LIBERTY UNION HIGH SCHOOL DISTRICT

Handbook for Class and Club Advisors

LIBERTY UNION HIGH SCHOOL DISTRICT
BRENTWOOD, CALIFORNIA

HANDBOOK FOR CLASS AND CLUB OFFICERS AND ADVISORS

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FORWARD

Liberty Union High School District is very fortunate to have staff members like you who are willing to participate in the Student Activities program. This handbook has been prepared to give each advisor a reference on the various responsibilities and processes within the Student Activities Program. **Use this handbook often** and if, at any time, you need further explanation or clarification, please seek out assistance from the Director of Student Activities.

Please note – the Director of Student Activities should be your first stop with any questions. If they are unable to answer your question, then the Activities Director will take the issue/question to the Administrator over Student Activities. Your first stop, however, should be to the Activities Director, not Administration.

Again, thank you for your participation in the Liberty Union High School District Student Activities program.

LEGAL STATUS OF STUDENT BODY ORGANIZATIONS

A. Supervision and Audit of Student Body Funds:

Student Body Organizations **MUST** keep accurate meeting minutes and attendance that may be audited monthly. The records must also be available to the Financial Clerk if needed during the District audit.

B. Administration of Student Body Organizations:

The administration of activities of the Student Body Organization is the responsibility of the following:

The **PRINCIPAL** or their administrative designee is responsible for student body activities. **The Principal must sign all legally binding contracts. This includes, but is not limited to, contracts for DJs, outside venues, professional services, etc.**

The **DIRECTOR OF STUDENT ACTIVITIES** will oversee all Class/Club advisors, will make sure that organizations conform to established policies and procedures. **ALL** Activities and Fundraisers must be submitted and approved by the Director of Student Activities. All activities, must be coordinated through the school's Master Activities Calendar.

The Activities Master Calendar Meeting takes place each year in May. Additional activities may be scheduled throughout the school year, with the approval of the Director of Student Activities. This request must be made using the approved LUHSD platform (Success Fund). The aforementioned will ensure that all Activities are safe and appropriate for LUHSD students. Any activity that does not first get approval through the Director of Student Activities may be immediately shut down. Any profit from said activity may be seized by ASB.

The **FINANCIAL CLERK** is responsible for keeping financial records in accordance with established procedures. The Financial Clerk only carries out policies and procedures, as established by the state of California (CASBO). Student Council and Club Council make decisions regarding financial matters. **Please submit all financial forms into the Financial Clerk.**

C. Establishment of Student Body Organizations

To become a recognized part of the Associated Student Body, a club must be composed entirely of students enrolled at Liberty Union High School District.

Any group of students may apply for permission to charter a new club per the following procedures:

1. Submit for approval to the Club Council, a Constitution that should specify at least the following information:

    a. Name of organization
    b. Goals and planned means of reaching said goals
    c. Time, place, and frequency of meetings
    d. Names of officers and frequency of club meetings
    e. Advisor name and role in the organization
    f. Definition of a quorum
    g. Names of *at least 15* students who want to be a part of new organization

    You may use the sample Constitution model found in the Appendix of this document, or prepare your own. The students in the club should prepare their constitution to fit the needs of the club. Once a constitution is on file, it can only be changed based on the guidelines set when the original club was created.

3. Present itself to the Club Council for acceptance or rejection of its membership presentation. A two-third vote of Club Council members shall be necessary to charter a new club or organization. At least two members of the proposed Club must be at attendance at the Club Council Meeting at which the charter is discussed. A new club must have a unique goal or purpose that does not overlap with a currently existing club.

4. If a club remains inactive for 18 months, this club will be removed from the books at the discretion of the Director of Student Activities. Any funds still in the inactive club's account will then be absorbed into the general ASB account.

5. If a club chooses to disband, they may choose to transfer their money to another club or to the general ASB account. If a disbanding club has decided to give their remaining funds to another club, they must have meeting minutes reflecting this decision, as well as an indication of what club will receive said funds. This needs to be done prior to disbanding. This decision must be made by the students and cannot be made by an advisor alone. If a club has been inactive for 18 months, their funds will be transferred to the general ASB account.

6. All above requirements must be completed by the September deadline.

D. General Responsibilities of Organizations

1. Leaving School Premises:

Class/Club advisors should understand that holding activities away from school premises are not classified within District Field Trip Policy. However, it is strongly recommended that for your protection, these procedures, where appropriate, should be followed: ***Parent Permission Slips, Pre-arranged Absence Forms, Chaperones, Driver information, Voluntary Waiver Release & Indemnity Agreement.*** For non-school sponsored activities, please use the Non-School Sponsored Voluntary Waiver Release & Indemnity Agreement in Appendix.

2. Contracts

It is suggested that Advisor check the rental agreements, adequate police protection, facility usage, and appropriate completed forms for any/all contracts. **All contracts must be approved by the Principal as the only person who can sign contracts on behalf of Liberty Union High School District**. **Please give contracts to the Principal at least two weeks prior to date that you need the Contract.** The Principal's designee will determine the Photography Contract for the school year. All clubs/organizations must utilize said photographer for any pictures taken at school functions.

3. Procedures Meeting

All Club and Class Advisors are required to attend a Procedures Meeting every year, with the Financial Clerk prior to the new fiscal year. Funds will not be accessible to clubs without attending this meeting. Procedures Meetings will occur at least once a semester or as needed throughout the year.

4. Academic Probation/Ineligibility

Organizations that require academic eligibility for participation (Leadership, Cheer Team, Dance Team, Fall Play, Spring Musical) should provide a roster of students to the Activities Director prior to the quarter in which the activity occurs. The Activities Director will check grades of all participants and will let Advisor(s) know via email if any students are Ineligible or will be placed on Academic Probation.

E. Guidelines for using School Facilities

All requests for facilities must be entered into Facilitron AS SOON AS the activity is approved through Success Fund. Access for facilities will not be granted until they have been gone through the approval process within Facilitron. Facility requests/locations are subject to change based on event needs. Ex. Basketball needs access to gym space. For issues, please contact administrator over facilities.

FINANCIAL RESPONSIBILITIES

The most difficult part of being a Club/Class Advisor or Officer is the responsibility of handling the finances. Each organization must be extremely careful to follow all financial requirements. Remember that all records are subject to audit by the District and students must be taught to keep accurate minutes. As advisors, one of your primary responsibilities is to see that this is done. If a club consistently fails to follow established guidelines, the Advisors will be held accountable and may be asked to resign; club accounts may also be frozen.

READ CAREFULLY – FINANCIAL GUIDELINES

A. Training

1. All advisors, will meet with the Director of Student Activities and Financial Clerk at the beginning of the school year for a training session. We will also hold additional trainings throughout the school year to assist with growth of programs. The aforementioned must attend this training prior to being able to conduct financial business.

B. Budgets

1. Before an organization can begin financial operation, they must submit a budget to the Financial Clerk with supporting meeting minutes and attendance approving said budget. **A copy of your budget is kept on file in the Student Accounts Office, and all Purchase Orders and disbursements will be checked against this budget by the ASB Treasurer. Anything not listed in the budget must appear in organization meeting minutes before it will be processed. Please be sure to number your expenditures, and reference that number in all Purchase Order Requests.**

   Additionally, your organization should have a copy of the budget on file with both advisor(s) and Club/Class Treasurer for the duration of the account's existence.

2. Each club Treasurer/Secretary will maintain an accurate budget and an up-to-date record of the minutes of each meeting. **Organizations not having adequate funds available may not make purchases.**

3. Once your budget is approved by the members of your organization, submitted to the Financial Clerk, and approved for accuracy and legality, your budget will then be routed to the next level for approval based on school constitution. Once approved, **with approved PO**, you may spend the money indicated in your budget without further minutes.

C. Treasurer's Records

1. Advisors are responsible for monitoring ASBWorks and communicating current financial information to the club.

2. Purchase Orders will be subtracted from your account as soon as they are issued. This is to make sure that you do not overspend your funds. This will affect your balance in ASBWorks.

3. ASB accounts *may* be audited at any time. If books are consistently inaccurate, Advisor may be asked to resign the position.

D. Meeting Minutes

1. Meeting minutes must be turned in to the Financial Clerk and ASB Treasurer.
2. Any expenditures not on a club's initial budget must be first approved by a club through a meeting and reflected in the meeting minutes which are to be turned in to the Financial Clerk.

E. Financial Transactions

1. All organizations must have an account number for financial purposes. This number must be placed on **all** financial forms.

2. **No financial transaction can be processed in one (1) day.** Depending on circumstances, transactions may take up to three (3) school days. Please plan accordingly.

3. **All parties must fill out a Purchase Order Request Form <u>before</u> purchasing an item for a club/organization.** This refers to not only items ordered from a vendor, but also those for which one will be reimbursed for purchasing. The Purchase Order Form <u>must be</u> signed by a minimum of three people: the Class/Club Advisor, Class/Club Treasurer, Administrator over Student Accounts, and/or Director of Student Activities.

4. Purchase Order Forms must be given to the Financial Clerk for processing by the ASB Treasurers.

5. Nothing will be reimbursed that can be purchased with a Purchase Order (PO).

6. Reimbursements <u>may only</u> be issued with the original receipt attached to an "Authorization for Payment" form. Photocopies of receipts are not allowed. An itemized credit card receipt is required for payment.

7. Nothing purchased prior to the date of Purchase Order will receive reimbursement.

8. Receipts containing alcoholic beverages of any kind will not receive any reimbursement, even if all other procedures have been followed.

9. The school <u>will not</u> pay for the following: items that are not school appropriate, gift cards, flowers as a gift, items purchased for staff members, alcoholic beverages, items not benefiting a class/club as a whole.

10. **Cash Boxes: *Requests for cash box(es) needing change must be made at least three days in advance with the Financial Clerk.*** Please plan ahead. Empty cash boxes can be requested from Financial Clerk at any time.

11. Items purchased **<u>may not</u>** be delivered to a home address. All purchases must be delivered to your site's designated shipping and receiving site. If items are not delivered to the approved site, the school **will not disburse funds to pay for the items**.

12. Please take checks at your discretion. Remember, the schools do not have the capacity to recover funds from bounced checks.

13. Acceptance of checks is up to the discretion of the Class/Club Advisor. However, if a check bounces, your organization will be liable to pay the "bounced check fee."

F. Fundraising

1. If you are having a Fundraiser, you need to get prior approval through Success Fund per LUHSD. This applies to both On and Off Campus Fundraisers. Organizations will not be allowed to host fundraisers during the same two-week period for similar items. Priority is given to the group that turns in the request first.

2. Funds raised need to be turned in to the Financial Clerk ASAP. Do not let them sit. Do not keep fundraiser money in a classroom as "seed money" or "petty cash." **Never keep money in your room.** You will need to arrange a time to double count the money with the Financial Clerk. If you do not have time to count the funds immediately, please bring to Financial Clerk so that it can be placed in the safe.

3. If you are going to cancel your fundraiser, please let Director of Student Activities know as soon as possible so that the opportunity can be offered to another group.

4. All food sales taking place on campus during the school day (7:30 am- 3:30 pm) MUST follow the State Food Guidelines and Health Standards (See Appendix). Check with the lead of the Cafeteria if you are unsure. Additionally, all food sales **cannot complete** with the site Cafeteria.

G. Disbursements

1. **Pay your bills immediately:** The site's credit is on the line. It is up to you to be prompt. If a group continually fails to meet its obligation, such failure will be noted in their record.

2. Disbursements must be made with the consent of the Treasurer, one Club/Class Advisor and the Director of Student Activities.

3. **A Purchase Order is required before making any disbursement** that pays an invoice charge to any school site. A Purchase Order Request must precede any order placed in your site's name.

3. At no time are disbursements to be made directly from revenues received. **Do not take money directly from receipts to pay a bill.**

H. Inactive Clubs

1. A club will be closed if it does not maintain regular meetings or an active treasury for 18 months. (i/e: Club balance stays the same for this time)

2. **A club will be frozen if it does not attend three Club Council meetings in a row**. If the club does not attend the mandatory meetings, the club will be frozen until the club officers and advisors have a meeting with Activities Director.

4. A closed club is defined as a club with a closed account. To reopen the club account, follow the same procedure for forming a new club. All revenues in the closed account will be transferred to the Associated Student Body (ASB) account. If the club reactivates within the next school year, the funds may be returned. Otherwise, the funds will remain permanently with ASB.

5. Once a club is closed, there must be a great need to reactivate the club. A minimum of 25 new members and a petition with 50 student signatures is needed in order to petition for approval through Club Council.

SPECIAL ATTENTION SHOULD BE GIVEN TO THESE ITEMS:

The following areas have been problematic in the past. For your Club/Class accounting to run smoothly, please pay attention to the following guidelines:

1. **Use of student funds is based on the decisions of the students**. The advisor's job is to advise students in the correct and legal direction, but ultimately, the decision whether or not to spend funds lies with the students. Students can accept or reject an advisor's proposition as long as the request is legal and beneficial to the entire club.

2. **Purchase Orders: *never* order a product without a Purchase Order**. The school will not pay for items ordered without prior approval.

3. Class Accounts cannot use funds for reunions. Any funds left in the Senior Account after Graduation not earmarked for Senior Gift will be absorbed back into ASB. Senior Gifts must be voted on by the class with meeting minutes reflecting the decision made. Meeting must take place as soon as the final balance is known. Meeting minutes and attendance must be turned in to Financial Clerk. Advisors/Officers cannot make Senior Gift decisions without the approval of the Class. Monies not earmarked for Senior Gift will be absorbed into ASB. Monies not used for Senior Gift 18 months after Graduation will be absorbed into ASB.

4. If you do not follow the Financial Procedures listed in this Handbook, as well as the Procedures Guide, you may be personally liable for the charges incurred, as the school cannot be held financially responsible for errors on your behalf.

CLUBS/CLASS ADVISORS: GENERAL RESPONSIBILITIES

A. General:

1. Help officers and members to set goals.
2. Present a positive, optimistic attitude.
3. Be willing to help and guide students as they organize activities, make decisions, determine use of finances.
4. Allow students to make decisions after looking at various alternatives.
5. Realize that these officers/members are still children in need of support and guidance. Please do not let them "fend for themselves" or "sink or swim."
6. Make sure that they follow their decision with action and responsibility.

B. Specific:

1. Be present at all meetings and activities.
2. See that the Club/Class follows the rules of the Constitution and the school's rules.
3. If any officer seems unable to complete their duties, contact the Director of Student Activities who will work with that officer or encourage him/her to resign.
4. *See that activities that involve school facilities or school time are on the Master Activities Calendar and approved in Facilitron, at least two weeks in advance.*
5. See that activities that involve school facilities or school time meet the specified requirements (See guidelines for Dance/Concert supervision/Guidelines for Homecoming Dance).
6. Attend the Calendar meeting in May. Be prepared to place next year's activities on the calendar. Events that are not calendared may not occur until approved via Success Fund and Facilitron.
7. Attend mandatory Advisor training at the beginning of the school year.
8. Check eligibility (or send list to Activity Director) for participants in major school events such as performances, plays, competitions.

C. Hints for smooth sailing:

1. Allow students to make decisions, but remember that they need your experience and organization.
2. See that students take responsibility for their decisions.
3. When using school facilities, please see that they have planned for the following:
   a. Refreshments – if desired
   b. Ticket sales, cash box
   c. Advertising
   d. Chaperones – if needed
   e. Set up/Clean up
   f. Thank You notes

Advisors should be totally aware of plans for the above. No written material (Emails, Social Media posts, Robo-calls/emails) should be distributed without your approval or signature and approval from your administrator.

4. Each advisor should keep a folder (paper or digital) of all correspondence and activities, which can be passed on from year to year.

5. Leadership can supply paper and paint for publicity, or can create posters for your organization. Please check with the Director of Activities concerning advertising and wall space around the school. **All flyers posted on campus must be approved by the Director of Student Activities prior to being posted.** Email flyers for approval prior to posting on campus.

6. **When in doubt, ask the Director of Student Activities for help. It could save you time and frustration.**

SPECIFIC ROLE OF CLASS ADVISORS

Senior Class Advisor

1. Class meetings and activities (Yearlong)
2. Senior Apparel design and sales. ALL apparel designs must be approved by Director of Activities and be consistent with site branding.
3. Walk Thru supervision on your class' designated day to support apparel sales and class information. (July)
4. Attend all training meetings at beginning of school year
5. Senior Sunrise/Sunset (August/May)
6. Senior Trip– schedule time, place, date, transportation, chaperones, invitations, publicity, field trip procedures, facilities, board approval, etc.
7. Homecoming Activities (September/October) – see Homecoming Directives and supervise float building
8. Chaperone Dances
9. Senior Ball – Schedule time, place, date, chaperones, invitations, etc. (May)
10. Graduation – Assist or read class names (June)
11. Promote Spirit Weeks
12. Supervise all fundraising activities
13. Senior Gift (May)
14. Senior BBQ and/or Senior Breakfast
15. All other activities unique to this class

Junior Class Advisor

1. Class meetings and activities (Yearlong)
2. Junior Apparel design and sales. ALL apparel designs must be approved by Director of Activities and be consistent with site branding.
3. Walk Thru supervision on your class' designated day to support apparel sales and class information. (July)
4. Attend all training meetings at beginning of school year
5. Chaperone Dances
6. Plan and coordinate chaperones for any class specific dance.
7. Junior Prom – Schedule time, date, chaperones, announcements, invitations, decorations, photographer, etc.
8. Homecoming Activities – See Homecoming Directives and supervise float building.
9. Supervise all fundraising activities
10. Attend the year-end calendar meeting to calendar events for the upcoming year

11. Promote Spirit Weeks
12. All other activities unique to this class

Sophomore Class Advisor

1. Class meetings and activities (Yearlong)
2. Sophomore Apparel design and sales. ALL apparel designs must be approved by Director of Activities and be consistent with site branding.
3. Walk Thru supervision on your class' designated day to support apparel sales and class information. (July)
4. Attend all training meetings at beginning of school year
5. Chaperone Dances
6. Homecoming Activities – See Homecoming Directives and supervise float building
7. Plan and coordinate chaperones for any class specific dance
8. Attend the year-end calendar meeting to calendar events for the upcoming year
9. Supervise all fundraising activities
10. Promote Spirit Weeks
11. All other activities unique to this class.

Freshman Class Advisor

1. Class meetings and activities (Yearlong)
2. Walk Thru supervision on your class' designated day to support apparel sales and class information. (July)
3. Attend all training meetings at beginning of school year
4. Chaperone Dances
5. Homecoming Activities – See Homecoming Directives and supervise float building
6. Plan and coordinate chaperones for any class specific dance
7. Work in conjunction with Lions Crew advisor to ease freshman transition to Liberty
8. Attend the year-end calendar meeting to calendar events for the upcoming year
9. Supervise all fundraising activities,
10. Promote Spirit Weeks
11. All other activities unique to this class.

Additional Class Advisor Notes:

1. Class Advisors will monitor all official class created social media accounts will share consistent information with parents when possible. In regards to individual questions/concerns, advisors will encourage parent/student to go to their site and speak with Advisors, Director of Activities or administration, rather than try and answer all questions oneself.

2. Dances should be equitable from year to year, thus the following minimum requirements have been determined:

<u>Junior Prom</u>

a. Heavy hors d'oeuvres
b. Water (& an alternative – soda, sparkling cider, juice)
c. Dessert bar
d. DJ
e. Decorations
f. Theme that lends itself to decorations beyond table coverings

g. Coat check
h. One something "extra" (like a photo booth, henna tattoos)

Senior Ball:

a. Party Planner
b. Light Dinner (can be buffet up to full dinner, but kids should be fed)
c. Water (& an alternative – soda, sparkling cider, juice)
d. DJ/Band
e. Coat Check
f. Tangible, easily identifiable theme that fits one's venue
g. Decorations that are related to theme
h. Two something "extra" (like photo booth, performers, magician, henna tattoo, etc)
i. Advisors have power to strongly discourage class from spending money frivolously

3. Senior Gift must be voted on by the graduating class as soon as the final balance is available. The meeting minutes and gift proposal must be sent to Financial Clerk and Activities Director.

APPAREL APPROVAL AND SALES

1. All apparel designs and slogans must be submitted to the Director of Student Activities for approval prior to Request for Purchase Order and be consistent with site branding.
2. Students cannot be required to purchase apparel for a Class/Club. If a Club requires a particular apparel item for members, the club must provide it free of charge.
3. It is suggested that you pre-sale apparel and only order apparel for students who choose to purchase them.

ADVERTISING

All forms of advertising – posters, flyers, etc., for student activities *must be approved by the Director of Student Activities* using the following guidelines:

1. Must be positive in nature and legible.

2. Must state the name of the club, as well as the date, time, and location of the event that the club is sponsoring.

3. ***Only blue painter's tape may be used*** to hang flyers and posters. **No stickers** are to be used for advertising.

4. Advertising on campus will be allowed only in the approved designated areas for your site. DO NOT POST MATERIALS IN HALLWAYS, ON LOCKERS, OR ON TEACHER'S DOORS WITHOUT THEIR PERMISSION.

2. All posters must be approved by the Director of Student Activities PRIOR to being put up. All posters without approval will be taken down without warning and regardless of the poster's appropriateness. Every poster must have approval or will not be allowed on campus.

3. Every class/club is responsible for the take down of posters and flyers after an event. All materials must be taken down within 48 hours after an event, both to help keep the campus clean and to have updated/current information up only. If a class/club consistently leaves flyers/posters up after the 48

hour time period, a "clean up" fee may be imposed and the club will not be allowed to use poster advertising in the future.

DANCE/CONCERT GUIDELINES

1. Supervisors should be present at least one hour before the dance is scheduled to begin. They should make sure the doors are open for the DJ/band to set up and keep others outside. Most bands/DJs arrive between two and three hours before the start of their performance.

2. Have access to Aeries in case you need to contact parents.

3. Supervisor/advisor will place *chaperones* as needed and rotate their assignments during the course of the evening. Generally, chaperones will be needed at the following locations: girls' bathroom, boys' bathroom, exit doors, water station, check-in or coat check.

4. *Each dance will require chaperones that meet the needs of the attending student population. Do not include Administration in your chaperone count.*

5. Request security from the Assistant Principal in charge. They will tell you the approximate cost. Please note – your organization will be charged for the time security spends at your event. Additional charges may be incurred for travel time if the event is off-campus.

6. You will be charged for Custodial Services at your dance/concert. Please be aware that your organization will be billed through the District Office.

7. Ticket Sales must be conducted and coordinated in alignment with site guidelines through ASB Works.

8. Run an announcement prior to the event noting the event's name, location, cost and time. Advertise with an appropriate amount of time to have a successful event (*no less than 4 weeks prior*). Please keep the announcement brief and note the dates for it to be run. Do not send announcement to Director of Activities. Activities Director does not create announcements.

9. If you would like the Dance placed on the site-based social media accounts, please contact Director of Activities.

12. **Rules of School Dances/Concerts:**

a. No Saturday dances without special approval
b. Organization must attend the Calendar Meeting in May to get the event on the Master Activities Calendar
c. Organization must request facility on Facilitron in order to secure facility
d. *See above for* chaperone requirements
e. A band/DJ must sign a contract after P.O. is approved, which must be signed by the Principal.
f. A discount of a minimum of $5 must be offered to ASB sticker holders. ASB discounts will only be offered to site students.
g. ***Any non-site student attending a dance must have on file an approved Guest Bid, signed by a site Administrator.*** If the guest is out of school, or attending another school, the site student must obtain and submit an approved Guest Bid by the date posted. **No ticket will be sold for a guest without an approved bid.** *Eighth grade or younger students may not attend LUHSD dances.*

h. The age limit for all dances is 19. This varies in the following way – the age limit for Junior Prom is 20; the Senior Ball age limit is 21.
i. Bids are subject to the discretion of the Administration. *Bids are only allowed for semi-formal and formal dances*.
j. A check to pay a band/DJ must be requested from the Financial Clerk at least two (2) weeks prior to the event. Bands/DJs usually require payment on the night of the activity.
k. Doors must be closed 90 minutes after they open or at the discretion of administration. Sponsoring organization must communicate the time the doors will open and close.
l. Clean up must be completed prior to the next day of school. In addition, the group may be charged up to eight hours of custodial services for clean-up.
m. Anyone suspected of being under the influence of drugs/alcohol should be taken to Administration/Campus Security for the safety of the individual and others. Do not leave one under the influence alone.
n. Smoking is not permitted during any school functions. This includes chaperones.
o. All LUHSD Dances tickets are pre-sale only. Tickets will not be sold at the door.

DANCES: BRIEF OVERVIEW

The nuts/bolts:

1. Please communicate with the DJ regarding his/her needs - technical and otherwise. Most need to get into the school a few hours in advance to set up. Class advisors are responsible for letting him/ her in and/or organizing someone else to do so.

2. If your dance is going to be outdoors and requires fencing, please contact Activities Director as soon as dance is scheduled. Ensure the space is available for booking in Facilitron and is approved.

3. Lights: If your Administration has requested that Classes procure additional lighting for large outdoor dances. You can secure the large lamppost lights from "Got A Party." Please do a Purchase Order in advance of signing a contract. You will need to set up drop off and pick up time for the lights. Please contact the Administrator over Student Activities or over Facilities for the number of lights to order for your dance.

4. Chaperones: Start recruiting Chaperones EARLY. Send emails approximately a month in advance of the dance requesting staff support.

5. Please make sure that you have plenty of water for the dance.

6. Dance tickets: Dance tickets are sold on a pre-sale basis only.

7. Ticket cost: You and your Class Officers will set ticket price. Students with an ASB sticker should be given a $5.00 discount on their ticket price. You may charge guest bids more than regular student tickets. Please work with the Financial Clerk in putting together your ticket costs.

8. Bid/Non Participation List: Please contact Administrator over Student Activities one month prior to your dance to discuss how the Non-Participation List/bids will be handled for this dance. Please make sure that the Financial Clerk is also included in this conversation.

9. Campus Security/Custodial: Administration may request that you have Campus Security at your dance. If this is the case, your Class will be charged their hourly rate. Additionally, your Class will be charged for any custodial hours.

10. Check-In System: Consult the Director of Student Activities to secure the check-in system (with requisite passwords), and a hard copy of your "sold ticket" and bid lists.

PROCEDURES FOR SCHOOL-SPONSORED SALES/FUNDRAISERS

1. Fundraisers must be pre-approved through Success Fund. Fundraisers without approval will be discontinued.

2. ***According to Ed. Code and State Law, poker, raffle, bingo and auctions are considered gambling, and therefore, they are prohibited.***

3. **You may not order by phone or mail or personal contact until the Financial Clerk has issued a Purchase Order Number. This P.O. number *must* be included on all invoices and bills for merchandise.**

4. Organizing group ***must not*** order from sales representatives or company before obtaining a **Purchase Order Request and P.O.** from the Financial Clerk.

DISTRIBUTION OF MERCHANDISE

1. To eliminate problems with collection of money and goods at the end of a fundraiser or sale, each student should sign off merchandise has been received.

2. A master list should be kept as merchandise is distributed and sale collections are made. Very few people should handle this sheet since it must be accurate.

3. Please turn in money ***daily*** to the Financial Clerk.

4. Count money regularly. Do not wait until the end of the sale.

5. Students can be held accountable for money/goods that they have not turned in. Give a complete list to the Club/Class Treasurer, who will bill them through the Student Accounts Office. This money will be deposited into your account once the bill has been paid.

CHECKLIST FOR ORGANIZING ACTIVITIES: FUNDRAISERS

1. Form a student committee to choose the product. It is a good idea to involve the Class or Club members and not just the officers.

2. Utilize up to date catalogs and/or websites. Research carefully the return for the time invested. Be sure the students are really and willing to sell the product. This may include a vote during a class meeting or an information table at lunch.

3. Order materials using the guidelines in this manual.

4. Merchandise must be delivered to the school. This is the way that the auditors can verify that the merchandise was received for the expenditure of funds.

5. When merchandise arrives, arrange a convenient place to store it and from which to disperse it. **Please keep merchandise locked up.** Be sure to have your officers keep accurate records. Your books may be audited after the sale. From past experience, we know that poor records, carelessness with merchandise and lack of follow-up have caused organizations to actually lose money on a fundraiser.

6. Turn in money to the Student Accounts Office per instructions found in this handbook. Use electronic payment options associated with Success Fund when available.

7. Pay bills immediately by filling out an "Authorization for Payment" form and attaching a bill and other receipts justifying the expenditure.

8. If in doubt about any of the above, see the *Director of Student Activities.*

CHECKLIST FOR ORGANIZING HOMECOMING ACTIVITIES

1. Each class/club must comply with the Homecoming Rules issued by the site ASB relating to the following:
    1. Entry Form
    2. Funding
    3. Construction
        a. Flower Parties
        b. Site
        c. Hours
        d. Power Sources
    4. Safety
    5. Parade
    6. Clean-up

2. Form a student committee to plan for a float and poster. Regulations for each will be given to you by the Director of Activities.

3. Class meetings will be scheduled by all classes before Homecoming. During these meetings, discuss float preparation. Please stress that damages to other floats may result in penalties being assessed against your class.

4. Prepare materials for float as soon as the plans have been approved. Expenses for the projects should already be in your budget.

   NOTE: Any item purchases by individuals must be preceded by a "Purchase Order Request" form on file with the Student Accounts Office. Purchases made prior to this request may not be reimbursed. School procedures must be followed.

5. Find a vehicle to carry the float and a rally truck to hold the students (if applicable).

6. A class advisor MUST BE PRESENT at all times during float building. Students will not be allowed to build without Class Advisor(s) present, even if other adults are present.

7. All float themes must be approved by the Director of Student Activities.

ELIGIBILITY STANDARDS – PER LUHSD SCHOOL BOARD

L.U.H.S.D. ATHLETIC and EXTRA CO-CURRICULAR
POLICY

Scholastic Eligibility:

(A) In order to be eligible for any extra/co-curricular activity, a student must maintain a minimum unweighted grade point average (GPA) of (2.0) on the 4.0 point scale (A = 4 points, B = 3, C = 2, D = 1, F= 0). Student Body and Class Officers must maintain a (2.5) GPA.

(B) The grading period is that time when all students in a school are graded. If two grades are given at the end of a grading period, scholastic eligibility shall be established according to the grade issued for credit. In schools where other than traditional semester programs are offered, the principal of each individual school shall be responsible for determining the equivalent of 20 semester periods.

(C) All students in an 8-period A/B block-schedule program must be passing at least five (5) classes and have
no more than one (1) F grade. A student taking eight (8) or more classes may have two (2) F grades if at
least six (6) classes are being passed.

(D) A student not meeting the eligibility standard is ineligible the next grading period until the next Report Card is distributed. Progress Reports and other intermediate grade checks have no bearing on a student's eligibility.

(E) Determining the grade point average:

1. The GPA is determined by dividing the total numerical grade points awarded according to the letter grade received (see point scale in A above) by the number of courses for which grades are received. The grade point average is determined by dividing the total numerical grade points by the number of credits attempted using the full numerical value of the letter grade as follows:
    1. A = 4.00
    2. B = 3.00
    3. C = 2.00
    4. D = 1.00
    5. F = 0.00

2. Receiving an Incomplete may have an effect on a student's academic eligibility. If the resolution of an Incomplete could lower the student's grade point average to below 2.0, the student shall be considered ineligible until the Incomplete is removed and the grade point average determined.

3. <u>Summer School Grades</u>
   A student who scholastically ineligible based on the report card received in June for the spring semester may request that current summer school grades be used to see if eligibility has been restored by yielding a GPA of a least 2.0.

    1. If the summer school class is a repeat of a course failed in the last grading period, the grade may <u>replace</u> the grade received on the June report card.
    2. If the summer school class does not match courses taken in the spring semester, the grade may be <u>added</u> to the grades received on the June report card.

3. Summer school grades cannot be used to disqualify the scholastic eligibility of a student who was declared eligible based on the June report card.

Eligibility Standard

(A) The eligibility standard applies to all extra/co-curricular activities.

(B) If the activity takes place during the normal instructional class period, the student is eligible to participate, but is restricted to that scheduled instructional period.

1.1 Probationary Period

(A) Students with a grade point average from 1.75 to 1.99 (student body officers 2.25 to 2.49) may be put on academic probation for no more than one quarter if an appeals committee established to rule on whether a student who did not meet the approved standard decides that the student should still be eligible on a probationary status.

(B) All incoming freshmen will be placed on academic probation for the first grading period.

A freshman wishing to apply for academic probation for a grading period later in his/her freshman year, can contest the assignment to academic probation in the first grading period by providing proof of eligible status from their previous school.

(C) The Appeals Committee will consist of:
(1) Athletic Appeals Committee: Athletic Director and Administrator
(2) Activities Appeals Committee: Activity Director and Administrator

(D) Appeals will be accepted up to the "Date of Determination". During the intervening time, the student is ineligible. The appropriate appeals committee will meet and render a decision within one week of this date.

(E) A student on probation must turn in weekly progress reports to the Athletic/Student Activities Director. -Failure to show progress in class work will result in revocation of the probationary status and immediate ineligibility.

(F) A student may not have more than one probationary period in any school year, or be on probation for two (2) consecutive quarters.

(G) Students granted probationary eligibility must meet the required standards by the end of the probationary period in order to remain eligible for participation.

1.5 Eligibility Standard

a. The eligibility standard applies to major extra/co-curricular activities that include both preparation for and performance before an audience or spectators. Example: of extra/co-curricular activities that would be affected are:

1. Athletic Teams
2. ASB/Class Officers
3. Leadership students
4. F.F.A / F.H.A competitions
5. Drama / Playmakers
6. Band (includes color guard, majorettes)
7. Choral music
8. Cheer Squad/Dance Team
9. Mock Trial, Academic Decathlon
10. Link/Connect Crew

b. If the activity takes place during the normal instructional class period, the student is eligible to participate, but is restricted to the scheduled instructional period.

Food standards effective July 1, 2014:

QUICK REFERENCE CARDS, PAGE 2

EFFECTIVE 7/1/2014

START HERE, and then continue clockwise.

MIDDLE/HIGH SCHOOL – FOOD RESTRICTIONS

References: *Education Code* sections 49430, 49431.2, 49431.7, *California Code of Regulations* sections 15575, 15577, 15578, *Code of Federal Regulations* sections 210.11, 220.12

A **middle/junior high** contains grades 7 or 8, 7 to 9, 7 to 10.
A **high school** contains any of grades 10 to 12.
Effective from midnight to one-half hour after school.
Applies to ALL foods sold to students by any entity.
Sold means the exchange of food for money, coupons, vouchers, or order forms, when any part of the exchange occurs on a school campus.

Compliant foods:

1. **"Snack"** food items must be:
   a. ≤ 35% calories from fat (except nuts, nut butters, seeds, reduced-fat cheese, dried fruit+nut/seed combo), **and**
   b. < 10% calories from saturated fat (except reduced-fat cheese, dried fruit+nut/seed combo), **and**
   c. ≤ 35% sugar by weight (except fruit*, non-fried veggies, dried fruit+nut/seed combo), **and**
   d. < 0.5 grams trans fat per serving (no exceptions), **and**
   e. ≤ 230 milligrams sodium (no exceptions), **and**
   f. ≤ 200 calories per item/container (no exceptions), **and**
   g. Have fruit, vegetable, dairy, protein, or whole grain as the first ingredient, **or**
   h. Contain ≥ 10% DV for calcium or potassium or Vitamin D or dietary fiber (criteria applicable through 6/30/16), **or**
   i. Be a combination food containing at least ¼ cup fruit or vegetable.

2. **"Entrée"** food items must be:
   a. Meat/meat alternate and whole grain rich food; **or**
   b. Meat/meat alternate and fruit or non-fried vegetable; **or**
   c. Meat/meat alternate alone (cannot be yogurt, cheese, nuts, seeds, or meat snacks = these are considered a "snack"),

   AND

   An entrée offered the day of or the day after on the reimbursable meal program menu and sold a la carte must be:
   a. ≤ 400 calories, **and**
   b. ≤ 4 grams of fat per 100 calories

   An entrée sold by any other entity (PTA, student organization, etc.) must be:
   a. ≤ 35% calories from fat, **and**
   b. < 10% calories from saturated fat, **and**
   c. ≤ 35% sugar by weight, **and**
   d. < 0.5 grams trans fat per serving, **and**
   e. ≤ 480 milligrams sodium, **and**
   f. ≤ 350 calories, **and**
   g. Have fruit, vegetable, dairy, protein, or whole grain as the first ingredient, **or**
   h. Contain ≥ 10% DV for calcium or potassium or Vitamin D or dietary fiber (criteria applicable through 6/30/16), **or**
   i. Be a combination food containing at least ¼ cup fruit or vegetable

If exempt food(s) combine with nonexempt food(s) or added fat/sugar they must meet ALL nutrient standards above.

*Dried blueberries cranberries, cherries, tropical fruit, chopped dates or figs that contain added sugar are exempt from fat and sugar standards. Canned fruit in 100% juice only.

Non-compliant foods may be sold from one-half hour after school through midnight.

CHECK YOUR DISTRICT'S WELLNESS POLICY FOR STRICTER RULES.

Groups or individuals selling foods/beverages to students must keep their own records as proof of compliance.

MIDDLE/HIGH SCHOOL – BEVERAGE RESTRICTIONS

References: *Education Code* Section 49431.5, *California Code of Regulations* Section 15576, *Code of Federal Regulations* sections 210.10, 210.11, 220.8, 220.12

A **middle/junior high** contains grades 7 or 8, 7 to 9, 7 to 10.
A **high school** contains any of grades 10 to 12.
Effective from midnight to one-half hour after school.
Applies to ALL beverages sold to students by any entity.
Sold means the exchange of food for money, coupons, vouchers, or order forms, when any part of the exchange occurs on a school campus.

Compliant beverages:

1. Fruit or Vegetable juice:
   a. ≥ 50% juice **and**
   b. No added sweeteners
   c. ≤ 12 fl. oz. serving size
2. Milk:
   a. Cow's or goat's milk, **and**
   b. 1% (unflavored), nonfat (flavored, unflavored), **and**
   c. Contains Vitamins A & D, **and**
   d. ≥ 25% of the calcium Daily Value per 8 fl. oz, **and**
   e. ≤ 28 grams of total sugar per 8 fl. oz.
   f. ≤ 12 fl. oz. serving size
3. Non-dairy milk:
   a. Nutritionally equivalent to milk (see 7 *CFR* 210.10(d)(3), 220.8(i)(3)), **and**
   b. ≤ 28 grams of total sugar per 8 fl. oz, **and**
   c. ≤ 5 grams fat per 8 fl. oz.
   d. ≤ 12 fl. oz. serving size
4. Water:
   a. No added sweeteners
   b. No serving size limit
5. No-calorie Electrolyte Replacement Beverages
   (NOT ALLOWED IN MIDDLE SCHOOLS)
   a. Water as first ingredient
   b. ≤ 16.8 grams added sweetener/8 fl. oz.
   c. ≤ 5 calories/8 fl. oz. (or ≤ 10 cal/20 fl. oz.)
   d. 10-150 mg Na+/8 fl. oz.
   e. 10-90 mg K+/8 fl. oz.
   f. No added caffeine
   g. ≤ 20 fl. oz. serving size
6. Low-calorie Electrolyte Replacement Beverages
   (NOT ALLOWED IN MIDDLE SCHOOLS)
   a. Water as first ingredient
   b. ≤ 16.8 grams added sweetener/8 fl. oz.
   c. ≤ 40 calories/8 fl. oz.
   d. 10-150 mg Na+/8 fl. oz.
   e. 10-90 mg K+/8 fl. oz.
   f. No added caffeine
   g. ≤ 12 fl. oz. serving size

Non-compliant foods may be sold from one-half hour after school through midnight.

MIDDLE/HIGH SCHOOLS – STUDENT ORGANIZATIONS

Reference: California Code of Regulations Section 15501

Effective during or after school hours.
Applies ONLY to food and beverage sales by student organizations.

1. Up to **three categories** of foods or beverages *may* be sold each day (e.g., chips, sandwiches, juices, etc.).
2. Food or beverage item(s) must be **pre-approved** by governing board of school district.
3. Only **one student organization** *may* be allowed to sell each day.
4. Food(s) or beverage(s) **cannot be prepared on the campus**.
5. The food or beverage categories sold **cannot** be the same as the categories **sold in the food service program** at that school during the same school day.
6. In addition to one student organization **sale** each day, any and **all student organizations** may sell on the **same four designated days** per year. School administration may set these dates.

California Department of Education, Nutrition Services Division — EFFECTIVE 7/1/2014 — Revised 5/1/2014

CONSTITUTION MODEL

CONSTITUTION OF THE LIBERTY UNION HIGH SCHOOL DISTRICT [*Club Name*] CLUB

PREAMBLE

We, the members of the LUHSD [*Club Name*] Club, in order to promote a more well-rounded student body, do adopt this Constitution.

Article I – Authority

Section I – This authority vested in the Associated Students of LUHSD by its Constitution and decisions rendered under this authority, shall extend over all members of the LUHSD [*Club Name*] Club.

Section II – This Constitution shall be subordinate to the Constitution and laws of the federal, state and county governments and of the rules of the Board of Trustees of the Liberty Union High School District and the Associated Student Body of LUHSD.

Article II – Name and Membership

Section I – The organization to which this Constitution applies shall be known as the LUHSD [*Club Name*] Club.

Section II – All students attending LUHSD have the right to join the LUHSD [*Club Name*] Club.

Article III – Leadership

Section I – Membership

The executive powers of the leadership shall be vested in the President, Vice President, Secretary and Treasurer.

Section II – Nominations and Elections

The Officers will be nominated by members of the club, and voted upon by the membership. Elections are to be held at the first fall meeting. The term of office is for one school year.

Section III – Advisor(s)

1. The Advisor(s) shall be a faculty member(s) in good standing and shall be selected by Officers each year, and approved by the Principal.
2. It is permissible to have co-Advisors.

Section IV – Duties

1. President: The President shall preside over all members and meetings held by the club. The President shall make all bus and/or accommodations reservations for trips, and shall secure chaperones.
2. Vice President: The Vice President shall possess all duties of the President when the President is absent, and assists the President in any way.

3. Secretary: The Secretary shall take minutes and attendance at each meeting. Shall arrange for the meeting place, place announcements and meeting times/places in the school bulletin, and write letters as necessary.

4. Treasurer: The Treasurer shall collect all monies for trips and fundraisers. Shall make sure all students going on trips are prepaid.

5. Advisor(s): The Advisor(s) shall approve and supervise all club activities.

Section V – Voting

Each member shall have one vote except the President, who shall only vote in case of a tie. Subject must pass the membership by a majority vote.

Article V – Consequences

Section I – Officers

If any member of the club feels that a member of the cabinet is not doing his/her job properly, they may bring it up at the meeting, and then the members can make a motion for what shall be done. If it is decided by a majority vote to remove the officer, then the President can, if desired, stop this action and place the officer on probation. If the officer is the President, then he/she will be impeached.

Section II – Club Member

If any club member is complained about or has acted improperly as a LUHSD student, then this person, upon the majority decision of the officers, may be placed on probation for one (1) month, or removed from the membership.

Article VI – Fundraisers

Section I – The LUHSD [*Club Name*] Club will hold two fundraising activities a year to defray the cost of event(s).

Article VII – Amendments

Section I – Amendments to this constitution shall be proposed by ⅔ of the club membership. Such amendments shall become ratified by the ⅔ majority of the total vote cast.

<u>Liberty Union High School District</u> [Meeting Minutes Sample Form]
CLUB COUNCIL MEETING

Date:

Room:

I. Call meeting to order: __:__ am

II. Attendance

III. Business

A. Approve Agenda: Motion ____
2nd ____
Vote _____

IV. Announcements

A.

V. Action Items

A. Approve Constitution of Motion ____
2nd ____
Vote _____

VII. Adjournment

__:___ am