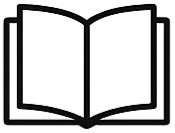


Club Advisor Handbook

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CLUB ADVISOR HANDBOOK

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Club Advisor Guidelines and Responsibilities

Club advisors must:

- Be a certificated staff member
- 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
- If the club is affiliated with an outside charity or nonprofit 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 nonprofit or charity that is receiving the profit.
- 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 yourself, or to a student, and never deposit funds in your personal bank account.
- Ensure that any money collected should never sit in a classroom over the weekend. It should be deposited to the ASB Bookkeeper or School Administrator no later than 3:30 PM on Friday.

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 fees 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.

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 in 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 Bylaws

CLUB NAME: _____

I. Clubs must submit a club constitution and budget plan before the deadline set forth by the school student body and administration.
II. Clubs must hold official meetings 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.
III. 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.
IV. All club meetings must be held on campus.
V. Clubs must take minutes at all meetings, have them approved, and submit a copy of the minutes to the student body class. Failure to submit minutes regularly may lead to termination of the club.
VI. Each club must have a minimum of four active members, including officers. Two-thirds of the membership 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.
VII. 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.
VIII. 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.
IX. The district board of education must approve all nonprofit affiliate charities that will be beneficiaries of club fundraising.
X. The only four positions considered club officers are club president, club vice president, club secretary, and club 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.
XI. When a club holds an election, the following must occur:

A. Each active club member is allowed no more than one vote for any election.
B. 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.
C. 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. The committee must be impartial when choosing candidates for a position and abide by the criteria set forth in their constitution.

XII. Whenever a club elects or appoints a new officer or leadership position, the results must be documented in the club minutes of that month.
XIII. Two violations of any of the club bylaws will result in the termination of the club for the remainder of the school year (this means violations of any two bylaws or of the same bylaw twice).

Acknowledgement

I HAVE READ AND UNDERSTAND THE DELTA CHARTER HIGH SCHOOL CLUB BYLAWS:
CLUB NAME: _____

_____	_____	_____
Club President Name (please print)	Club President Signature	Date
_____	_____	_____
Club Advisor Name (please print)	Club Advisor Signature	Date

Club Constitution

☐ Activity Club Only ☐ Fundraising Club (must complete a Club Budget Plan form)

Article I- Name, Purpose and Goals

Club Name: _____ School Year _____

Club Advisor: _____

Club Purpose: (What is the goal of your club? Be creative, but be realistic, too. Think about short-term goals, i.e., weekly and monthly, and long-term goals, i.e., yearly. Write 3-5 sentences that explain the purpose and goals of your club and what you want to accomplish.)

ACHIEVING YOUR PURPOSE: (How will you achieve your club's goals? What actions will you take to work toward its purpose? List your ideas for achieving your goals. Explain how those ideas relate to the purpose of the club.)

CLUB AND THE COMMUNITY: (How will your club impact the school and/or the community? What things can the club teach, share, assist with, or use to engage with the student body and/or the community? Be creative in writing down what your club can do to positively impact your school and community.)

AFFILIATION: (Is your club affiliated with an outside nonprofit or charity organization? If these organizations will be beneficiaries of club fundraising proceeds, please list the name(s) of these organizations. All beneficiaries must be approved by the district board of education.)

EXAMPLE TYPES OF ACTIVITIES AND FUNDRAISERS: (Again, be creative! Activities should be fun, related to the club, and you should learn something new from them. Activities can be a field trip or a fundraiser. Write down a list of ideas for activities and fundraisers for a 12-month period.)

Activity/Fundraiser	Approximate Date

Article II- Membership

MEMBERSHIP QUALIFICATIONS: (Write down the qualifications required to become a member.)

RECRUITING: (Write down your ideas for promoting the club and recruiting new members. List the various forms of media your school has to assimilate information.)

Article III- Meetings & Guidelines

Clubs shall structure meetings with the club advisor to fit the needs of the club and to fulfill the goals that have been established. Meetings should be held at least once a month and minutes taken and forwarded to the leadership class. Meetings must be held on campus.

Meeting Day: _____

Time: _____

Article IV- Club Officers & Duties

ELECTION OF CLUB OFFICERS: (Explain how and when officers will be elected, who elects them, how long they will hold office, and what the qualifications for office shall be.)

President: _____ email address: _____

Vice President: _____ email address: _____

Treasurer: _____ email address: _____

Secretary: _____ email address: _____

Duties:

- **President**
- Preside over all meetings
- Call special meetings
- Plan and prepare an agenda for all meetings
- Act as a facilitator of group discussion by summarizing, clarifying, etc.
- Work closely with the student club advisor on all planning
- Participate in student club activities
- Conduct himself/herself with the academic integrity and in an exemplary manner

Vice President

- Work closely with the president
- Serve as the ASB president if the president becomes unable to fulfill their duties
- Work with the president and treasurer to prepare the budget and calendar
- Help the president prepare the meeting agenda
- 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

Article V- Financial Responsibility

FINANCIAL RESPONSIBILITY: In accordance with Education Code Section 48932, all groups that fundraise must define their needs and their plans for fundraising. Complete a Club Budget Plan form, listing the expected revenue from dues, fundraisers, and donations, along with the estimated expenses of the club, must be submitted.

Article VI- Elections

The club will hold the election of officers once a year. The voting will take place by secret ballot.

Article VII- Amendments

AMENDMENTS To amend the constitution, a two-thirds majority vote of the members is required to amend the club constitution. To amend the club bylaws: (Write down the process by which the bylaws may be amended, e.g., who can recommend a change and what percent of a vote is required.)

Article VII- Amendments

APPROVALS:

Club President Signature: _____ Date: _____

Club Advisor Name: _____ Email address: _____

Club Advisor's Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Approved: ☐ Yes ☐ No

Comments: _____

_____

_____

Student Body Advisor's Signature: _____ Date: _____

Administrator's Signature: _____ Date: _____

Club Meeting Protocol

1. Call to Order
   - President: “This meeting will now come to order”
   - Secretary: Records the time meeting was called to order for the minutes and circulates a sign-in sheet

2. Minutes of Previous Meeting Approval:
   - Secretary: Reads minutes of the previous meeting and asks for a motion to approve and a second to 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.

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

4. Treasurer’s Report (if a fundraising club):
   - 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 ASB bookkeeper and administration for approval on a Request for Check/PO form
   - Secretary: Documents expenditures, approval and new, for the minutes, noting the motion makers and the outcome of the vote

5. Old Business:
   - President: “Is there any old business to discuss?” This is the forum for following up on previous meeting issues or events. If voting is required, the motion protocol should be used
   - Secretary: Documents the discussion in the minutes, noting the motion makers and outcome of the vote

6. New Business:
   - President: “Is there any new business to discuss?” This is the forum for new issues or events to be decided on. If voting is required, the motion protocol should be used
   - Secretary: Documents the discussion in the minutes, noting the motion makers and the outcome of the vote

7. Announcements/Presentations:
   - President: Shares any announcements or introduces presenters to the club
   - Secretary: Takes notes and documents in the minutes

8. Adjournment:
   - President: “This meeting is now adjourned.”
   - Secretary: Records the time of adjournment in the minutes

9. Finalization:
   - Secretary: Finalize the club minutes using the official Club Minutes form, and attach the meeting's sign-in sheet. Submit a copy to the ASB Student Council within one week of the meeting. Retain a copy for the club’s records. Also, provide a copy of the minutes, sign-in sheet, and all related forms to the ASB Bookkeeper.

Expenditure Approval Procedure

Prior to spending any club funds, be sure that your club account has the funds available to cover the expenditure and then follow these steps:

1. Fill out the attached Expenditure Approval form and bring it to your club/sports team's next meeting for approval. All clubs must submit meeting minutes that include a record of any expenditure approvals.

2. Have your team captain for sports teams or club leader for actual clubs (not advisor must be student leader) sign the PO under "Student Club Representative."

3. Club advisor signs the form in the designated space.

4. Submit the Expenditure Approval Form and meeting minutes to the ASB mail box located in the back of Building C.

5. The ASB Bookkeeper or ASB Club Secretary will review Expenditure Approvals during 4th period on Friday and add them to the agenda for the next scheduled ASB Leadership meeting.

⚠ Any Expenditure Approvals that are turned in without meeting minutes will be rejected and returned to the Club Advisor. ⚠

6. After ASB Leadership approves the request, it will be forwarded to the Principal or Vice Principal for final approval.

7. Once all necessary approvals have been received, an ASB Leadership Officer or the ASB Bookkeeper will notify the Club Advisor and Club President via email of the approval.

8. You make make your purchase only after receiving official notification of approval.

Delta Charter High School

ASB Expenditure Approval

Vendor Name
Vendor Address

Item Number	Description	Quantity	Unit Price	Total Amount
				0
				0
				0
				0
				0
				0
Requested By: _____ (Club Name and Name of Advisor)		Subtotal		
		est. tax		
		est. shipping		
		Total		0

Accounts to be charged (this section must be completed prior to submitting to ASB)

Club or Class: _____

Club Account(s) to be Charged: _____

Student Club Representative Signature: _____ Date: _____

Club Advisor Signature: _____ Date: _____

ASB Certification

Student Club Representative Signature: _____ Date: _____

Club Advisor Signature: _____ Date: _____

Principal/School Administrator: _____ Date: _____

Verified by ASB Bookkeeper: _____ Date: _____

For an editiable version of this document, please click here

Fundraiser Procedure

Fundraisers must be approved by the school administration before they are held. Administrators will consider appropriateness, safety, and compliance with Education Code when reviewing and approving fundraisers. (Refer to the FCMAT Associated Student Body Accounting Manual, Fraud Prevention Guide, and Desk Reference for more detailed information)

TYPICALLY ALLOWED FUNDRAISING EVENTS

- Concession/Food Sales (Refer to the FCMAT ASB Manual for nutrition regulations)
- Entertainment
- Advertising
- Publications
- School Logo items
- Tournaments
- Car Washes
- Book Fairs

UNALLOWABLE FUNDRAISING EVENTS

- Raffles or games of chance
- Activities that pose liability, safety or risk concerns such as,
  - Mechanical or animal rides
  - Use of darts or arrows
  - Objects thrown at people

Club Event and Fundraiser Approval Process

1. Complete both the Club Event/Fundraiser Approval form and a Fundraiser Budget form. Both forms must be signed by a club representative and the club advisor and approved in the club minutes.
   a. Forward the completed Club Event/Fundraiser Approval form and Fundraiser Budget form to the ASB Bookkeeper, along with meeting minutes that include the approvals.
   b. The signed forms will be added to the ASB Leadership agenda for approval.
   c. Once approved by ASB Leadership, the forms will be reviewed by administration.
   d. If approved by both ASB Leadership and administration, the Club Advisor will be notified whether the event was approved or not.
   e. Provide DCHS Site Secretary with a copy of the completed Fundraiser Approval Form to be added to the Master Calendar
   f. If the fundraiser is approved, the Cash Control for Fundraisers procedure must be followed.

Delta Charter High School

Fundraiser Approval

Name of Club: _____
Fiscal Year: _____

- Deadline: Applications must be submitted to ASB Leadership at least four weeks before the date of the fundraiser.
- Required Documents:
  - Completed Fundraiser Approval Form
  - Club Meeting Minutes showing approval of the fundraiser
  -
- Approval Process:
  - After your fundraiser is approved by:
    i. Your Club
    ii. ASB Leadership
    iii. School Administration (Principal/Vice Principal and Superintendent)
  - Your Club Advisor will then be notified via email.

- Final Step
  - Submit a copy of the approved form to the Site Secretary to add the event to the DCHS Master Calendar.
  - Optional but encouraged: Notify Mr. David Busari if you would like help promoting your fundraiser (bulletin, social media, etc.)

Date form submitted: _____

PROPOSED ACTIVITY:_____

Name of Activity or Type of Fundraiser:_____

Location of Activity: _____

Facilities Needed:_____

Initials of Mrs. Tafoya for NJESD Facility_____

Items to be Sold:_____

Date of Activity:_____

First Choice:_____ Alternate Date: _____

Time of Activity: From: _____ a.m. /p.m. To:_____ a.m. /p.m.

Ticket Selling Price: $ _____

Cash Box/Tickets Required? ❑ Yes ❑ No

Number of Items Purchased for Sale:_____ @ $_____ each = $_____

ASB Purchase Order Required? ❑ Yes ❑ No

Amount of Income Anticipated? $_____ Amount of Expenses Anticipated? $_____

How will profit be used? _____

_____

Club Approval

Student Club Representative: _____

Club Advisor:_____

ASB Leadership Approval

ASB Student Council President:
ASB Advisor:

Recorded in ASB Student Council Minutes on:

Principal/School Administrator:

District Office Representative:

Reason for disapproval, if applicable:

Date approved for/recorded on master calendar (If applicable):

Link to Fundraiser Approval Form

Delta Charter High School

Event Form

Important Note: To be considered for approval, all applications must be submitted at least four weeks prior to the requested activity or fundraiser date. Applications require approval from both the Principal and the District Office before the activity or fundraiser may take place. Application must be turned in with a copy of club minutes.

Fiscal Year: _____ Date Form Submitted: _____

Name of Club/Organization: _____

Proposed Activity

Name of Event: _____

Location of Event: _____

Facilities Needed

Location:

_____

Is the location an NJESD facility? ☐ YES ☐ NO

Mrs. Tafoya's Initials *(required if event is at an NJESD facility)*: _____

Date of Event: _____ **Alternate Date:** _____

Time of Activity

From: _____ ☐ AM ☐ PM **To:** _____ ☐ AM ☐ PM

Potential number of people attending: _____

Number of chaperones: _____

Will this be a fundraising event? ☐ YES ☐ NO (if yes, please fill out a fundraising form)

Club Approval

Principal or Designee: _____

Student Club Representative: _____

Club Advisor: _____

Student Council Approval

ASB/Student Council Approval: _____

ASB Advisor Approval: _____

District Office Approval: _____

Reason for disapproval, if applicable: _____

Link to Event Form

Cash Control

If cash will be accepted at a fundraiser, a cash box must be requested in advance. The cash box must remain under the supervision of an adult at all times.

Maintaining sound cash control procedures is essential- from the moment cash us collected until it is deposited in the bank. This helps prevent fraud and also protects everyone involved from potential accusations of mishandling funds.

For more detailed guidelines, please refer to the FCMAT Associated Student Body Accounting Manual, Fraud Prevention Guide, and Desk Reference.

Procedure

1. Cash box request should be made to the ASB Bookkeeper at least 48 hours before a fundraiser:
    a. Club Advisor or a member of the club can request their cash box by clicking here
    b. Cash is verified by both the ASB Bookkeeper and the Club Member prior to releasing box
    c. Cash Box sign off sheet is signed and dated by Bookkeeper and Club Member
2. During the event, at least two people should control cash sales using one or both of the following cash control documents:
    a. Tally Sheet
        i. Tally items as they are sold
        ii. Total sales on sheet
        iii. Total sales and cash must balance
    b. Ticket Sales Report
        i. Write in the beginning ticket number and ending ticket number for each pricing level of tickets
        ii. Calculate the total ticket sales on form
        iii. Count cash and complete Cash Box form
        iv. Total ticket sales and total profit cash must balance on the form
3. If the fundraiser is a multiple-day event, a Cash Reconciliation form must be used at the end of each day. The 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.
4. The Cash Box should be returned to the ASB Bookkeeper in a timely manner
    a. Cash is verified by the ASB Bookkeeper and Club member
    b. ASB Bookkeeper deposits money in the student body club account
    c. ASB Bookkeeper will provide the Club member with a receipt

Delta Charter High School

Tally Sheet

Name of Club: _____
Fiscal Year: _____
Fundraiser: _____
Date of Fundraiser: _____

(A) Item Sold	(B) Tally Marks	(C) Total Tally Marks	(D) Sales Price	(E) Extended Total
		0		0
		0		0
		0		0
		0		0
		0		0
		0		0
			(F) Grand Total	0
			(G) Cash Receipts	
			(H) Difference	0

- **(A)** Description of each item being sold
- **(B)** Tally marks made, one mark per item sold
- **(C)** Count of tally marks for that item
- **(D)** Sales price per item
- **(E)** Total for that item: (C × D)
- **(F)** Grand Total: Sum of all extended totals in column E
- **(G)** Total cash received (minus any startup cash)
- **(H)** If F ≠ G, this is the difference between expected and actual cash

Do not force a balance. Investigate and document any discrepancies. If unresolved, include an explanation.

Approvals:

- **Student Club Representative:** _____
- **Club Advisor:** _____

Link to Tally Sheet

Delta Charter High School

Cash Count Sheet

Starting Cash

Denomination		Qty		Amount
$1.00	X		=	$0.00
$5.00	X		=	$0.00
$10.00	X		=	$0.00
$20.00	X		=	$0.00
		Total	=	$0.00

Club Name: _____

Date: _____

Event: _____

Cash Count

Coin Denomination		Qty		Amount
$0.01	x		=	$0.00
$0.05	x		=	$0.00
$0.10	x		=	$0.00
$0.25	x		=	$0.00
$0.50	x		=	$0.00
$1.00	x		=	$0.00
		Total	=	$0.00

Currency Denomination		Qty		Amount
$1.00	x		=	$0.00
$2.00	x		=	$0.00
$5.00	x		=	$0.00
$10.00	x		=	$0.00
$20.00	x		=	$0.00
$50.00	x		=	$0.00
		Total	=	$0.00
		Total Coins and Currency	=	$0.00
		Checks	=	$0.00
		Final Total	=	$0.00
		Starting Cash	=	$0.00
		Grand Total	=	$0.00

Date: _____

Signature: _____

Signature: _____

Link to Cash Count Sheet

Delta Charter High School

Club Meeting Minutes

Date: _____ Call to order at: _____
Club Name: _____
Club Student Representative Name: _____

Names in Attendance: (if more than 10 please attach to a separate sign in sheet)

Minutes:
Old Business:

New Business:

Motion: Moved by _____ that new business be approved.
(Student Name)

Student Club Rep Signature: _____ Date: _____
Advisor Signature: _____ Date: _____

Link to Sample Club Meeting Minutes