Brawley Union High School

Associated Student Body (ASB)

Club Advisor Handbook

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Welcome back and thanks for taking the time to be an advisor of one of the many classes, clubs, or organizations offered to our students here at Brawley Union High School. This Advisor Handbook is to be used as a reference to ensure that your group is in full compliance with the BUHS District policies, the California Ed Code, and the BUHS ASB Constitution.

Advisor Responsibilities

- Oversee and supervise the organization of all club activities.
- Support school wide activities.
- Assist student officers in completing the annual club charter process.
- Collect Oaths of Office for club officers, and club permission slip and drug testing form for each club member.
- Update club roster monthly.
- Work with officers to keep accurate records of all club activities including club meeting minutes and all fundraisers and expenditures.
- Maintain club binder to include club constitution, annual budget, membership list, club member's participation permission slips, club meeting minutes, and financial reports from ASB Finance clerk.
- Maintain necessary club items in shared ASB Google Drive account.

ASB Club Recognition

To establish or re-charter a BUHS ASB club each club must annually meet the following criteria:

- Have a certificated BUHS faculty member to serve as advisor.
- Have a least ten eligible members.
- Develop a constitution and annual budget.
- Must meet at least once a month.
- Collect club participation permission slip from each member.
- Complete club recognition process prior to Oct. 1.

Club Constitution

Each club at BUHS must have a constitution that guides the procedures and activities of their club. A sample club constitution is included at the end of this handbook and on the ASB website page as a guide for clubs that are getting started.

Club Budget

Each club is required to complete an annual club budget. The completed club budget shows the expected course for action for the school year and serves as a guide for the planning and coordination of all club expenditures. The budget should include all income and expenditures that will take place in a given year. A simple method is to relate past club activities to what is planned for the future year. Club advisors can see the ASB Finance Clerk for last year's account activity report to assist with the budget process.

- Budgets can be revised and updated at anytime throughout the year.
- No club shall charge dues/fees as a condition of membership.
- No club will be allowed to conduct fundraising events without a current budget and approved project proposal.

A sample club budget is included at the end of this handbook. Advisors and club officers are encouraged to consult ASB Director or the ASB Finance Clerk if any budget assistance in needed.

Club Activities, Events, & Fundraisers

All club activities, events, and/or fundraisers that are prepared, given, or sponsored by a BUHS club or class are considered school sanctioned events. All of these activities must have prior approval from the BUHS ASB and/or BUHS administration. Please submit proposals for activities at least 2 weeks prior to planned activity. Activities that are more involved should be turned in earlier than 2 weeks prior to event and may require administration approval before you proceed. Please be aware that other steps may be necessary to hold your activity or event such as requesting the necessary

facility. Please plan ahead to avoid conflicts. Each week the ASB will consider all project proposals and a signed copy of the project proposal will be returned to club advisor as soon as the activity has been approved or denied. Please pay attention to the following list when considering activities:

- It is the responsibility of the club advisor to also request the necessary facility through BUHS established procedures as well as submit Project Proposal to ASB.
- Students are not permitted to be out of class to conduct club business. Special permission from BUHS administration is required for any exception to this rule.
- The club advisor is the representative of BUHS at all club events and is the adult responsible for the club event. The club advisor must be present at all on or off campus activities involving students.

Club Meetings & Meeting Minutes

The BUHS ASB and each club are required to keep minutes for each meeting. The minutes should include details of all proceedings of club meeting including financial matters relating to expenditures, all fundraising projects, and approval of all club business. Each motion must be reported in the minutes including who made the motion and who seconded the motion. Copies of all minutes must be kept in the club binder and turned into the ASB office each semester. A club minute template is included at the end of this handbook.

Club Field Trips

All field trips must be approved by BUHS administration through the BUHS District field trip procedure. Any overnight or out of state field trips must have prior BUHSD Board of Trustee approval. All school rules apply while students are at club field trips and school sanctioned activities. Clubs may have to pay for transportation costs for the field trip. For more information regarding field trip, please work with BUHS administration.

Club Fundraising

Anytime items are sold, admission is charged, or funds are solicited in any way, the activity is considered a fundraiser. Outside groups may not solicit funds from BUHS

students or conduct fundraisers on campus without the permission of BUHS ASB. Current chartered clubs may obtain permission to fundraise through the permission of ASB. Permission is granted to clubs after clubs submit a project proposal that details their fundraising plan. Proposals will be considered weekly by the ASB. ASB will consider the following guidelines when approving or denying fundraising proposals:

- Fundraising events should not be scheduled to conflict with other school-related events.
- Fundraising events should not place an undue burden on students.
- No two clubs will conduct like fundraisers on the same dates.
- Fundraising events should be working towards the attainment of specific goals of the club.
- Fundraising events may not take place if club does not have a current budget on file with ASB.
- There are strict guidelines relating to any fundraiser that involves food sales so please do not proceed with any fundraiser involving food sales until you have approval from ASB.

The club advisor is responsible for arrangements of cash boxes and securing of funds with the ASB Finance Clerk or ASB Director in advance of the fundraiser. Club advisor must work with the club officers to prepare a fundraiser analysis report for each fundraiser that the club conducts. Deposits for fundraiser must be completed daily. At no time should cash or checks be held in classrooms, cars, or homes.

ASB Accounting Procedures

Purchases/Purchase Orders

All disbursements of ASB club funds must be made in accordance with an established system that encompasses sound elements of internal control, good accounting practices, and conformity with regulations established in CA Education Code. Requests for purchases or purchase order numbers must be turned into the ASB office by the end of tutorial on Monday of each week. The ASB council will hold weekly business meetings during tutorial on Tuesday to approve PO and check requests. Requests turned in after weekly Monday deadline will not be considered until the next ASB council meeting. ASB Finance Clerk will then print checks and assign PO numbers on Thursday. Emergency situations for funds will be considered on a case-by-case basis.

Please plan ahead to ensure that all of your business is taken care of promptly. Clubs should follow these steps for Check Requests of Purchase Orders:

1. Complete Check Request Form completely including signatures of club advisor, club officer, and BUHS administration.
2. Submit copy of club minutes documenting the approval of the use of funds.
3. Submit copy of original invoice of goods or services.

Reimbursements

ASB discourages clubs from reimbursing club members, the advisor, or other individuals for purchases made for the club. We understand that situations do arise where this is necessary but please be aware that there is a $50 limit on reimbursements for individuals who purchase items for your club. Please plan ahead to avoid exceeding this limit or you may not be reimbursed for the total exceeding $50.

Club Deposits

All club deposits need to be made on a daily basis to avoid misplacement of funds. If ASB Finance Clerk or ASB Director is not in the ASB office when you wish to make your deposit, you must take it to the Business Office. It will be picked up the next day. An ASB officer is NOT ALLOWED to accept deposits or drop the money off for you. When making out a Deposit form, the following information must be filled out accurately:

- Club Name.
- Person Completing the Deposit Form.
- Document all cash & coins (coins must be counted and rolled) on form.
- Document all checks on form including: Name on check, check #, and amount.
- Document total of cash, coins, and checks on form.
- Signature of Club Officer and Advisor
- Final deposit for fundraiser should include completed fundraiser analysis form.

If for any reason the deposit slip is not filled out properly/accurately, it may delay the deposit process. If you need a print-out of your account, contact ASB Finance Clerk at ext. 4175. It is ultimately club's responsibility to make sure your balance is in good standing.

BULLETIN REQUESTS

When submitting a notice for your approved activity, club meeting, or reminder to the morning bulletin, please follow bulletin request procedures. Go to BUHS website, go to weekly bulletin page, and click on Add Comment. Post your bulletin announcement in English and Spanish through the Add Comment section, and then it will be approved and added to the website.

Club Posters, Flyers, and Publications

Paints and poster paper are made available to current chartered clubs. Clubs must complete the ASB Paint Request form and submit it to ASB to check out paints. Paints should be returned daily to the ASB office when club has completed using them. Posters should only be posted around campus using blue painter's tape. Posters posted using other types of tape will be removed. All posters advertising activities or events should not be posted until activity or event has been approved by the ASB.

Club Binder

Each club must keep a binder of records for your year's activities, meetings, and sign-in sheets. In this three ring binder, you must keep the following:

- Club Constitution (Constitution should have club goals/plans for year and officer list)
- Signed Oath of Office from all Officers
- Budget for the year
- Membership List
- Club Permission Slip from each member
- Copy of Random Drug Testing Form for each member
- Minutes of Meetings
- Sign-In sheets for all meetings
- Project Proposals
- Fundraiser analysis reports
- Any pertinent documentation that shows the use or spending of club monies (i.e. P.O.'s, check requests, deposits, etc.)

Google Drive

A folder has been created by the ASB on Google and will be shared with the Club Advisor. Each club must maintain the following information within their club folder on the Drive account:

- Club Constitution
- Club Budget
- Club Membership List

Miscellaneous Information

- A $70.00 fee will be deducted from your account in November and deposited into the ASB General Account to take care of the administrative costs of the ASB.
- ASB office space to sell fundraiser tems – Members of your class/club/organization will need to be designated to sell the product as only office space will be provided, not ASB officers. You must ask for the space five (5) school days prior to the sale, and it will be given on the basis of first request.
- Banner Paper is available on request from the ASB office, depending on current supply (Requests for paper should coincide with events that your group has planned).
- Paints: There are 3 sets of paints. They may be checked out for one day only and may be reserved as much as two (2) weeks ahead of time. Paints will not be checked out over the weekend or holidays. If paints are not returned in the time allotted, there will be a $25 fine each day paints are late. If the paints are damaged or lost, the club or organizations will be required to replace the entire paint set (about $500). BE CAREFUL!

Club Membership Rules & Requirements

All groups under ASB are considered extra-curricular and must abide by all rules and requirements of eligibility including the new random drug testing for extra-curricular activities. By October 1st you should have a list of all members who are eligible to participate in your organization. Advisors must turn in all required items from check list to be recognized as a club by October 1st. As a part of our random drug testing program, advisors must submit and any club additions or deletions to club membership each semester. If you have any questions regarding this procedure please contact me at ext. 6061.

Check List for Club Recognition

The following items must be turned into ASB Director by October 1st. A listing of clubs and advisors will be taken to the school board for approval at the October board meeting. Clubs that do not turn in required items by October 1st will not be recognized as a club until they do so. Clubs will not be able to access any funds or have any activities until all required items are turned in.

Required Items (Due to ASB Director Oct 1st)

_____ Club Constitution (Google Drive)
_____ Club Budget for Year (Google Drive)
_____ Membership List and Eligibility Documentation (Google Drive)

Sample Club Constitution

Article I

State the name of the organization and include a short statement on the aims and purposes of the organization.This section should also include the club goals and plan for the year.

Article II
(Membership)

Define the general requirements necessary for membership:

1. Must be a member of the student body.
2. State the grade point average, if any, which a member must maintain.
3. State the attendance/truancy policy of the club, if any.

Article III
(Officers)

Contains a list of the officers for the club. This section should include information on the length of their term of office for officers, how they will be elected, and include the a description of the responsibilities of each officer.

Article IV
(Meetings)

State the time for regular monthly meetings and provide a method by which special meetings will be called.

Article V
(Amendments)

Contains a statement of the method of amending the constitution and of the vote required for such amendments.

Budget					
BUHS Club Name:					
2013-2015					
1	Net Beginning Balance		$100	(1)	
2	Projected Income		$	(2)	
	Fundraisers		$150	(2)	
	Donations		$300	(2)	
	Other (Specify)		$	(2)	
	Total Annual Income		$450	(2)	
	Total Beginning Balance		$550	(1+2)	
3	Projected Expenditures		$	(3)	
	Supplies		$100		
	Fees		$50		
	Total Expenses		$150	(3)	
	Net Ending Balance		$	(4)	
				(4) = (1 + 2) - 3	

Brawley Union High School
Associated Student Body
(ASB)

Club Permission Slip

_____ has permission to participate as a member of the
Student Name (Please print)

_____ at Brawley Union High School for the

2014-2015 school year. A copy of the club's constitution is on file and available for

review at the BUHS ASB office.

_____ _____
Date Parent/Guardian Signature

BUHS ASB Club Fundraiser Participation Consent

I give permission for my child to participate in fundraising activities sponsored by the

club under the guidelines set forth by the BUHS ASB. I understand I /my child will be

financially responsible for items released to them for sale and any funds they are to

collect.

_____ _____ _____ _____
Date Parent Signature Date Student Signature

BUHS ASB
Club/Class Minutes

_____ Meeting Minutes
(Club/Class Name)

Meeting Called to order by: _____ at _____ on _____.
(Time) (Date)

Roll Call: (Sign sheet attached)

Previous Meeting Minutes: Read and approved_____ Corrected and Approved _____.

Motion to approve minutes made by _____ Seconded by _____.

Treasurer's Report:

Items Discussed/Reports Given:

Old Business:

Proposal	Motioned by	Seconded by	Votes for	Votes against

New Business:

Proposal	Motioned by	Seconded by	Votes for	Votes against

Meeting Adjourned:

Brawley Union High School
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Fundraiser Project Proposal and Analysis Form

Club/Organization: _____ Date: _____

Fundraiser Project Title: _____

(If necessary attach detailed plan of fundraiser)

Date(s) of Event: _____ Location of Event: _____

1.	Estimated Revenue	$
2.	Estimated Expenses	$
3.	Estimated Profit (Line 1 - 2)	$

Club Advisor: _____ Club Officer: _____

(Signature & Date) (Signature & Date)

ASB Executive Council Approval: _____

(ASB Director Signature & Date)

Fundraiser Analysis (Must be completed after fundraiser and submitted to ASB after final deposit made to ASB.)

1.	Anticipated Revenue (Amount you should have collected based on sales)		$
2.	Total Actual Revenue Received		$
3.	Total Costs of Items Sold (your cost for items)	$	
4.	Other Expenses (decorations, supplies, flyers, etc)	$	
5.	Total Expenditures (Line 3 + 4)	$	
6.	Net Profit (loss)		$

Analysis Summary: (Explain if necessary plan for unsold items, lost items, and/or why fundraiser made more or less than anticipated.)

Club Advisor: _____ Club Officer: _____

(Signature & Date) (Signature & Date)