



CLUB ADVISOR HANDBOOK

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1. CLUB ADVISOR GUIDELINES AND RESPONSIBILITIES

Club advisors must:

- Be a certificated staff member
- Ensure club application/constitution paperwork is completed annually and turned in by the deadline
- Be present at all club meetings, events, rehearsals, workshops, field trips and fundraisers (students should never be left unattended with uncertificated staff).
- Ensure the club meets monthly and minutes are taken and approved, and that a digital copy is saved to the ASB shared drive in a timely manner
- Ensure that club officers and club members understand the school club constitution and school policies
- Ensure that each club officer understands their duties as a club leader
- Ensure that all fundraisers and activities are approved prior to being held
- The district board of education must approve all nonprofit affiliate charities that will be beneficiaries of club fundraising
- Ensure all flyers and posters are approved by the Activities Director prior to being posted
- Use the Student Announcement form to publicize club events if the club needs to publicize to the student body
- 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 each day. Tally sheet, first & last ticket stubs, inventory list, etc must be turned in with the deposit to verify the amount collected. All approved clubs should already have a trust account set up.
- **An advisor will never collect cash without the cash control procedures in this handbook.**
- **An advisor will never have checks made payable to yourself, or to a student, and never deposit funds in your personal bank account.**
- Ensure all fundraisers track inventory of goods being sold and appropriate record of inventory.

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.

2. CLUB MEETING PROTOCOLS

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 scanned and saved to the Shared ASB Drive 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.

3. CLUB DONATION COLLECTION PROCEDURES

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 and include club account name. Donations should be balanced to the spreadsheet and double counted with the ASB bookkeeper in a timely manner.
3. The ASB bookkeeper will deposit the donations in the club's student body account. Clubs should check their balances in ASB Works regularly to ensure their deposits and payments are accurately reflected. (ASB Bookkeeper can set up your ASB Works account)

4. FUNDRAISER PROCEDURES

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
- Publication Ads
- School Logo items
- Holiday Items
- Tournaments

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 Fundraiser Approval form in Informed K12 on the Miller ASB Club website. The Fundraiser Approval form must be signed by a club representative and the club advisor and approved in the club minutes.
 - a. After the fundraiser is reviewed by administration, the club advisor will be notified whether the event was approved or not.
 - b. If the fundraiser is approved, the Cash Control for Fundraisers procedure (see below) must be followed.

5. 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 on the fundraising approval form
 - a. Complete a Fundraising Plan in Informed K12 and note the appropriate amount of cash denominations and total needed for the cash box.
 - b. Once Fundraiser is approved, hold a meeting to approve a Purchase Order request (formally known as pre auth) in the approximate amount (over planning is best as long as monies are available) of the needed cash to the person who will be cashing the check. This should be the Club Advisor or administrator. It cannot be a student or non certified staff/unapproved advisor.
 - c. Once a Purchase Order request is made and a Purchase Order is created by the Bookkeeper (aka Rachele), hold a meeting to approve a Payment Request for the exact amount of the needed to the person who will be cashing the check.
 - d. The check will arrive at FAMMS and you will be notified it is ready for you to cash. Once cashed, you should keep the cash locked in the safe until it will be used.
 - e. Your deposit of sales, should deposit the cash from the cash box back into your account. This should be noted on your back up (tally sheet, etc) submitted with the deposit.
2. During the event or during sales, at least two people should control cash sales using one of the following cash control documents:
 - a. [Tally Sheet](#) - non tangible items like water, etc
 - 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
 - b. Receipts - a receipt must be written for each individual tangible item or item sold
 - Receipts are written in ASBWorks
 - Each Club Advisor will be set up with Store Teacher Access to view your financials
 - Once a receipt is written, you can print it for the purchaser but it is not required
 - c. Ticket Sales Report
 - Write in beginning ticket number and ending ticket number for each pricing level of tickets
 - Calculate the total ticket sales on form
 - Count cash and complete Request for Cash Box form
 - Total ticket sales and total profit cash must balance on the form
3. If the fundraiser is a multiple-day event, a Cash Deposit 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 Deposit form should be used for the final count. The back up of the sales (Tally sheet, Receipts, Ticket Sales report) MUST be included in the sealed deposit bag.

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

6. CLUB PURCHASING PROCEDURES

1. **Step One:** Hold CLUB Meeting to approve EACH purchase. Use Meeting Minutes Template and sign in sheet. Scan minutes and sign in sheet with wet signatures and save to ASB Shared Drive.
2. **Step Two:**
 - a. Club Advisor completes Purchase Requisition in Informed K12. Upload Meeting Minutes and sign in sheet. Confirm BEFORE submitting that the club budget has available money to purchase and the vendor is an APPROVED RUSD vendor.
 - b. Club Officer (President) approves the form in Informed K12. They will receive an email.
 - c. ASB Treasurer, Activities Director, Principal approve purchase. ASB Bookkeeper creates a Purchase Order upon approval. The advisor will be notified regarding PO.
3. **Step Three:**
 - a. Once purchase is ordered or made, Club Advisor will scan a SIGNED receipt or invoice and submit with a Payment Request form in Informed K12. If it is for reimbursement, it must have TWO signatures.
 - b. Payment Request form will be approved by Club Officer, ASB Treasurer and ASB Bookkeeper.
4. **Step Four:** RUSD Accountant in Financial Services will make the payment. Please plan for approximately two weeks from Step Two to Step Four.

Purchasing procedures cannot move forward from one step to the next without the appropriate attachments and signatures. Please be sure to read the forms closely BEFORE sending to the next approver.

