AMERICAN CANYON HIGH SCHOOL

HOME OF THE WOLVES

CLUB HANDBOOK

TABLE OF CONTENTS TAB 1

- Club Advisor's Guidelines and Responsibilities
- Club Officer Responsibilities
- Club Meeting Protocol
- Club Minutes Form
- Donation Collection Procedure
- Fundraiser Procedure
- Cash Control for Fundraisers Procedure

AMERICAN CANYON HIGH SCHOOL
HOME OF THE WOLVES

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 the 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**.

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.

If any club is disbanded/inactive for two consecutive years and has funds remaining, all funds will be transferred to the ASB General Account.

AMERICAN CANYON HIGH SCHOOL
HOME OF THE WOLVES

DUTIES OF ELECTED CLUB OFFICERS

The club president will have the following duties:

- 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.

The club vice president will have the following duties:

- 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.
- Lead the flag salute at all meetings or authorize another member to do so in their place.

The club treasurer will have the following duties:

- Maintain a complete and accurate record of all ASB receipts and disbursements.
- Prepare monthly reports for the student council on the ASB bank balances, receipts and disbursements to date.
- Work with the ASB to prepare revenue potential forms to ensure successful fundraisers and adequate internal controls.
- Keep accurate profit and loss statements of all ASB functions, clearly detailing all money collected and spent, and help classes and clubs keep accurate records.
- Work closely with the president and vice president to prepare an annual budget.
- Authorize purchase orders/expenditure approvals prior to spending.

The club secretary will have the following duties:

- Prepare and distribute meeting agendas.
- Notify members of upcoming meetings.
- Take attendance at meetings and keep permanent attendance records.
- Maintain accurate minutes of all meetings, including date and place, presiding officer and business conducted.
- Prepares the minutes in the prescribed format by the next meeting for distribution to all members.
- Maintain all files of the organization, including original agendas and minutes, clippings and relevant documents, and establish a policy about lending files.
- Maintain contact names, addresses, phone numbers and email addresses of people with whom the organization regularly works.
- Keep copies of activity calendars and special events documents.
- Produce a membership directory of the group.
- Report, answer and file all necessary correspondence.

The publicity chair will have the following duties:

- Publicize all school activities through the school newspaper, the school marquee, and school bulletin boards.
- Issue news releases to the press, radio and television stations.

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. 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. All members must be given the chance to vote.

ARTICLE VII – Amendments

AMENDMENTS To amend the constitution, a two-thirds majority vote of the members is required to amend the club constitution.

AMERICAN CANYON HIGH SCHOOL
HOME OF THE WOLVES

CLUB OFFICERS' DUTIES

President

- Preside over all meetings
- Plan and prepare agenda 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 procedure
- 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

Club 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

AMERICAN CANYON HIGH SCHOOL
HOME OF THE WOLVES

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 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.

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, approved 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 any 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 for the minutes.

9. Finalization:

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

AMERICAN CANYON HIGH SCHOOL
HOME OF THE WOLVES

CLUB MINUTES

CLUB NAME: _____

Meeting Date: _____ Meeting Time: _____ Meeting Place: _____

The meeting was called to order by: _____

The minutes of the last meeting dated _____were read and approved/corrected and approved.

Motion to approve by: _____ Seconded by: _____

Committee Reports:

Treasurer's Report (if a fundraising club):
The following expenditures were approved by administration:

-
-
-

The following new expenditures were submitted:

-
-
-

Motion to approve by: _____ Seconded by: _____

Old Business:

New Business:

Club Secretary: _____ Date: _____
(Signature)

Club Advisor: _____ Date: _____
(Signature)

Attached: Sign-in sheet of club meeting attendees

AMERICAN CANYON HIGH SCHOOL
HOME OF THE WOLVES

CLUB DONATION COLLECTION PROCEDURE

Although a membership, or any other kind of payment, cannot be required under the law from students enrolled in public school, a club may request a donation. All requests must clearly state that the donation is not required for participation in the club or club activities. All donations must be collected during a club meeting with the club advisor present. Students must never collect money outside of a supervised club meeting. *(*Refer to the FCMAT *Associated Student Body Accounting Manual, Fraud Prevention Guide, and Desk Reference* for more detailed information*)*

PROCEDURE

1. Any requests for donations should be made in the form of a letter or email that can be sent home to parents explaining the reason for the request.
    a. Request should have a deadline for submission
    b. Club members should be instructed to bring the donation to a club meeting
    c. All donation requests must be in compliance with district rules and policies (i.e. some may require principal approval prior to being sent out)

2. All donations must be documented on a spreadsheet by member name. Donations should be balanced to the spreadsheet and forwarded to the ASB bookkeeper in a timely manner.

3. The ASB bookkeeper will deposit the donations in the club's student body account.

AMERICAN CANYON HIGH SCHOOL
HOME OF THE WOLVES

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

PROCEDURE

1. Complete a Club Event/Fundraiser Approval form and a Fundraiser Budget form. The Club Event/Fundraiser Approval form 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.
   b. After the fundraiser is reviewed by administration, the club advisor will be notified whether the event was approved or not.
   c. If the fundraiser is approved, the Cash Control for Fundraisers procedure (see below) must be followed.

AMERICAN CANYON HIGH SCHOOL
HOME OF THE WOLVES

CASH CONTROL FOR FUNDRAISERS

A cash box must be requested if cash will be accepted at a fundraiser, and it must be under the control of an adult at all times. Sound cash control procedures are essential from the time cash is collected until it is deposited in the bank. This not only deters fraud, but protects all parties from accusations of wrongdoing. (Refer to the FCMAT *Associated Student Body Accounting Manual, Fraud Prevention Guide, and Desk Reference* for more detailed information)

PROCEDURE

1. Cash box request should be made to the ASB bookkeeper at least 1 week hours before a fundraising event:
   a. Request for Cash Box form is completed by the ASB bookkeeper once received
   b. Cash is verified by both the ASB bookkeeper and the club advisor prior to releasing box
2. During the event, at least two people should control cash sales using one of the following cash control documents:
   a. Tally Sheet
      - Tally items as they are sold
      - Total sales on sheet
      - Count cash and complete Request for Cash Box form
      - Total sales and cash must balance
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
   - Cash is verified by ASB bookkeeper and the advisor, and a receipt is given to the advisor
   - ASB bookkeeper deposits money in the student body club account