

Club/Class Advisor Contract

(Print and sign this top page and submit to Jeff Culver by August 29)

School Year: 2025-2026

I, _____

advisor to the following Clubs/Classes:

will review the information contained on the Quartz Hill High School Club Advisor Handbook (available digitally on the school website). I agree to follow the guidelines set forth herein to the best of my ability. If I have questions regarding any part of the guidelines surrounding my position, I will seek advice from one of the following:

Director of Activities / ASB Advisor	Jeff Culver
Site Accounting Technician	Sandy Orians / Gabriela Aguilar-Flores
Student Store Clerk	Lilia Canizales
Vice Principal, Activities	Mike Ybarra
Activities Secretary	Tiffany Recinos

For each club you advise, please have the following items completed:

[Club Info Form](#) by August 29

[Submit updated Club Constitution](#) by September 15

[Submit Club Budget Form](#) by September 15

Advisor Printed Name: _____

Advisor Signature: _____ Date: _____

ADVISOR DUTIES AND RESPONSIBILITIES

General information for all advisors:

1. Advisors are requested to work in collaboration with the entire QHHS activity program.
2. Submit each year, in writing, your intent to serve as an advisor-use the Club/Class Advisor Contract form.
3. Complete and submit the Club/Class Officer List form (Google Form) at the beginning of each school year.
4. Maintain appropriate record keeping methods.
5. Ensure that the constitution, minutes of meetings, facility use forms, budget and financial transactions, requisition, purchase orders, fundraiser and activity requests, fundraiser revenue projection forms, and competitive food sales request forms are submitted in a timely manner.
6. Ensure that a ticket system is used for all activities for which an admission price is charged. Tickets and cash boxes must be requested from the Student Store Clerk and picked up from the Site Accounting Technician.
7. **Ensure that an adult supervises all sales.** Secure and store all money associated with fundraisers until it is deposited with the Site Accountant/Student Store Clerk. Parent/student permission forms must be on file for all fundraisers in which students will be selling items and collecting money. In addition, parent permission forms must be on file along with an emergency contact card for all school activities and trips (especially those that are off-campus events that are considered to be a school activity). When a student will miss class time for an activity, teacher permission forms must be completed. It is the advisor's responsibility to ensure that all students have met the school's eligibility requirements (including a minimum 2.0 g.p.a.) and a list of the students involved in a school activity is submitted to the attendance office for proper clearance. Reminder: submit a bus roster to the attendance office so that there is an accurate record of which students actually went on the trip.
8. Ensure that any borrowed equipment is returned immediately and that proper cleanup occurs after an activity. Confirm all facility and equipment needs in advance with the correct department head, including head of maintenance, custodial, ASB, etc. Simply checking off boxes on the facilities request form is not adequate.

9. Ensure that approval for any school activity or fundraiser is secured from both the ASB Board of Control, the Director of Activities and the Vice Principal of Activities.
10. Digitally submit all bulletin/PA/Video announcements on behalf of your club using your avhsd Google account.
11. Sign the back of posters/fliers to indicate approval and have them stamped by the Director of Activities or the Activities Office. Approval of posters/fliers will be in the form of the “Activities Office” stamp on the front of the poster/flier.
- 12. The advisor must be present at all meetings, practices, activities, and any major function of the organization** such as dances, assemblies, car washes, concessions, fundraiser, etc. including set-up and clean-up. The advisor is also responsible to make sure that all students involved in the activity have been picked up by their parent/guardian.
13. Advisors are responsible for seeing that all policies and procedures established for the club or class are observed. The policies and procedures should be outlined in the Club Constitution.
14. Advisors are responsible for training their students and allowing them to conduct their meetings. Advisors are responsible for guiding officers and members in the basic operation of:
- Parliamentary procedures
 - Handling of cash and checks
 - Roles and responsibilities of club and class officers
 - Communications with membership
 - Responsibilities of planning and running of events and fundraisers
15. Advisors are responsible for the handling of club or class funds through an account within the QHHS Associated Student Body accounting system. All funds are considered a part of the Associated Student Body accounting system. Separate bank accounts are not allowed.
16. All new advisors are required to attend a training session. No financial services will be available until the training session has been completed.
17. All club and class transactions must be approved in writing by the advisor. Transactions include: facility requests, purchase requisitions, deposits to club account, calendar date requests, bulletin announcements, competitive food sales requests, fundraiser revenue projections, and publicity fliers. Advisors must approve and sign all transactions.

Quartz Hill High School

Club Handbook



If you have questions regarding any part of the guidelines surrounding my position, I will seek advice from one of the following:

Director of Activities / ASB Advisor	Jeff Culver
Site Accounting Technician	Sandy Orians (fall) Gabriela Aguilar-Flores (spring)
Student Store Clerk	Lilia Canizales
Vice Principal, Activities	Mike Ybarra
Activities Secretary	Tiffany Recinos

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