$300	
COIN		
1.00'S		
.50'S		
.25'S		
.10'S		
.05'S		
.01'S		
TOTAL COIN		
TOTAL ALL CASH COINS AND CHECKS	\$1040	
Receipt Number _____		
1. Prepared by Signature & Date:		<u>[Signature]</u> 8/23/18
2. Secondary Signature & Date:		
3. Club Advisor Signatur & Date:		
4. ASB bookkeeper Signature & Date:		
5. Verified by Signature & Date:		<u>[Signature]</u> 8/23/18
Date Deposited _____		

\_\_\_\_\_ School  
Revenue Potential/Fund Raising Recap

Date \_\_\_\_\_ Organization \_\_\_\_\_  
Project \_\_\_\_\_

BEFORE the activity begins, RECORD this basic information

1. Purchase Cost \$ \_\_\_\_\_

2. # of Items Purchased \_\_\_\_\_

For Bookkeeper to Record:

3. Selling Price \$ \_\_\_\_\_ /each

Check # \_\_\_\_\_

\* Multiply #2 by #3 to get:

Check # \_\_\_\_\_

4. Potential Income \$ \_\_\_\_\_

DURING and AFTER the activity, RECORD the monies Collected:

For Your club To Record:

\_\_\_\_\_ Sold @ \$ \_\_\_\_\_ = \_\_\_\_\_

Receipt # \_\_\_\_\_

\_\_\_\_\_ Sold @ \$ \_\_\_\_\_ = \_\_\_\_\_

Receipt # \_\_\_\_\_

\_\_\_\_\_ Sold @ \$ \_\_\_\_\_ = \_\_\_\_\_

Receipt # \_\_\_\_\_

\_\_\_\_\_ Sold @ \$ \_\_\_\_\_ = \_\_\_\_\_

Receipt # \_\_\_\_\_

\_\_\_\_\_ Total 5. \_\_\_\_\_

\*Compare #4 (above) to #5. Was enough money collected (#5) to meet your potential income (\$) ? If not, explain the differences below. (For example: Did some of the items go unsold? If so, these items should be given back to the advisor. Did any items get lost or stolen? If so, give a list of the of the lost or stolen items to the advisor.)

\$ Collected (#5) \$ \_\_\_\_\_ - Potential (#4) \$ \_\_\_\_\_ = Difference \$ \_\_\_\_\_

NET PROFIT Recap

\$ Collected (#5) \$ \_\_\_\_\_ - Total Expenses \$ \_\_\_\_\_ = Net Profit \$ \_\_\_\_\_