



## Club Establishment

Only official clubs can fundraise. Clubs must have a staff member as an advisor. All clubs must apply for membership of the **Inter-Club Council**. Completing a club charter satisfies this requirement. Upon acceptance, a club constitution must be completed, (example provided) which will remain on file, along with the club charter, for the remainder of the school year.

- 1. Club Charter:**  
Application and regulations for club formation. The club charter is valid for one school year.
- 2. Club Officers:**  
Must be submitted with club charter.
- 3. Club Roster:**  
Must be submitted with charter.
- 4. Club Constitution:**  
Must be kept on file. Any revisions must be submitted **immediately** to the **A.S.B. Advisor**.

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**Club Constitution**  
(Sample)

**Article I - Name**

The name of this organization shall be \_\_\_\_\_.

**Article II - Purpose** (must be some benefit to school or students)

The purpose of the \_\_\_\_\_ Club shall be to give students an opportunity to explore (a special interest) \_\_\_\_\_.

To stimulate an interest in (a special interest) \_\_\_\_\_.

To give service to CPHS or the community by \_\_\_\_\_.

**Article III - Goals** (if fundraising)

The members of this club shall raise money by (list activity) \_\_\_\_\_.

These funds will be used to (list purchases, events, expenses, etc.) \_\_\_\_\_.

**Article IV - Membership**

Section One: Membership is open to all students at CPHS regardless of sex, race, religion, color, national origin, ancestry/ethnicity, marital/parental status, age, physical/mental disability, sexual orientation or any other unlawful consideration under SUHSD Administrative Policy #2224.

Section Two: Eligibility: \_\_\_\_\_.

**Article V - Officers**

Section One: Elected Officers

Elected officers of this club shall be President, Vice President, Secretary, and Treasurer.

Section Two: Duties of Officers

A) President: The President shall preside at all meetings of the club.

B) Vice President: The Vice President shall assume all duties of the President in his/her absence and shall assist the President when called upon.

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- C) Secretary: The Secretary shall keep the records or minutes of all meetings, and shall conduct all necessary correspondence of the club.
- D) Treasurer: The Treasurer shall conduct all business along with the advisor which pertains to money (deposits, check requests, etc.), shall keep an accurate record of all transactions (receipts and expenditures) of the club. The Treasurer shall sign check request forms for the club.

Section Three: Eligibility (scholarship/citizenship)

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Section Four: Election Process

Nominations should be given by club members for each of the four positions. Officers should then be selected by a simple majority vote of the club members.

Section Five: Term of Office/Removal or Vacancies in Office

The term of office for each position is one school year. Should the vacancy of an office become available, the position can be filled either by appointment, or a majority vote (upon discretion of the club advisor).

**Article VI - Meetings**

Club meetings shall be held on CPHS campus in room #\_\_\_\_\_. The regular meetings shall be held on \_\_\_\_\_ (i.e. first Tuesday of each month, etc.). The President or Advisor may call special meetings.

**Article VII - Amendments**

The student officers approved by the club advisor and Dean of Activities must review amendments to this constitution. The club members must ratify the proposed amendments by a two-thirds (2/3) vote.

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**Castle Park High A.S.B.  
Affiliated Organization Activity Application**

Notice: If you would like information as to the approval of an activity, please fill this out in duplicate, as none of the applications leave the A.S.B. Office after they are submitted.

All questions must be completed in full to be approved.

Name of Sponsoring Organization: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

If this is a fundraising activity, what is the purpose?

\_\_\_\_\_

Date \_\_\_\_\_ Day \_\_\_\_\_

Time \_\_\_\_\_ Place \_\_\_\_\_

If any, what school facilities would you need? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Faculty Advisor Club President

\_\_\_\_\_  
Calendar Committee Tribune of Activities

\_\_\_\_\_  
Dean of Activities A.S.B. Vice President

\_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved

Reason: \_\_\_\_\_

\_\_\_\_\_

Please submit this application before noon on the fifteenth (15<sup>th</sup>) of the month prior or sooner to the month that you are planning the activity. Activities will be posted on the calendar in the A.S.B. Office as soon as they are approved.

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## Requirements for Expenditures:

Each expenditure of student body funds should follow the following purchasing procedures:

1. Prior approval of the expenditure by each of the following three persons: 1) Principal or Dean of Activities, 2) Certificated Advisor, 3) Student Representative.
2. Selection of a responsible and proper vendor as based on quality, price, delivery, etc.
3. Issuance of a purchase order, independent contractor agreement, petty cash voucher, etc. signed by the Principal and/or appropriate party (as applicable).
4. Receipt of an invoice or other acceptable documentation.
5. A signed receiving report or certification of services rendered.

All requests for disbursement of A.S.B. funds must be supported by invoices (or other acceptable documentation) bearing signatures which, in effect, certify that:

- a. The merchandise has been received,
- b. Prices, extensions and totals are accurate, and
- c. Invoice has been approved for payment.

### 6. Issuance of Payment

A completed Check Request form with the appropriate documentation attached should be submitted to the A.S.B. Office for the issuance of payment. The cancelled check and documentation listed above must be retained in the A.S.B. Office for audit purposes.

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## Check Request Instructions

Please review Requirements for Expenditures and Prohibited Expenditures before making any purchases to insure that you are not in violation of state law. Club advisors may not use student funds to purchase items for district business, for staff members, or for classrooms. The basic rule of thumb is that the money must go back to the students directly.

Receipts or bills are always required with a check request.

No cash may be disbursed. CHECKS ONLY!

Checks will be mailed out.

Please plan ahead, and submit check requests as early as possible. Due to heavy volume, check requests may take 7 days to be processed.

Student treasurer's signatures are required on all check request forms.

Receipts or bills must always be attached to any check request.

### Payment for Transportation:

The A.S.B. will forward bills for transportation to the club advisor for payment. Make checks payable to "SUHSD Transportation". Attach a completed "Request for Funds" form with the bus bill and submit to A.S.B. as always. Checks will be sent to club advisors for district mailing to the Transportation Department.

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## Check Requests

1. SUHSD Prohibited Expenditures:  
State law and SUHSD Board Policy determine how student funds can be spent. Before you make a purchase, make sure your items are not prohibited.
2. SUHSD Requirements for Expenditures:  
Important information on documenting your expenditures with proper receipts and invoices. You should know this before you make a purchase.
3. Check Request Instructions:  
Important information on how to spend the money in your club account.
4. A.S.B. Check Request Form (sample)  
This guide shows you how to properly fill out the check request form to spend the student's funds.

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## A.S.B. Deposit Guidelines

### Coins:

- ◆ Roll coins in paper tubes stamped with CPHS ASB account number.
- ◆ Tape the closed ends.
- ◆ Forty (40) quarters = \$10
- ◆ Fifty (50) dimes = \$5
- ◆ Forty (40) nickels = \$2
- ◆ Fifty (50) pennies = \$0.50

### Loose Coins:

- ◆ Count loose coins and place them in an individual envelope.
- ◆ Write the amount on the front of each envelope.
- ◆ Seal the envelope to prevent loss.

### Checks:

- ◆ On the bottom left corner of each check, write the name of your club.
- ◆ If checks are returned due to insufficient funds, checks will be sent to the club advisor to collect for the check, and the check amount, **plus** a check charge of **\$10.00** will be deducted from the amount.
- ◆ Paper clip all checks together.

### Currency:

- ◆ Flatten all bills.
- ◆ Separate money into denominations (\$1's, \$5's, \$10's, \$20's, etc.).
- ◆ Turn all bills exactly the same way.
- ◆ Rubber band all \$1 bills into stacks of 100.
- ◆ Rubber band \$20 bills into stacks of twenty-five (25).
- ◆ Rubber band \$10 bills into stacks of twenty five (25)
- ◆ Rubber band \$5 bills into stacks of twenty (20).

### Deposit Form:

- ◆ Completely fill out Money Deposit Form, including two signatures, and the money was raised (candy sale, bake sale, etc.). Put **all three copies** of the deposit form in the envelope with money.

### Account Statements:

Each club will receive a statement of their account by the 25th of each month.

### Check Requests:

Check request forms need to be submitted forty-eight (48) hours in advance. **A receipt is absolutely mandatory.** No cash withdrawals can be made only reimbursement for expenses made, or checks for bills can be issued. Student treasurer's signatures are required.

### Forms Location:

- |                              |        |
|------------------------------|--------|
| ◆ A.S.B. Check Request Form  | A.S.B. |
| ◆ A.S.B. Deposit Sheet       | A.S.B. |
| ◆ \$100 bands and coin tubes | A.S.B. |

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## Fund Raising Guidelines

There are numerous clubs on campus who are involved in fund raising. To make an equal opportunity for all participants, please follow these guidelines:

1. Submit an activity request for all fundraising activities, including after school sales.
2. Limit fundraising to three (3) days.
3. Specify the item(s) sold (calendars, stationary, candies, chocolate bars, etc.).
4. Specify where the item will be sold (off campus in student neighborhoods, on campus to students, etc.).
5. Specify how (direct sales or pre-orders only with delivery date later).

These guidelines will be used in approving sales to prevent conflicts and to allow each group maximum success:

1. No two candy items can be sold on campus at the same time.
2. A candy item and non-food item may be sold concurrently (candles and chocolate bars).
3. An on-campus and an off-campus sale may run concurrently (chocolate bars sold immediately and boxed candy through pre-order with delivery date later).
4. Limit of two weeks for off-campus sales are permitted.
5. To give all clubs an equal opportunity for sale time and to ensure success by avoiding competition, please make sure you submit an activity request for all sales and activities involving students, even at night and weekends.

All activity application forms are available in the A.S.B. Office. The calendar committee must approve all activity requests before you order your candy or merchandise to sell.

Any sale that takes place without prior approval will be required to pay the A.S.B. twenty five percent (25%) of the net profit for not following fund raising guidelines.

6. SUHSD Fund Raising Application/End of Sale Report

Identification of the vendor and expenses must be submitted with Activity Request Form. The same form is used after the sale to report the income, expenses, and outstanding balance. This should be turned in at the end of the sale. This is a good record for the "next time" to evaluate the success

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C.P.H.S. A.S.B.  
Activity Group Receipt

Organization \_\_\_\_\_  
 Purpose \_\_\_\_\_  
 Price \_\_\_\_\_ Per Student

<u>Signature of Participants</u>	<u>Amount Due</u>	
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____
Total Amount Due		_____
Total Amount Collected		_____
Amount Deposited with A.S.B. Office		_____
Over/Short		_____

Signature of Teacher/Student \_\_\_\_\_

Verified by Activity Sponsor \_\_\_\_\_

Use this form for bus trips, candy and non-food sales.

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## Procedures for Maintaining an Accurate Club Account Balance

This folder has been provided so that each club may maintain an accurate account of funds deposited or withdrawal from their A.S.B. account. While the A.S.B. will maintain the official records for each club on campus, sound business practices and procedures of accountability require that each club accept responsibility for maintaining a record of the activity in their club account. The maintenance of an accurate account is important, as it will insure that clubs not exceed the funds in their account at any given time. This folder will also be helpful when comparing it to the monthly statements issued by the A.S.B. Bookkeeper. If there are any discrepancies, the A.S.B. Bookkeeper should be notified immediately.

### Procedures:

1. Date and Registration of Transaction: Write in the appropriate boxes the date funds were deposited or check request was submitted to the A.S.B. Office and the reason for the transaction. When entering deposits, be as specific as possible in the description (i.e. "Gummy Bear Sale" and not just "fundraiser"). For check requests, the name of the payee is entered under description.
2. Amount of Check (subtract): This column keeps track of all the money that the club has spent from their trust account. Therefore, when submitting a check request for reimbursement or payment of an invoice, the amount of the check requested is entered here. This amount is subtracted from the club balance.
3. Amount of Deposit (add): This column keeps track of all the funds that the club has earned throughout the school year. The amount from the verified club deposit slip is entered here. This is added to the club balance.
4. Account Balance (total): This column should be totaled after each transaction. Indicate in brackets (< >) a deficit club balance.
5. Miscellaneous Transactions: If the A.S.B. Office has a check returned due to nonsufficient funds (NSF) with a bank service charge from a club account, the total amount must be subtracted from the club balance. Enter the date and list "NSF Check plus service charge" as the description of the transaction. A transfer between accounts (i.e. cost of candy for the all-school chocolate sale) must also be recorded in this club folder. The amount the club is charged should be subtracted from the club balance.
6. Additional club folder sheets are available in the A.S.B. Office. Keep copies of all verified deposit slips in the envelope provided in your folder.

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## Prohibited Expenditures

Per SUHSD Board Policy 3430, A.S.B. funds shall be expended for the benefit of the students. The determination of what is beneficial for students shall be up to the joint decision of the school principal or his/her designee and the student body council. In cases of conflicting viewpoints, the matter shall be referred to the district chief finance officer.

### Prohibited Expenditures:

All disbursements made from A.S.B. funds must adhere to the Principles Covering Student Body Finance. Additionally, certain A.S.B. expenditures are prohibited, namely:

- ◆ Equipment, supplies, forms, or postage for curricular, classroom, or other district responsibilities
- ◆ Repairs and maintenance of district-owned equipment, including items donated to and accepted by the district
- ◆ Professional books, magazines, or contributions to, professional or other out-of-school organizations
- ◆ Custodial supplies and equipment
- ◆ Salaries for services which are the responsibility of the district
- ◆ Articles for personal use of district employees or others
- ◆ Gifts loans, credit, or "accommodation" purchases for district employees or others. For example: Staff T-shirts, jackets, coaches' uniform/accessory items

From the above list of prohibited expenditures, it should be understood that,

- a. The A.S.B. may not purchase items for district business for the sole reason of expediency and expect subsequent reimbursement. This is, in effect, a non-interest-bearing loan to the district.
- b. Student activity funds cannot be used for any purpose, which does not represent a direct benefit to the students. This prohibition includes luncheons, coffee, doughnuts, etc. for faculty events which have been established within the A.S.B. organization must be closed or transferred to an account outside of both the A.S.B. and the district.
- c. Purchases by faculty and staff may not be made through a student body organization in order to take advantage of student body purchasing privileges or credit capacity.

All disbursements of student body organization funds, including club, trust, and scholarship accounts, must be made in accordance with the following established procedures that encompass sound elements of internal control, good accounting practices, and conformity with regulations prescribed by the school district governing board.

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