



Associated Student Body  
**Club Advisor Handbook**  
Procedures for successful Advisors

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*This manual was created using guidelines by the California Fiscal Crisis and Management Assistance Team (FCMAT) and the Sweetwater Union High School District guidelines and board policies.*

## **Introduction**

The Associated Student Body (ASB) of Eastlake High School supports all students through club and team affiliated student groups in their efforts to enhance their school experience and elevate the standard of “Excellence”. This packet of information is designed to support club advisors and coaches in their organization of student groups and management of their financial affairs. Any questions not addresses in the booklet are welcome in the ASB office.

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## Who can be a Club Advisor?

All Eastlake High School potential clubs need the endorsement of a certificated employee (teacher) who agrees to serve as the club advisor for the entire school year. The education code requires that advisors be certificated employees of the local educational agency.

## Advisor Expectations & Responsibilities

- The advisor should play an active role in the establishment of a club framework that reflects the goals and attitudes of the club and its members.
- An advisor must be present at all club meetings and activities (including fundraisers).
- The records of every club must be accurate and ready for audit upon request.
- **It is the law that student generated money has to have student input and approval prior to the spending of said monies.** The records of any approval for expenditures must be in the club's meeting minutes.
- It is the responsibility of the advisor to maintain club minutes and all financial transactions that take place,
- The advisor is responsible for ensuring compliance with school rules and regulations, district policies, state education code, supervision of students, maintenance and security of facilities, safety requirements, proper record keeping, and completion of all financial transactions.
- Advisor must ensure that the ASB Office has a copy of the club's charter, constitution, budget, and advisor contract for the current school/fiscal year on file. **The club's account will be frozen until all items are submitted.**

## Student Organized Club Requirements

- To become a recognized part of the student body organization, a club, like a student organization, must be composed entirely of current enrolled students.
- Any group of students may apply for permission to form a club by submitting a "New Club Charter Application" to ASB.
- Each club must have a purpose, hold regular meetings, have a constitution and bylaws that outline policies and procedures.
- Funds collected each year should be spent on the students of that year. If the club decides to carry over their funds to the next year they must submit reasoning to the ASB Office by May 15th.

## Inter Club Council (ICC)

All Eastlake High School registered clubs integrate the Inter Club Council. This council meets on a regular basis with the ASB Vice-President to discuss general student body topics, such as; Lu-Wow!!!, Open House, Food Fairs, Homecoming Court proposals, etc.

## ASB Budget Guidelines

A budget is a financial plan for a specific period of time (1 year) in which the ASB Student Council has approved the spending of a specific amount of money to be used to benefit the student body.

- Advisors/Coaches will be notified of their budget at the ASB policy meeting at the start of each year.
- These budgeted accounts are to be used on the student body for tournament entries, equipment, and/or uniforms.

### Deductions

- If a coach/advisor places an order without an approved ASB issued Purchase Order, their budget/club account will be reduced by \$200.

### Overages

- In the event that a club/team spends beyond their budgeted amount their club account will be frozen and all fundraisers will be directed back to ASB for covering that overage.
- Any overage not covered by the club account will be a deduction from the following year's budget by the amount of the overage.

Note: Each club/team should create a budget of their own to ensure that they do not overspend.

## Guidelines for Scholarships

Scholarships offered through ASB Club accounts based upon guidelines from FCMAT are limited to \$250.00 per student with a maximum of \$1,000.00 per Club. Payments will need to be made directly to the educational institution the student will be attending, **not the student as this is against regulation.**

## Fund-raising

Fund-raising is frequently a common activity among school clubs, whether performing groups, teams, or clubs. The State of California and SUHSD have established law, policy and procedures to protect the rights of students involved in fund-raising activities and also to protect the money they help earn. It is the duty of the advisor (coach or teacher) to comply with these standards on behalf of their students and programs they support.

Fund-raising events should contribute to the educational experience and should not conflict with the school's educational program. Students should participate and make contributions to fund-raising events voluntarily. They cannot be required to participate in fund-raising events, and cannot be excluded from an activity funded by ASB funds because they did not participate in

raising funds. In addition, fund-raising proceeds cannot be attributed to specific students based on what they raised. The funds are raised to benefit the entire club or student group, not individual students.

Scheduling fund-raising events requires review, management and coordination by the ASB Executive Board and ASB administrator. Clubs on campus need to know which fund-raising events are already scheduled before requesting permission to embark on another fund-raiser so that they do not conflict in timing or type.

Under the California Constitution, the free school guarantee prohibits charging students any fee, charge, or deposit for curricular, extracurricular, credit, or non-credit activities that are part of the District or a school site's educational program. Nothing in the law prohibits voluntary donations, contributions, and fundraising by students and their families to support District and school site programs, so long as monetary donations, contributions, and fundraising activities are not made mandatory for students and their families and there are no conditions placed upon the donation.

Food or drinks sales within school hours must be in compliance with SB12 and SB965 guidelines and should not conflict with the products offered by the school cafeteria.

Car washes need to meet California Water Resource Control Board regulations. Wash water from car washing typically contains pollutants (e.g., detergents, oil and other automobile fluids, and metals) therefore car washes, should be conducted so that the wash water does not enter the storm drain.

Door to door fundraising may not be conducted without the presence of the advisor, advisor must be within sight and sound of the students fundraising.

## **Cash Control Procedures for Fund-Raising Events**

It is important to be able to tie all proceeds to the specific fund-raiser from which they were generated and to ensure that all proceeds from an event are properly turned in and accounted for. To accomplish this, Clubs must ensure that proper internal controls exist, including the following: cash control procedures, proper inventory of concession items, proper cash handling and physical chain of custody for all cash receipts, no commingling of receipts from separate events, immediate delivery of all event proceeds to the ASB.

Some cash control procedures are: pre-numbered tickets for all sales events, pre-numbered receipt books for all receipt transactions, a tally sheet for designated activities, inventory control of items, cash boxes to keep the received money safe. Clubs should invest in a cash box.

After a fund-raising event is scheduled, the advisor is responsible for ensuring that control procedures are in place. The advisor should assist students in selecting and developing a good

business practice for cash receipts, control procedures and implementing the correct internal controls once the event begins. No student should handle cash without direct adult supervision.

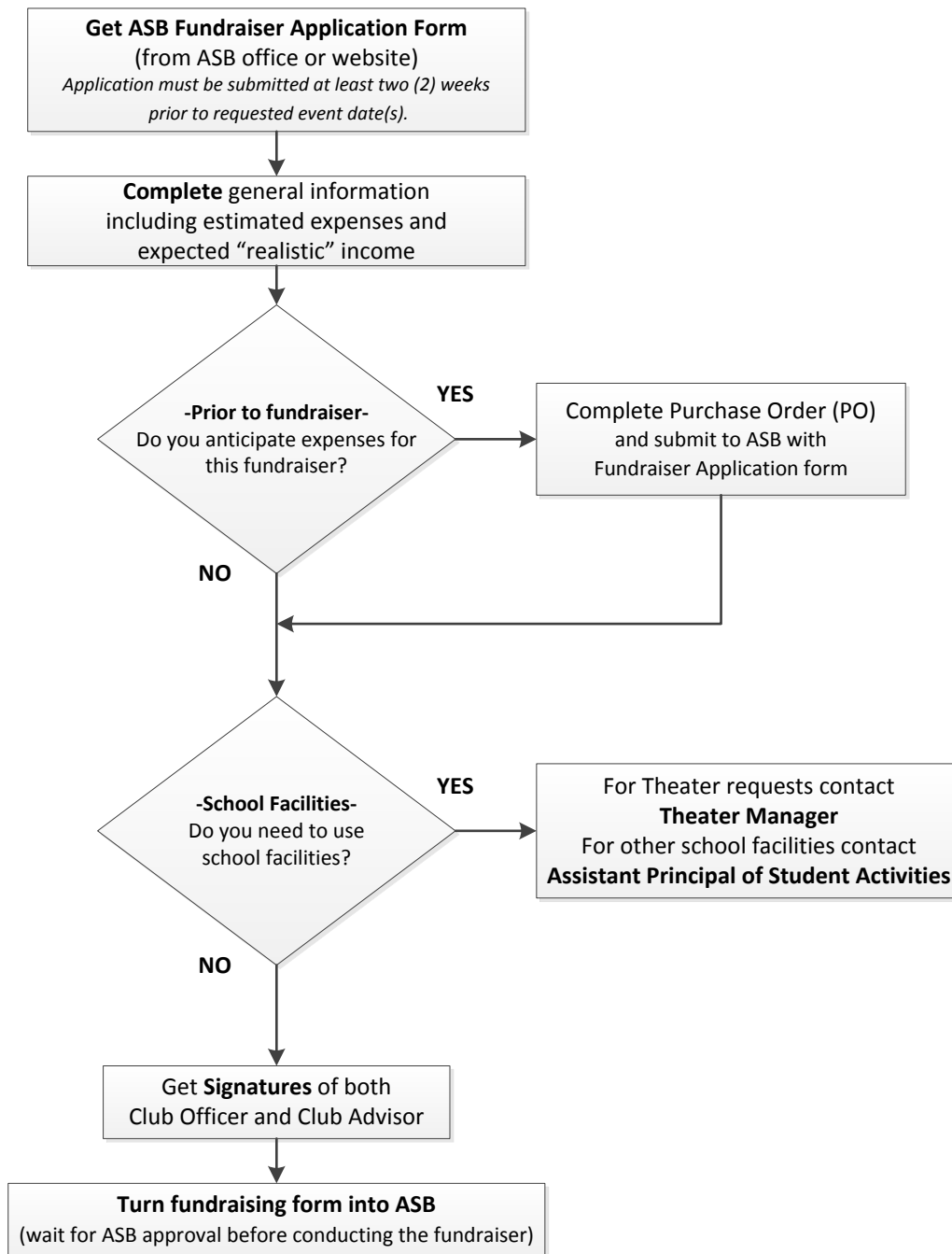
### **Fund-Raisers That May Not be Allowed**

- **Raffles or games of chance;** student clubs, are not authorized to participate in raffles because, unlike the local PTSA, they are not nonprofit organizations exempt from state tax as defined in the Franchise Tax Code.
- **Activities that pose liability, safety or risk concerns.** Examples include; Mechanical or animal rides, use of darts or arrows, objects thrown at people, use of water tanks into which a person is dunked, destruction of cars or similar objects with hammers, trampolines or mini-trampolines, etc.
- Other such fund-raisers.

### **Application and Authorization to Raise Funds**

All club fundraisers require prior approval from the school principal or his/her designee (Assistant Principal of Student Activities). Complete the required form and submit it to the ASB office. DO NOT start the fundraiser until approval is granted. At the conclusion of an approved fundraiser, the advisor needs to work with the school financial clerk on the reconciliation portion of the fundraiser application form; failure to do so may result in the denial of future fundraisers.

# Fundraiser Application Process



## **Deposit of Student Funds (Fundraiser funds and donations)**

Once a club is approved by the school principal, the ASB creates an ASB Trust Account to be used for its financial affairs. Trust accounts are held in ASB on behalf of approved school clubs. At the conclusion of an approved fundraiser all monies should be deposited at the ASB windows by the students with the receipt given to the advisor/coach as proof of deposit. After reception of donated funds, the club advisor and student representative need to complete immediately a “Money Deposit Form” to deposit the mentioned funds into their club trust account.

## **Accessing the Club’s Trust Funds**

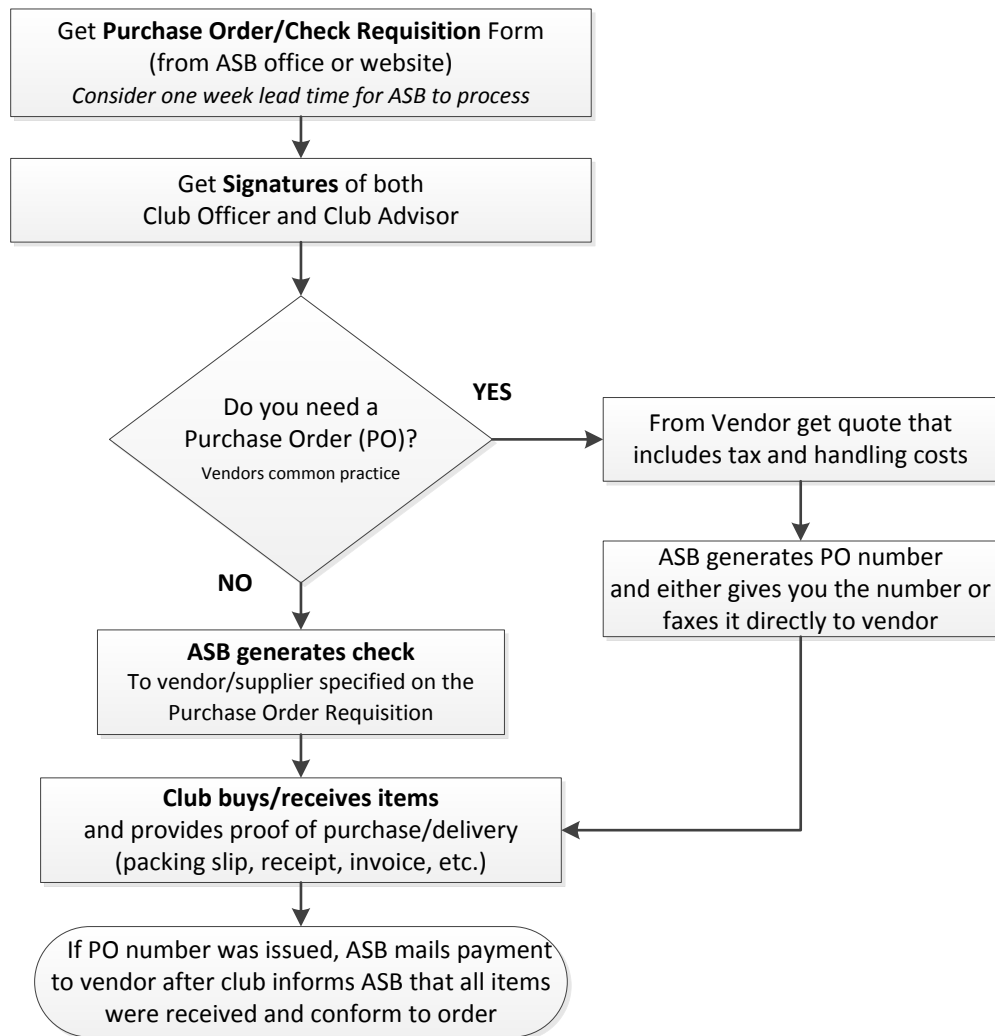
Students’ funds are to be used ONLY for the benefit of the students. Club’s funds are to be used for the welfare, morale or educational experience of the students. Student funds shall finance worthwhile activities which go beyond those provided by the district. Minutes shall be kept of student organization meetings and shall properly reflect all financial activities.

Per Education Code 48933(b), Club funds cannot be expended without prior approval of the ASB council and ASB administrator. The ASB is NOT obligated and must not pay for expenditures that are not authorized in advance with a properly signed purchase order. Individuals who make unauthorized purchases, without prior approval, will be held personally responsible for the expenditure.

In order to access your Club’s trust account funds and not before the Club board has approved the expenditure, you should followed the “Purchase Order” process described on the following chart.



## Purchase Order Process



- All expenditures must be approved by the ASB Executive Board prior to placing or receiving an order.
- Consider at least one week lead time to ASB to process your request.
- Student funds cannot be used for any purpose other than the direct benefit of the students.

## **Unauthorized Purchases**

Expenditure of student funds for the following items is not allowable because they do not directly promote the general welfare, morale or educational experience of the students, or are considered a district responsibility, or are a gift of public funds:

- Salaries, stipends or supplies that are the responsibility of the district.
- Repair and maintenance of district-owned facilities and equipment.
- Articles for the personal use of district employees.
- Expenses for faculty meetings.
- Expenses for parent-teacher organizations such as the PTSA or boosters.
- Large awards or gifts of any kind (including gift cards for teachers, coaches, or parents)
- Employee appreciation meals.
- Employee clothing/attire.
- Donations or cash awards to anyone

The law clearly regards the misappropriation of public funds as a criminal act, with no minimum monetary limit specified, so it is best to avoid gifts of any amount.

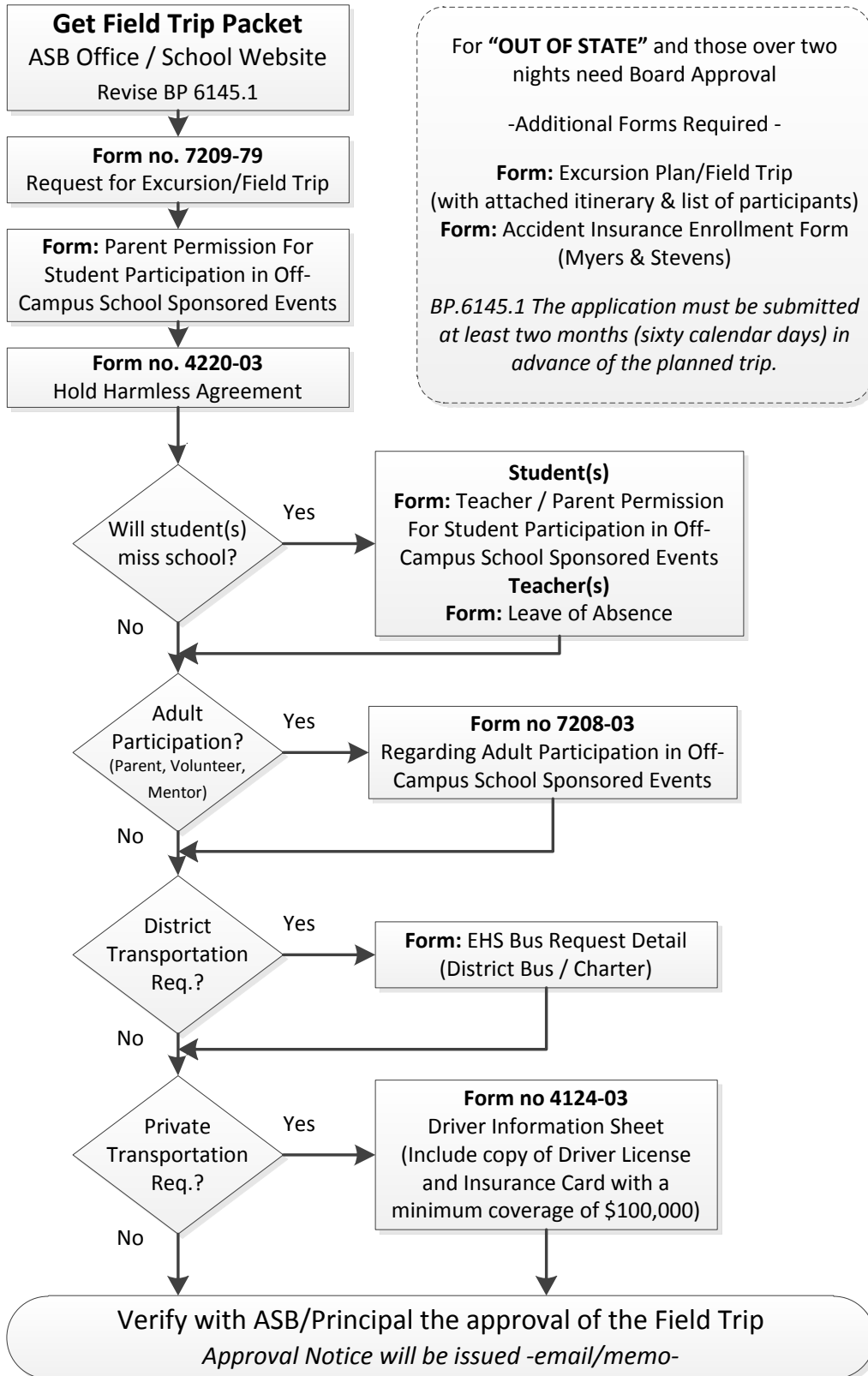
## **Club Accounting Records**

Accounting records should be maintained by both the Club's student treasurer and by the ASB personnel. Club advisors can check periodically with the ASB Financial Clerk for statement of club trust account. It is important to follow all financial procedures in order to comply with the ASB & Club internal and external audits.

## **Fieldtrips or Excursions**

Fieldtrips and Excursions are an integral part of the students' educational experience. Prior to a fieldtrip or excursion proper documentation and approval needs to be issued by the school principal or his/her designee. Follow the fieldtrip process described on the following chart.

# Field Trip Process



For "OUT OF STATE" and those over two nights need Board Approval

-Additional Forms Required -

**Form:** Excursion Plan/Field Trip (with attached itinerary & list of participants)

**Form:** Accident Insurance Enrollment Form (Myers & Stevens)

*BP.6145.1 The application must be submitted at least two months (sixty calendar days) in advance of the planned trip.*



## OFFICE OF THE INTERNAL AUDITOR

### LIST OF FUNDRAISERS/EXPENDITURES FOR ASSOCIATED STUDENT BODY ORGANIZATIONS

#### Fundraisers

**All fundraisers not on this list must first be approved by the Board of Trustees and then the Principal, Assistant Principal-Student Activities/ASB Advisor and the ASB student council.**

Advertising (must be approved by Districts legal department)

Allowable non-profit fundraising 501(c)(3) (i.e., American Red Cross, Salvation Army, PETA)

Each non-profit organization that students wish to assist require the Board of Trustees to approve the activity of the fundraiser, for example, students may fundraise to help the American Red Cross but must have Board of Trustees approval for the activity (such as Katrina victims).

ASB Cards

Athletics (CIF sanctioned)

Candy Sales (following nutrition guidelines)

Car Washes

Concessions

Coupon Books

Cookie Dough (following nutrition guidelines)

Donations

Students may petition the Board of Trustees and obtain approval for specific donations to charities or other worthy causes

Entertainment (Gradnite, Dances, Visual & Performing Arts, Movie Nights)

Facilities Fees (ASB portion)

Faires (Food, Book)

Field Trips (Disneyland, Knotts Berry Farm)

Fun Run

Garage Sales

Gift Wrapping

Go Fund Me (online fundraising tool)

Holiday Sale Events (Valentines day, Mothers Day)

Magazine subscription

Marquee messages

Photo Booth

Photos (Lifetouch)

Replacement of lost ID cards

Restaurant Fundraiser (ASB/club receives a percentage of sales)

School Gear (Merchandise i.e. lanyards)

Snap Raise (online fundraising tool)

Store Sales (PE Clothes, Locks)

Student vs. faculty games, powder puff football

Vending machines

Volunteer events (i.e., Sleep Train)

Yearbook

**Consideration for fundraisers not on this list requires prior approval of the Board of Trustees.**

### Expenditures

**All expenditures not on this list must first be approved by the Board of Trustees and then the Principal, Assistant Principal-Student Activities/ASB Advisor and the ASB student council.**

All expenses incurred while performing the above listed fundraisers

Academic Decathlon

Academic League

AP Exams

Assembly awards

Athletics – Officials, uniforms, safety equipment, miscellaneous equipment, certificates, security, patches, awards, athletic packets, rooster buses, CIF entry fees, transportation, tournament fees, competition fees

Band uniforms

California School Federation (CSF) sashes

Cheerleading uniforms

Concessions

Conferences – ASB related (e.g. CADA)

Eighth grade promotion celebration

Equipment for ASB (refrigerator, microwave, coffee maker)

Gift Cards (Must be fully documented)

Gradnite

Graduation – security, canopy, sound, flowers/plants, table cloths, printing

Guest speakers

Incentives (pizza party, ice cream social, etc.)

Intramural sports (trophies and awards)

Knowledge bowl and Compact for Success - T shirts and breakfast

Mascot uniform

Middle School Athletic League (Uniforms, Fees)

Ninth grade field trips

Office supplies, equipment, furniture (ASB)

Orientations (Students, Link Crew, ASB)

Purchasing meals for ASB students during an all-day school event

Robotics

Scholarship for specific scholarship accounts only

Sixth grade visitations

Spend down excess fund balance (Additional ASB expenditures are allowable when the ASB general fund exceeds 30% of the next year's total budgeted expenditures and reserves). In order to spend down the balance, the ASB financial statements must be reviewed for excess reserves and approved by the Chief

Financial Officer. Please contact the Chief Financial Officer for approval of the following additional expenditures:

- ASB Equipment – copier, computer, printer. Including cleaning, repair and maintenance
- Bike racks
- Bulletin boards (non-classroom)
- Campus beautification
- Golf carts
- Marquees
- Murals
- Plants, trees, seeds for student areas
- Project reserves
- Purchase and repair of sound system
- Tables/Benches

Start-up clubs – seed money

Student awards

Supplies for lunch activities

Venues for dances

Visual and Performing Arts - entry fees, equipment (color guard materials - drum heads, instrument accessories), uniform accessories, awards, marching band music, art supplies, transportation

Yearbook

**Consideration for expenditures not on this list requires prior approval of the Board of Trustees.**

List of fundraisers and expenditures ASB – Authored by: Frances Martinez

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Revised 6-13-2016

Revised 6-27-2016

Revised 7-11-2016