CLUB ADVISOR GUIDELINES AND RESPONSIBILITIES

CLUB ADVISOR AGREEMENT FORM

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 (on or off campus), 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
- **Be responsible for overseeing all monetary transactions. 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.

YOU ARE ULTIMATELY RESPONSIBLE FOR THE FOLLOWING:

- Never providing or agreeing to provide a vendor with a purchase order (P.O) number prior to the P.O. being approved
- Preparing deposits and completing deposit forms
- Keeping accurate records regarding student and team payments. (All cash must be accompanied by a copy of the receipt issued to the payee).
- Setting up items for sale to the students with the ASB accounts clerk prior to a fundraising event taking place.
- Keeping open and clear communication with the ASB office and Accounts Clerk.

***Note:** A faculty advisor is only permitted to be an advisor for **2 clubs maximum**. Faculty advisors will be assigned on a first come, first serve basis.

Club Name: _____

Faculty Advisor (print): _____

Faculty Advisor Signature: _____

ASB Club Advisor Contract Agreement

I, _____ do hereby agree to the following policies and procedures of the Gahr High School ASB as the advisor for _____ club/organization.

Reminder: You may NOT agree to advise more than 2 clubs!

1. Fundraising:

YOUR FUNDRAISER MUST BE APPROVED BY THE ASB COUNCIL

PRIOR TO THE FUNDRAISING EVENT.

You must fill out a fundraising form and the attached budget plan for the activity (forms available in the ASB office or online on the Clubs Page on the school website. You can also email Ms. Ragsdale for the google form link to the application). This form will need to be filled out with accurate final income at the completion of the fundraising event and returned to the ASB office with your deposit.

The Associated Student Body (ASB) **only** approves fundraisers once a week, Tuesday 4th period. If approved, a copy of the proposed event will be placed in your mailbox with an approved stamp.

2. Receipts/Control Procedure:

The ASB Bookkeeper will issue a control procedure for your event. They can include (but are not limited to):

- Pre-numbered Tickets
- Pre-numbered Receipt Books
- Tally Sheets
- Inventory Control
- Cash Box

At the end of the event, the amount of Cash reported must match the control procedure followed. Please see the Accounts Clerk for any questions.

3. Depositing Funds:

Use the approved check, coin, and currency deposit slip (available in spreadsheet form via email or hard copies in the ASB office). Bring the completed forms and monies to the ASB office for deposit into the club account. Include receipts for all cash included in the deposit.

4. Purchase Order (P.O.):

NO INVOICES OR RECEIPTS WILL BE PAID IF THEY ARE DATED PRIOR TO THE P.O. DATE. Prior to purchasing any items for your club, you must have an ASB approved P.O. Do this by first obtaining an estimate for items to be purchased. The club advisor brings that with him or her to the ASB office and fills out a purchase order request. This request is presented to the ASB along with the account statement report for approval. Your P.O. will only be approved if you have enough money in your account to cover the expenditure. These expenses must benefit the students. You are ultimately responsible for funds spent without approval. ASB **only** approves P.O. 's once a week on Wednesday's during 3rd period.

5. Purchasing items for your club:

If your P.O. has been approved, the advisor will receive a pink copy of the P.O. with an approval in their mailbox. You may then use this P.O. # for purchasing. When you receive your merchandise, you **must** sign and date the invoice/packing slip with the date received. Attach the invoice to the Pink Copy and return to the ASB Accounts Clerk for payment. **Receipts for reimbursements will NOT be accepted without an accompanying credit card statement (if applicable**). Reimbursements must be signed and approved by the Club Advisor. **Items ordered MUST be delivered to Gahr High School,** reimbursement will not be made if delivered to an address other than Gahr High School.

6. Invoice Payment:

CHECKS ARE RUN ONCE A WEEK ON WEDNESDAYS, APPROVED BY THE ADMINISTRATION ON THURSDAY, AND MAILED ON FRIDAYS.

Once the Accounts Clerk has received the invoice, she will process the check for payment. (No Exceptions!)

7. Meetings: You **MUST BE** present but not a participant during student led meetings.

8. YOU ARE ULTIMATELY RESPONSIBLE FOR THE FOLLOWING:

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• Preparing deposits and completing deposit forms

• Keeping accurate records regarding student and team payments. (All cash must be accompanied by a copy of the receipt issued to the payee).

• Setting up items for sale to the students with the ASB accounts clerk prior to a fundraising event taking place.

• Keeping open and clear communication with the ASB office and Accounts Clerk.

_____	_____	_____
ADVISOR NAME	ADVISOR SIGNATURE	DATE