

ACTIVITY COORDINATORS
GUIDE
FOR
ASSOCIATED STUDENT BODY



Compiled by the WASBO ASB Committee
Revised July 2007
Reviewed by Richard Bonner, SAO
www.wasbo.org ASB

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Legal Reference Sources (not included in guide)

WA State Accounting Manual (ref. Chapter IX, Section 3 - ASB, pages 1-10)

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WASBO ASB Procedures - Guidelines

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| Revised Code of Washington..... | RCW 1 - 3 |
| WA Administrative Codes for the ASB Fund..... | WAC 1 - 9 |

Attorney General of WA

Letter dated June 10, 1997, subject 'Use of ASB Funds'

Allowing awarding of cheer or similar uniforms at year's end etc. p. 5-11, paragraph B.1.

Dept of Revenue

Tax Exemption for Fundraisers

Yearbook Tax Exemption

RCW – Charitable Fundraising

Copies of these references are available from the school district Business and Accounting Office.

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ASB Controls Self-Assessment

General:

1. Is a formal student council created with constitution and bylaws with minutes for all meetings?
Yes No
2. Are all clubs properly approved by the student council?
Yes No
1. Are all club activities (budget, fund-raisers, expenditures, etc.) approved by the student council?
Yes No

Receipts:

1. Are pre-numbered tickets, receipts or cash register tapes used for every transaction?
Yes No
2. Are all monies counted before transferring between students and/or staff and does the recipient verify the count?
Yes No
3. Do receipts indicate whether cash or checks were received and the source of funds (gate receipts, candy sales, etc.)?
Yes No
4. Are all funds turned in on a timely basis and deposited frequently and intact?
Yes No
5. Are NSF checks and other returned items researched and followed up on a timely basis?
Yes No

Expenditures:

1. Are all expenditures, except those from donations, used for ASB activities (extracurricular, optional, non-credit and social, recreational, cultural or athletic)?
Yes No
2. Is the purpose of the expenditure clearly noted and approved by the student council?
Yes No
3. If the purpose includes prizes, rewards or incentives for students, does the expenditure clearly reflect names of students benefiting?
Yes No
4. Is the District's purchasing policy followed for expenditures (bids and quotes, non-confirming orders)?
Yes No
5. Are petty cash and checking account expenditures documented and approved?
Yes No

6. Are bank reconciliation's, petty cash and imprest replenishments performed on a timely basis?
Yes No

Inventories and Assets:

1. Is there a procedure established and followed for maintaining and performing inventories over student store and other long term sales activities?
Yes No
2. Is all equipment owned by the student council identified and reconciled on an annual basis?
Yes No
3. Is the safe combination changed with turnover in key staff?
Yes No

Other:

1. Are all tickets recorded in a ticket log, accounted for and sales compared to deposits?
Yes No
2. Are all fundraisers reconciled against expected receipts and reported to the student council?
Yes No
3. Are all ASB stickers and other pre-numbered documents reconciled on a regular basis?
Yes No
4. Are manual ledgers and club Accounting System reports reconciled to District Office reports?
Yes No
5. Are items classified as "private monies" only from approved charitable fundraisers or from bona fide voluntary donations and restricted to use as stated by the purpose or donor?
Yes No
6. Are procedures in place to ensure that no club or class spends more funds than it has available?
Yes No
7. Is the student council provided monthly financial reports and budget comparisons to take appropriate action?
Yes No
8. Are PTA and Booster activities clearly separated from ASB and under their own control?
Yes No

Introduction and Philosophy

This Activity Coordinator's Guide is designed to provide information necessary to properly oversee ASB activities and to support individual Club Advisors. Forms referred to in this manual are provided in the **WASBO ASB Guidelines Manual** and in the **ASB Fundraising Resource Guide**. Use of these forms will ensure that activities operate within state guidelines and that record keeping will meet the approval of the State Auditor's Office. The **ASB Fundraising Resource Guide** deals specifically with Fundraising. Manuals are available at www.wasbo.org



School district philosophy is that student involvement in activities outside the regular curricular program are an integral part of a complete educational program. Student participation in these programs add to a student's educational experience and enhances the overall educational process.

Extra-curricular opportunities are designed to enrich classroom learning by providing opportunities which allow students to experience first hand situations. Club activities encourage student participation through teamwork and social interaction. Planning, problem solving and goal setting are some of the skills learned through the club experience.

Advising student activities requires time and effort. In the case of an ASB Club or Activity Advisor, time and effort are essential if the Club is to operate for the benefit of its members, the school and the community. A job description for an ASB Club Advisor is included in this manual for review.

Students are encouraged to participate fully in all phases of Club Activities - from planning to record keeping - however, they cannot be expected to manage their Clubs and Activities without adult supervision. Students must be educated of correct ASB procedures and Advisors should monitor student use of these processes.

Advisors are to provide direction, counseling and guidance in the supervision of extra-curricular activities. Additionally, Advisors must be able to administer and implement district policies and procedures in a manner which protects the welfare of our students.

ASB Criteria

Certain criteria must be met to determine whether an activity, purchase or event is ASB. To be an ASB activity it must be:

- **Optional**
- **Non-Credit**
- **Extra-Curricular**
- **which is of a Cultural, Athletic, Recreational or Social nature (CARS) WAC 392-138-010**



Definitions:

(1) “Associated student body organization” means a formal organization of students, including sub-components or affiliated student groups such as student clubs, which is formed with the approval, and operated subject to the control, of the board of directors of a school district in compliance with this chapter.

(2) “Associated student body program” means any activity which

(a) is conducted in whole or part by or in behalf of an associated student body during or outside regular school hours and within or outside school grounds and facilities (per WAC – timing of activity does not constitute booster or parent group activity).

and

(b) is conducted with the approval, and at the direction or under the official designee to whom authority has been delegated to act on their behalf.

Associated Student Body Fund

1. Since financial resources of the ASB Fund are public money, the Board of Directors of each school district and its designees are responsible for the protection and control of these resources (Principals, Coordinators, Advisors, Staff).
2. Final approval of the Associated Student Body Fund lies with the school district Board of Directors, however, student members determine what activities constitute the ASB program.
3. An *authorized* ASB Imprest Fund bank checking account may be opened to expedite payments for non-recurring minor expenses. The authorized amount of this account should be no larger than necessary to accommodate these minor expenses. Most ASB expenses should still be run through the regular accounts payable system.
4. Revenue for Public ASB money comes from only three sources:
 - Fees
 - Fundraisers
 - Donations (see also 6 & 8 below)
5. The School Board sets fees which can be proposed by each school ASB (i.e., ASB cards, yearbooks). *WIAA determines whether a sport or an activity; each league sets gate fees for those sports. WIAA sets fees for state play-off events.*
6. General Fund money may be spent for ASB activities (non-food); ASB money **can not** be spent for General Fund items or activities (the district’s teaching and operating fund).
7. All ASB money must be on deposit with the County Treasurer. Schools **can not** have any personal or private bank accounts.
8. ASB Private Money revenue sources 600(0) series accounts:
 - Voluntary Donations
 - Charitable Fundraising per School Board Policy and RCW

Focus on...

ASB and Ethics

The Expectations

RCW 42.23.030

Interest in contracts prohibited: No municipal officer shall be beneficially interested, directly or indirectly, in any contract which may be made by, through or under the supervision of such officer, in whole or in part, or which may be made for the benefit of his or her office, or accept, directly or indirectly, any compensation, gratuity or reward in connection with such contract from any other person beneficially interested therein.

RCW 42.23.070

Prohibited acts.

(1) No municipal officer may use his or her position to secure special privileges or exemptions for himself, herself, or others.

(2) No municipal officer may, directly or indirectly, give or receive or agree to receive any compensation, gift, reward, or gratuity from a source except the employing municipality, for a matter connected with or related to the officer's services as such an officer unless otherwise provided for by law.

(3) No municipal officer may accept employment or engage in business or professional activity that the officer might reasonably expect would require or induce him or her by reason of his or her official position to disclose confidential information acquired by reason of his or her official position.

(4) No municipal officer may disclose confidential information gained by reason of the officer's position, nor may the officer otherwise use such information for his or her personal gain or benefit.

WAC 180-87-050

Misrepresentation or falsification in the course of professional conduct: Any performance of professional practice in flagrant disregard or clear abandonment of generally recognized professional standards in the course of any of the following professional practices is an act of unprofessional conduct...

The Components

- ❑ The Law - RCW & WAC
- ❑ OSPI Code of Professional Conduct.
- ❑ Community perceptions: They drive our voter approved funding levels (levy, bonds).
- ❑ Unfavorable news articles. Public education can be a target for the media and the perception of wrongdoing makes great press.
 - A negative headline in a local paper about a neighboring school district taints your district's image too.*
- ❑ Purchasing actions protested at board meetings.
- ❑ Community members express lack of trust of managing funds.
- ❑ Un-informed staff and parents.

The Issues

- ✓ Administrator hired family members and paid them through ASB.
- ✓ Coaches get free meals at McDonalds if they take athletes there.
- ✓ Supervisor **required** employee to sell fund raising items for family member.
- ✓ Teachers get cash from the Parent Support Group.
- ✓ Bonus rewards from vendors kept personally, e.g. Entertainment Books.
- ✓ Teacher selling items at school and keeping the profits.
- ✓ Parent Support Groups using district-buying power.
- ✓ Staff using school equipment at home or other business.



✓ Legal but Inappropriate

- Wearing school logo shirts to establishments that do not reflect district standards.
- Driving district vehicle to the store or eatery.
- Dating employees of contractors that do business with the District.
- Attending highly visible recreational events with vendors. Close friendship with a vendor.
- Coach's family has exclusive access to gym or pool.

General State Requirements



A. By state law all school districts are required to have policies in place regarding ASB Funds and accounts.

B. ASB money is considered to be “public money”, (that is money generated by a public institution) and is therefore subject to close scrutiny and review in regard to record keeping and financial records (State Auditor’s Office).

C. ASB officers, with the guidance and supervision of the primary advisor, develop an ASB operating budget annually with projected income and expenses for the next school year. This is accomplished each spring.

1. **All** ASB clubs & sport activities should participate in the budget process.
2. **All** ASB clubs & athletics must provide the Student Council with enough information so that an informed fiscal decision can be made for the allocation of funds in building the annual budget (expenses, income, etc.)
3. The proposed ASB budget is then submitted to the building Principal and the business office; the school district’s Board of Directors has final approval of the ASB budget.

D. Disbursement of any funds must be to provide services or materials to *current members* of the ASB *at that site*.

- All Club and Activity payments require prior approval as a budget item. a purchase request, or a record of authorized disbursement from student activity meeting minutes
- Procedures used are business office interpreted School Board policies which must operate within state law
- All ASB fees must have School Board approval

Final approval of the Associated Student Body Fund rests with the Board of Directors, however, the student body will determine what activities will make up the ASB program.

Basic Things to Know About ASB



Activities performed by ASB student groups with school approval or district supervision on or off school premises are ASB, therefore, all money raised must be deposited intact to the ASB Fund.

1. **All** purchases must show evidence of **prior** student approval (minutes, requisitions).
2. Purchases are to be made with an ASB Purchase Order or District Procurement Card.

3. Follow school district procedures for obtaining a purchase order or card. It is probable that private purchasing methods may not be reimbursed. Plan ahead.
4. The Accounts Payable Office will pay all bills by school district warrant. All bills, receipts and invoices require a student signature (grades 7-12), an additional staff member's signature is recommended to indicate that merchandise has been received (student names may not be recognized). Send all bills and invoices to the Accounts Payable Office for payment processing (if this is district procedure).
5. All money collected *must* be deposited to the school district's bank account via the School Bookkeeper. Receipts are required **each and every time** money changes hands as they provide a record of responsibility and verify amounts.
6. It is the responsibility of each activity to maintain Activity records. These records provide Club history. Records must be maintained and are subject to review by the State Auditor's Office during the school district audit. **Minutes are permanent records and should never be discarded**. Store records in the school archives.
7. Each individual ASB Club or Activity is assigned an account number in the ASB Fund. This number is unique to the Activity and is to be noted on all deposit information, requisitions, purchase orders, invoices and bills. This number is used to charge expenses or credit deposits to the club account.
8. The School Bookkeeper is the building's ASB Bank. Activities should periodically compare their records with the Bookkeeper's Activity account balance to confirm that all deposits and charges have been recorded.
9. Money can only be accessed through the purchasing system (PO or purchasing card) or through the school's ASB Imprest Fund (revolving checking account). Students are **NOT** allowed to use the purchasing card.
10. All expenditures (payments) must show evidence of student approval (minutes, purchase requisitions, credit card requests, invoices with student signatures)
11. **Summer Activities??** Arrange with the school district's Business and Accounting Office to make summer deposits for the activity. All activities must be approved while students are in attendance and before the conclusion of the school year.
12. All district employees must be paid through the District Payroll Office; ASB will be billed for services to reimburse the school district's General Fund (custodial, transportation, food service, etc.)
13. DJ's, bands, and other self-employed groups and individuals are required to complete a Consultants Service Contract and a W-9.
14. All services must be provided **before** ASB funds can be expended (paid).

10 Golden Rules of Finance for Coaches and Advisors

- ☑ Do not buy uniforms unless they are pre-approved and on the rotation schedule.
- ☑ Do not sign contracts with vendors. All contracts must be signed by an administrator or the School District Business Office (verify with your district).
- ☑ All fundraising activities must be requested and approved through the ASB Student Council **PRIOR** to beginning a fundraiser. Fundraising packets are available in the ASB Activity Office.
- ☑ Keep an inventory of all resale items. Examples include hats, socks, jerseys and practice gear. The State Auditor can ask you for these records as well as inventories of uniforms and equipment.
- ☑ Keep records of all student registrations, amounts paid and attendance at ASB sponsored camps. When camp is complete, send all documentation to the Activity Office for auditing purposes.
- ☑ Verify that Booster Club fundraising is not an ASB activity. Money raised during the school day, on school property, using school personnel, or school materials is ASB money. If approved by the district & a staff person in charge, off-campus events with students are also ASB. A good question to ask yourself, **“Would a reasonable person in the community think that this was a Booster Club or a School sponsored activity?”**
- ☑ Request **PRIOR** approval to expend ASB funds before making a purchase – **PLAN AHEAD**. Do not purchase anything with your own money without prior approval (you might not be reimbursed). Do not use cash from a sale to buy or pay for anything like food, decorations or additional inventory. These actions are not legal per state law.
- ☑ Pre-numbered tickets must be used for all activities for which admission is charged. **PRIOR to the event** request a cash box, tickets, a ticket log (for workers) and a ticket reconciliation form from the School Bookkeeper. The ticket reconciliation report will be kept on file with the Fundraiser Approval for auditing purposes.
- ☑ Please advise the Accounts Payable Office when you receive items ordered via email, fax, or in person by submitting the invoice. **This is the only way vendors get paid.** Copy the packing list or invoice for the ASB Fundraiser file.
- ☑ If in doubt...ask questions. Don't assume! Call the Athletic Director, Activities Director, ASB Secretary or Business Office with your questions. They are available to help the activity achieve a successful event!!

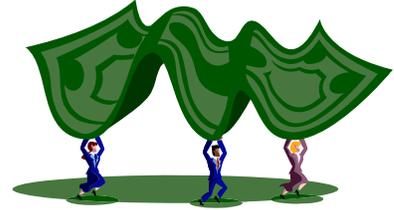
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Public & Private Money

Public Money \$\$\$

ASB Public Money is designated as public money of the school district and this money:

- May only be used for the legitimate activities of the Associated Student Body
- Cannot be used for anything under the general heading of gifts, including charitable donations, scholarships or student exchange
- Cannot be used for any personal or private use



Gifts, Prizes & Awards

Although it is illegal to give gifts or gift cards, prizes or awards may be given in recognition of achievement under certain conditions, none of which may be curricular or curricular related. However, all students participating must have an equal opportunity to earn the award or prize; criteria must be explained before the event takes place. *** See also Q&A question 3.

Gift certificates or cash awards can not be purchased with ASB money!

- All members of a team or group must have the same opportunity to earn the award or win the prize.
- The criteria of prizes or awards will be made upon the following:
It is to be of nominal value (it only has value to the person receiving it, i.e., less than \$25.00 [this is a district decision]) and has no functional use
 (Example: a letter jacket, an ipod or a stereo would not be allowed since it would be considered a gift; however, an inexpensive pin, an athletic sew-on letter or special certificates would be considered to be of nominal value
- Items awarded cannot be of more than nominal value either; a plaque is not considered a gift if it is within the reasonable cost of such an item
- If the item is of a personal nature and of greater than nominal value but will be retained by the Associated Student Body, it becomes part of the inventory for that club***



*** *Reference: Attorney General letter 6/10/96 concerning the possible awarding of some uniforms for participation, i.e., cheerleaders (Page 5-11, paragraph B1), but only with school board authorizing policy.*

Private Money \$\$\$

Expenditures for charitable donations, scholarships and student exchange may only be made from legitimate ASB private money. Private money is money that is advertised and raised to be given away for a specific purpose. (WAC 392-138-200)

- Written permission must be obtained from the principal *each time* students wish to engage in charitable fundraising
- Donations consist of the “collection of money freely given *without* any commensurate goods or services being received directly or indirectly” (commensurate ‘equal or proportional’). A set amount becomes a fee and is no longer considered a donation
- Revenue collected for ASB Private Money must be deposited into an account set up in the ASB 600(0) series or into a Trust Account at the County Treasurer’s Office
- Prior to initiating any charitable fundraising, use of the funds must be determined in the minutes and stated in all publicity
- The student council must give prior approval for the collection and expenditure of private money
- The transfer of funds from a Public money account to a Private money account is not allowed. Public money is raised differently than private money (nor can private money be transferred from a 600(0) account to an ASB public money account)
- Charitable fundraising must recover direct costs (cost of merchandise, mailing, etc.) Profits may be shared between the sponsoring group and the designated charity, however, any profit sharing must be so stated in all
- advertising (50/50; 30/70).
- Expenses of a Charitable Fundraiser must be paid from the profits; the remaining profit will be sent to the charity via district warrant per the Purchase Order

ASB Representation



A. In order to conduct ASB activities, Washington State law requires schools to establish a student government and hold elections for the selection of officers

B. ASB officers have many responsibilities managing the ASB budget, group activities and operations

C. The complete success of the ASB depends heavily on input and support of student representatives from classes, clubs and homerooms (WAC 392-138-025)

D. Each individual ASB Club is required to establish a Constitution for self-government

Student Officer Responsibilities

President

Run chapter meetings
 Maintain order
 Work with officer teams
 Keep members informed



Vice-President

Supervise committees/Special committees
 Know President's responsibilities
 In charge of program of activities
 Keep a resource file
 In charge of standing committees

Secretary

Prepare and read the minutes
 Help President prepare an agenda
 Keep records on file of minutes and other correspondence
 Read communications at meetings



Treasurer

Keep accurate financial records
 Oversee fundraisers
 Set up budget
 Know state laws
 Prepare Treasurers Report for meetings
 Work closely with advisor
 Help with program of activities
 Set up agenda for each meeting



Sergeant at Arms

Care of meeting room, equipment, supplies
 Keep meeting room comfortable
 Assist with special features and refreshments
 Attend door and welcome visitors



All Officer Responsibilities

Work as a team
 Encourage membership
 Encourage participation
 Know parliamentary procedure
 Know the Constitution and By-laws
 Lead by example
 Accept responsibility
 Set example
 Show good public relations skills

How to get People to Attend a Meeting

Ice Breakers
 Recreational activities
 Point systems for attendance
 Movies & Refreshments
 Committee work & Decision process
 Invite Speakers

Supervision

Advisors must Supervise and Attend all Activities
Students must be Supervised whenever Participating in Extracurricular Activities

- Exhibit strong examples of leadership - follow all district policies and comply with state laws
- Part of the responsibility of an advisor is to set a good example
- School policies and procedures are in place to protect the school, the staff and the students
- Schedule facilities ahead of time
- Require minutes of all meetings – minutes are the official record
- Inform students as to expectations regarding behavior
- Provide student participation and authorization
- Be visible and available for all activities, meetings and projects
- Make sure equipment and supplies are in good working order
- Enlist the help of parents for assistance with supervision but always with a staff person present
- Follow school policies regarding discipline and safety

ASB Adult Leadership

PRIMARY ADVISOR (Administrator or appointed Coordinator)

- Administers the School ASB Program
- Appoints activity advisors to all student activity groups
- Supervises the preparation of the ASB annual financial budget
- Supervises fundraising activities, cash handling and required reconciliations
- Submits new activities proposed by students to the Board of Directors for approval
- Reviews and approves the ASB annual financial budget
- Coordinates the implementation of the annual financial budget:
- Approves projects of student activity groups
- Approves purchases
- Approves all disbursements from the Imprest Fund checking account

ACTIVITY ADVISOR (Faculty Member)

- Attends and supervises all activity functions
- Monitors purchase orders - Procurement cards are for staff use only
- Follows correct district operating procedures
- Guides and supervises club activities to ensure compliance with the law
- Maintains meeting minutes
- Monitors fundraising activities

- Oversees cash handling and reconciliations
- Sets expectations
- Clarifies goals and objectives
- Plans
- Maintains physical inventory (equipment, uniforms, tools, etc.)
- Utilizes creativity
- Demonstrates skills and preparedness
- Acts as a role model
- Assists students in the preparation of the Club/Activity annual budget
- Is responsible for communicating to Students and Coordinator time frames, facility usage and responsible persons supervising

Booster Clubs

Policies ~ Processes ~ Procedures

1 School Guidelines

- ✓ Money raised during the school day, on school property, using school personnel, or school materials is public money.
- ✓ Public money, generated by students or in the name of students, may be used only for **Cultural, Athletic, Recreational, or Social** purposes.
- ✓ ASB funds are restricted Public money and cannot be used for curricular purposes.
- ✓ Co-curricular is not a legal term. Only curricular and extra- curricular are defined in the law.
- ✓ Public money cannot be given away for private use.
- ✓ Students and staff must collaborate on the generation and use of public money.
- ✓ You must have a system to monitor and protect the use of public money.
- ✓ You must follow the federal, state, school board, and your own rules about ASB.
- ✓ In a corporate sense, the Principal is the CEO and CFO; the school board is the Board of Directors.
- ✓ The State Auditor is only one of many regulatory agencies interested in ASB.

2 ASB or Booster?

What turns a parent group fundraiser into an ASB activity?

- ☞ The cash receipts are given to the school ASB secretary and/or stored in the school safe.
- ☞ The students handle the cash receipting reconciliation process
- ☞ The inventory is purchased by the ASB... A Student officer signs the purchase order
- ☞ The school district holds and inventories the goods for resale
- ☞ Is a majority of the work performed by the students?
- ☞ The parent group uses the school name (without adding "boosters")
- ☞ District facility use not following district policy
- ☞ School district personnel are involved during staff time
- ☞ Event workers are wearing official school apparel implying a school event

3 Requirements

- Current organizational by-laws
- Business license (if retail sales are held)

- Parent organization rules (if any)
- Current list of officers
- IRS Tax Identification # (EIN)
- Washington State UBI #
- Certificate of Insurance
- Inventory of equipment
- Recent copies of income tax report
- Annual renewal of Secretary of State registration
- List of Bank accounts
- Current list of bank authorized signers
- Follow School Board rules/policy
- Health cards (if food is sold)
- Articles of Incorporation with the Secretary of State stamp
- IRS Tax exempt request letter and/or Tax determination letter
- Any other agreements

4 Officer's Duties

Fiduciary Duties~ These duties are imposed both by the courts and by state and federal statutes. A breach of these duties may lead to personal liability, loss of tax-exempt status, or both. **Duty of...Care:** *Know your rules, Obedience: Obey your rules, Loyalty: No personal gain.*

Often Asked Questions and Answers



1. **May the costs of running an event be paid from the cash receipts of the event?**

No. All ASB money collected at a game, a play, a dance, etc., must be deposited intact and in total to the district bank. Expenses for the event can only be paid by district warrant or procurement card from an account charged to that event in accordance with district purchasing procedures.

2. **What kind of items are not legal for purchase with ASB funds?**

ASB Public money **may not** be used to purchase curricular items or items to be given away. Example: food for non-ASB events, clothing which is not an incentive or an award. **ASB Private Money - see #5**

3. **What type of items are legal for purchase with ASB funds?**

ASB funds can be used for Cultural, Athletic, Recreational or Social purposes. Funds may be used to purchase items such as memberships, registration fees, equipment, supplies, uniforms, awards, trophies, decorations, housing, meals and transportation *for students*. *Services may also be hired such as DJ's.*

(Note: The school board could determine that students participating in extracurricular activities such as cheerleading and school store have contributed much time and effort in those activities creating an atmosphere of school spirit and positive morale). To reward them for their participation with their uniforms or merchandise is to recognize their contribution to the school district. There is no intent to donate as the students have provided a benefit to the

school district. Consequently, the awarding of cheerleading uniforms and school store merchandise does not constitute an unconstitutional gift of public property. **(Attorney General letter of 6/10/96) *A district school board policy is required.***

4. What if club members wish to purchase T-shirts?

Use the approved ASB purchasing method. Obtain a purchase order; take orders for shirts; receipt the money; deposit to ASB. It is recommended that students pay the School Bookkeeper, then take the receipt to the advisor to pick up the articles.

5. May ASB groups raise money for a private charitable cause or for a scholarship?



Yes, but only as ASB Private Money Charitable Fundraising. All advertising must include information to the donor that all proceeds will go to a specific cause. Money will be accounted for in a separate ASB account under a private money (600(0) account). Disbursement of such money will follow the same procedures as public money expenses.

Note: A school district board policy must be in effect before any charitable fundraising event can be proposed.

6. Is student approval required for all purchases?

Yes, student body money is money which is raised by students. It is their money. Students create the ASB Budget, a plan for how to fund events. A large part of student self-government is making decisions on how ASB money is to be spent. Athletics require a great deal of budget capacity; students must be involved in the approval process for all expenditures.

7. Can ASB Clubs legally conduct raffles?

Yes, ASB Clubs can legally conduct raffles. A raffle must be licensed though as members of the student body are under 18 years of age. Contact the WA Gambling Commission for assistance in setting up a raffle properly.

8. What is the definition of a game of chance (gambling, raffle)?

Gambling must contain three components: **a cost, a prize and a chance.**

If only two components exist, the activity would not be considered to be a game of chance.

9. Can citizens donate funds to student clubs for scholarships?

No, funds donated for a scholarship award must be deposited into a private money account or a Trust account with the County Treasurer's office.

10. Can PTA's or Booster Clubs conduct fundraisers in the name of the school and keep the funds?

No, Booster Clubs and PTA's must fundraise in their own names if they will be depositing funds into their account. Using the school name implies that the school is conducting the fundraiser and is in charge. The entity in charge is in control of the profit.

11. Can complimentary tickets be issued for athletic events?

No, tickets equal cash. A gate list is appropriate for workers & chaperones.



12. What does CARS stand for?

It is an acronym for **C**ultural, **A**thletic, **R**ecreational and **S**ocial – an easy test to see if the expenditure of ASB funds is appropriate. Also optional, non-credit, and extra-curricular.

13. Can one time fundraisers be exempt from paying sales tax?

Yes, qualifying organizations purchasing goods to resell during a fundraising event (limited time) may purchase such goods without sales tax. To make such purchases, ASB must give the seller a properly completed resale certificate. ASB fundraisers are tax exempt if the event is not conducted at a regular place of business during regular hours and is limited to those sales the ASB makes in its own name. The exemption does not apply if an ASB group makes sales as an agent for a third party, i.e. book fairs, in this and similar situations, sales tax must be collected and remitted on the book sales. School stores do not qualify for the tax exemption.

14. Who has final approval of the ASB budget?

The school board has final approval of ASB budgets. However, the Advisor, Activity Coordinator, Principal and Business Office can question the budget items for appropriateness during the budgeting process.

15. How do districts pay police officers or sheriffs hired by the school for security?

Sheriffs are paid by the district payroll office. They are casual employees and must fill out a W-4. A timesheet is to be filled out each time the officer works.

16. I am having a math competition in my classroom. I only need ten prizes. Can ASB supply funds for the prizes?

No, ASB funds may not be used for purposes that are solely curricular.

17. I am taking a class to the museum for a lesson on history. Attendance at this field trip is required. Can I collect \$5.00 per student, deposit the money into the history club account and have ASB write a check for the admission?

No, the money should be deposited and disbursed from a General Fund account. It does not meet the criteria for an ASB trip - optional, non-credit, and extra-curricular.

18. An ASB club bought T-shirts, misjudged the cost of the shirts and now wants to sell them at a loss. Is this allowable?

Yes, the ASB must authorize and declare the price reduction of the items. Further, the items must be sold in a fair manner, i.e., not favor certain individuals.

19. What can we do with unsold fundraiser items?

Try to recover the cost by keeping the items in inventory for the next fundraiser, or use the items as prizes or incentives (this decision should be documented in club or student council meeting minutes).

20. We are selling tickets for a school activity. Can I pay the contractual costs for the dance such as disc jockey, police supervision, etc., out of the cash receipts?

No, all money collected at the event must be deposited intact. Contractual services such as a disc jockey, security, etc., shall be paid for by purchase order consistent with District purchasing guidelines.

21. Can the ASB fund pay for shirts for staff?

No, this constitutes a gift of public funds.

22. Can Booster Club or PTA funds be deposited in an ASB account?

No. Booster clubs and the PTA are separate legal entities from the District. Therefore, funds from these groups must be kept completely separate.

23. Can an ASB organization expend funds on an item which was not budgeted?

State regulations place no restrictions on budget adjustments which do not increase the total amount budgeted for the ASB program fund of the District.



Year-Long Planning

from Washington Association of Student Councils (WASC)

Calendar Suggestions

- Space activities
- Limit number of activities each month
- Be sure that each project has a goal
- Have a standing committee for each project



Pre-planning – getting organized

- Set up a master calendar of meetings and activities
- Get together and discuss plan
- Align projects with purposes of THIS Council THIS Year
- Act as guides for new students for the first few days of school
- Appoint Standing Committees
- Put tentative dates of projects for the year on the Master Activities Calendar
- Set up Council files: include all relevant information currently in the files
-

September – get moving!

Pre-planning: goals, committees, duties, Master Calendar of Meetings and Activities. **Plan**

Citizenship Day Activities: September 17 (bulletin, displays, assembly, etc.) **Election:**

Council delegates, installation of Council, class officers, new student involvement in committees. Prepare first meeting: purposes, goals, organization, budget, etc. **Teach:** basic parliamentary procedure, agenda, minutes, good reporting and recording, review Constitution, begin Council scrapbook. **Hear reports:** summer conference delegates, officers' objectives and concerns. **Publicize** school motto, code of conduct, traditions, etc. **Choose** a theme.

Conduct Workshop: Committee chairpersons, committee advisors and council representatives. Hold a Welcome Orientation Assembly/Open House for Parents. Make list of known student recognition programs; disseminate to student body.

October – keep moving!

Work on pride/anti-vandalism/plan Halloween dance. Plan for Homecoming and alumni involvement. Plan United Way Drive/set School Spirit Week (include class level activities). Plan social activities: safe/sane Halloween, Back-to-School, dances, etc. Send delegates to state Student Council Conference. Plan year long school spirit drive to promote participation, citizenship, scholarship, leadership, sportsmanship, human relationships, etc. Hold a Pumpkin-carving contest.

November – realizing objectives

Re-evaluation of documents (code of conduct, Constitution, regulations, etc.) Leadership Conference for entire school (club officers and members, etc.) Safety campaign. Observe Spirit of Thanksgiving (assembly, baskets, etc.) Canned Food Drive. Teach problem-solving techniques. Review reporting procedures.

December – Involvement

Plan January elections for officers (if needed). Plan holiday decoration, social Activities, projects, etc. Evaluate progress, opinion poll, interview students and faculty. Plan awards for Honor Roll students. Teach concepts of Brother/Sister-hood; how to plan activities for all students.

January – mid-year renewal

Hold special event for Honor Roll students. Hold election officers and representatives for spring semester (if needed). Evaluate Council contributions to school life and purposes set in September. Plan school improvement activities. Stress citizenship and responsibilities for the month. Prepare for mid-term exams. Plan secret pal with principal, teachers, staff and council members (include in any month) Encourage student involvement in school issues. Review leadership criteria, goals, etc.

February – caring for others

Hold a Valentine Dance to raise money for the American Heart Assn. Plan Parent Appreciation Day/Teacher Appreciation Event. Sponsor a student-faculty athletic event. Sell Valentines with a student messenger service/Val-o-grams. Plan elections. Plan Principal Appreciation Day. Stress citizenship responsibilities/American Heritage Week. Hold Student Council Week: promote student council purposes to students and faculty with good publicity ideas. Elect delegates for exchange program with another school. Stress planning for the rest of the year.

March – participation in school life

Begin fall orientation for students. Visit feeder school: explain Student Council; stress opportunity for student participation. Carry out special projects. Conduct a clothing drive. Schedule All-School Talent Show for daytime or evening. Conduct a blood drive.

April – clean-up and evaluation

Hold clean-up, paint-up campaign. Plant trees/paint furniture/river clean-up, or ??? Hold elections of officers for fall and of delegates for summer workshop. Have a meeting of old and new officers; discuss calendar, budget and organization. Set school & community day activities. Hold a career information day. Review constitution for evaluation and changes. Get ready for Annual Awards Day.

May – endings and beginnings

Awards Day (Inauguration). Make reservations for Summer Leadership Conferences. Complete the student council scrapbook. Review orientation folder for re-publication and re-order. Evaluate projects and entire year, as well as individual contributions; file evaluations for ready access by new officers. Confer with Principal for Ideas and suggestions for next year. Plan the entire calendar. Visit feeder schools to develop pride and anticipation.

June – the end is near!

Plan a council picnic. Obtain approval for summer activities. Schedule summer meetings with officers.



Writing or Revising the School Constitution

WASC - Washington Association of Student Councils

- *When was the last time the constitution was looked at?*
- *Can you easily locate a copy?*
- *Is it an accurate reflection of the current practices of your group?*

Writing or revising a constitution allows you to give serious consideration to the purpose of your organization. The following guidelines, prepared by Dr. Earl Reum, may be of help as you evaluate or create a new constitution.



- How is the ASB Constitution organized
- Look for limitations (private funds); membership; elections
- Does it address the role of Club Advisors and Students (duties)
- The ASB Constitution must be School Board approved
- If revised or amended, the School Constitution should be presented and approved by the School Board again
- Does the Constitution address the student approval process?
- Does it discuss dissolution of a club or activity and the distribution of any remaining fund balance?

People support what they help to create.

- Involve members of your group in the constitution revision process
- Hold a constitutional convention or retreat where you begin by determining your reason for existing as an organization
- Write a mission statement for your group
- This statement can serve as your preamble

• The Constitution and By-Laws

A Check-List:

- A Constitution is a list of the rules of a group. It lists a group's powers and describes the rules for conducting it's business.
- The Student Council Constitution should be written in simple terms which are easily understood. It should include only important items. It must be written by both the school staff and students.
- Amendments (changes) should be easy and simple. A good Constitution must be reviewed often and kept current with what is really happening.

A sample form for the Student Council Constitution:

| | |
|--------------------|--|
| Article I | The name of the group |
| Article II | The reasons that the Council exists |
| Article III | Powers of the Council (with the principal's right of veto) |
| Article IV | Who are the members and how are they chosen and what do they do? |
| Article V | Time and ways for electing people. The jobs of officers. |
| Article VI | Meetings and special sessions. The guidelines. |
| Article VII | The duties of the Council |
| Article IX | How to change the constitution |

By-laws are rules for a group to manage itself

Student Council By-laws include:

| | |
|--------------------|---|
| Article I | How many members are needed to hold a meeting? (quorum) |
| Article II | The committees |
| Article III | The rules for elections |
| Article IV | How to fill an office which has been vacated |
| Article V | How to change the by-laws |
| Article VI | Rules of order |

Writing the Constitution

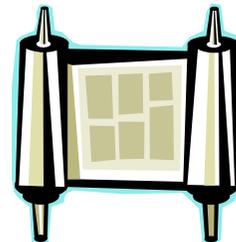
Goals:

To write or re-do a Constitution for the Student Council

- To help the student body know the Constitution and what it means
- To suggest changes in the Constitution

There should be sections:

- Preamble – tells why we have the Council
- Name of the Council
- Our goals
- What powers do we have (and don't have)
- Membership (duties), removal from office, etc.
- Officers (duties)



- Who can vote. How it is done – when!
- Committees (standing and temporary)
- Meetings
- Advisor’s selection and job
- How to run meetings
- How to change the Constitution

By-laws should include quorum and meeting procedures:

- Election rules (time, kind, number, campaign rule, speeches, assemblies, voting, installation)
- Voting rules

Warning: The Constitution should tell how the Council works. This plan should fit the school and show what the school believes. **The Constitution should be brief and specific.**



SAMPLE CLUB CONSTITUTION

INTERNATIONAL CLUB CONSTITUTION

Article 1

The International Club shall organize for the year during the first month of school.

Article 2

The International Club shall have one or two advisors who shall be on the school staff.

Article 3

All high school students are eligible to be members of the International Club. Foreign exchange students are automatically considered members and will be invited to all meetings and activities.

Article 4

By the fourth week of the new school year, members shall nominate club members to fill the following positions: Prime Minister, Scribe Treasurer, Activities Coordinator, and an ASB Representative. No person shall hold more than one office. Officers are elected by secret ballot.

Article 5

- Each member of the cabinet shall serve the term of the school year and the following year until a new cabinet is elected, if possible.
- Each cabinet member shall find a substitute if absent from a meeting.
- Each cabinet member shall meet the following requirements:

- Prime Minister: Candidates should have been active the previous year or be a foreign exchange student.
 - Duties of the Prime Minister:
 - Schedule and conduct meetings
 - Make sure meetings and activities are announced

3. Coordinate the cabinet, the activities and lead the club
2. Scribe-Treasurer: May be any member
 - a. Duties of the Scribe-Treasurer:
 1. Taking minutes at meetings
 2. Being prepared to give a financial report
 3. Coordinating business obligations of the club
 4. Being involved in club activities
3. Activities Coordinator: May be any member
 - a. Duties of the Activities Coordinator:
 1. Initiate and coordinate the club's activities together with other cabinet members and the advisor
 2. Being involved in all club activities
 3. Making sure members are aware of activity plan
4. ASB Representative: Any member
 - a. Duties of the ASB Representative:
 1. Taking over if the prime minister is absent
 2. Attend all ASB meetings
 3. Present our issue of concerns to the ASB executive board
 4. Give the ASB report

Article 6

New members shall be admitted at any time of the year and guests shall be welcome

Article 7

Activities shall be approved by the cabinet and advisor, or by three-fourths of the membership

Article 8

A vote of three-fourths of current members shall be needed to amend this constitution

BUDGETING

Budgeting is the process of estimating revenues and expenditures of Associated Student Body activities for the coming fiscal year (9/1-8/31)

- When preparing the budget, remember that fiscal year expenditures **cannot exceed** budgeted amounts
- Begin by comparing the current year's ASB budget to actual money raised and expended by each activity
- Each Activity or Club should submit its own budget needs to the Student Council. These must include a brief description of anticipated activities which will be raising or spending money in the next school year
- Activity groups should begin working on their budget in March. Budgets are due in the district Business Office about mid-May
- After collecting a budget from each activity, review and verify all calculations



- Set a timeline to submit budgets to the Student Council
- Compile all activity budgets into a single building budget
- Include new accounts and delete inactive accounts
- Be sure to budget for private money 600(0) accounts
- The Student Council must approve the ASB budget and document the approval in the council minutes
- Submit the completed building budget to the Central Office for final review. It is recommended that a brief description of funding sources and expenditures for the next fiscal year be included with the submission of the budget
- This should be completed early enough to allow the Central Office to ask questions about the budget before the conclusion of school if necessary
- The final proposed budget will be submitted to the School Board for approval during the district budget process



Budget Extensions

In the event that expenditures exceed original budgeted amounts, it will be necessary to do a budget extension. In no case will expenditure budgets be extended unless revenue has been received to warrant such an extension. If activity advisors, class and club officers take the time to carefully plan their annual activities, everyone will be able to avoid the extra work required for a budget extension.

Service Project Ideas for Clubs



Much of what a Club is all about is Service. Performing a Service Project allows each Club to give something back to the school or community. Since Clubs are a visible group, the project should demonstrate creativity and dedication to improving school public relations.

A Service Project is a wonderful opportunity for group members to share in a project. There is always something that needs to be done and Clubs can have fun while doing it! Clubs take a great deal of pride in their projects. Projects may be one-time activities or year-long and on-going projects. At least one service project is encouraged for each Club or as a condition to receiving ASB chartering.

Some Service Project Ideas:

Display Case

New Student Welcome Committee

Campus Clean Up

Guides for Open House Night

Flower Pots

Purchase equipment for school

| | |
|------------------------------------|--|
| Usher for commencement | Campus beautification |
| Scholarship | Design and produce school flag |
| Faculty room decorations | Faculty Meeting refreshments |
| Student Directory production | Chalkboard clean up |
| Community Performance | Ribbons for a game |
| Paper Recycle Promotion | Faculty & Staff Appreciation Week |
| Band/Choir/Cheer Appreciation | Faculty Tea |
| Canned Food Drive | Nursing Home Visitation |
| Promote school play or concert | Tutoring |
| Community Tree Lighting Ceremony | Faculty Children's party |
| Sponsor School Color Day | Baby-sitting for band or choir concert |
| Help at Track Meet | Notepads for staff |
| Birthday Calendar | Birthday cards to students |
| Booster Club Presentation | Coast for Kids Drive |
| Repair or paint/campus improvement | Used Book Drive |
| Blood Drive | Safe Prom Program |
| Club President's Tea | Signs for school activities |
| Street clean up | Work for faculty |
| New Teacher Welcome Program | Graphics (bleachers, etc.) |
| "Awareness Day" | Pay for Hall of Fame pictures |
| Inter-club Night | Quilt Auction |
| Secret pals w/another group | Toys for Tots |
| Assist with Special Olympics | Special Lunch Day |
| School Board Program | Scrapbook for school |
| Outside sign | Bike rack |
| Clean up Waterfront area | Club pamphlet |

Building Club Unity

These ideas are optional for club advisors. An advisor should be creative and always make it fun for themselves and for club members.

Special T-shirts: Have members design their own T-shirts. These may be used during fund-raisers, summer camp, or at contests. This is an act of communication and unity.

Secret Pals: Pals may recognize birthdays, holidays, special events, or spirit boosters. Keep a lid on the dollar amount. Stress homemade and simple things. Locker signs are great. Keep a master list for yourself so you can help those who are a little slow to respond. This is a project that can get other students involved with your club or organization's activities.

Awards: Produce awards for periodic recognition. Either you or the members can decide who worked the hardest, who improved the most, who sold the most or who showed leadership. Buttons, pins, pencils, certificates or silly prizes are fun. These items may be purchased with club funds. Giving awards let your members know that their service is highly appreciated.

Club Bulletin Board: Have a special place where you can post pictures, special sayings, schedules, etc. A place for members to write warm sayings is nice, too. Members can thank someone for something, express feelings, send compliments, or post clippings from the newspaper. It should be casual and fun. This increases your communication level throughout the club or organization.

Chaining: After each critical event or a time during the year you feel is special, have the members add links to their "chain". On the chain they can write or draw pictures to remind them of their achievement.

Links are put together throughout the year. At the end, bring the chain to your end of the year banquet. It's a great visual way to watch the year grow and to document goal accomplishments.

Socials: The good old party is great! However, remind members that when they get together socially, they are acting as members of an organized school group. Their actions can be construed as actions of a school-sponsored activity.

Holiday Dinner: Members can invite dates! Make it a special dress up affair.

Video Show: Keep a pictorial history of the year. Show at the end of year banquet.

Spring Picnic: Outgoing and newly elected officers can get together for a time to ask questions, share experiences and to have a "passing of the torch" ceremony.

Video Taping: While this is an effective tool for evaluation, it can also be just plain fun.

Big Sister or Brother/Little Sister or Brother: If your club is large, utilize this idea so everyone has someone to get them through those first big events. Write out job descriptions for Big Sisters or Big Brothers so they know what is expected in the way of help.

Appreciation Ads: Take out an ad in the school paper or the local paper. Express appreciation for your club members. A picture along with a special thanks is all you need. This is a great way to show you appreciate their efforts.

Scavenger Hunt: Make up a fun scavenger hunt during a meeting. Use the school so they don't have to leave campus. Your list might include: a math book, a secretary's pencil, a locker sign, a teacher, an empty pop can, etc. Winners get a prize. This can break up the monotony of a meeting by pairing up the members with other members they don't usually hang around with. It's great for mixing grade level or sex differences among your membership.

Locker Decorations: At a business meeting, give everyone the same art supplies and 15 minutes. They must design a special locker sign for a member. Or you can have a contest with this idea, it might be easier if you have groups. It gives you less competition to deal with and an easier decision on the best one. Of course, have a prize for the winners or for everyone.

Scrapbook: Keep a scrapbook of all yearly activities with pictures, articles, letters and memorabilia. At the end of the season, bring it to the banquet. Present it to the graduating class as an appreciation of their involvement. This is a great position for a member as a job duty or an elected position.

Parent Night: At a particular point during the year, organize a Parent Night. It's a great way to get parents and the community involved.

Telephone Tree: Everyone knows a telephone tree is a must for information but you can use your tree to build enthusiasm and spirit. Send a catchy saying through the phone tree to all squad members just before an important project.



Strategies for Effective Meetings

- A. Agenda:** Publish and post in advance. This serves as motivation and a reminder of the meeting
 Allow input
 Respond to requests
 Minimize meetings and maximize production by prior planning
 Plan and announce the meeting and location well ahead of time
- B. Time line:** Specify the amount of time for items on the agenda
 Limit discussion to specified time
 End the meeting on time
 Practice the agenda ahead of time
- C. Late Comers:** Reward those on time. Incentives!
 Lock the door (announce this ahead of time)
 Start the meeting on time to encourage prompt attendance
- D. Attitudes:** Socialize or use ice breakers so people get to know each other
 Offer refreshments
 Stick to the 'time line'
 Use strategies which ask for input from all
 Recognize people for their efforts
 Wear name tags (call on people by their names)
- E. Environment:** Arrange the seating to promote control and communication. Make sure the location is suitable, clean and attractive. Provide equipment and supplies for the type of meeting you are conducting
- F. Organization:** Predetermine the techniques for leading discussion or coming to group consensus

Conducting an Effective Meeting

Purpose of holding a meeting:

Information exchange
 Getting tasks done
 Delegating responsibilities
 Solving a problem

Determining a course of action
 Housekeeping/Organization
 Social

What isn't liked about meetings?

Lack of an agenda
 People show up late
 Poor planning/organization
 Setting is poor
 Content is weak

Doesn't start on time
 Individuals dominate
 Boring
 Negative attitudes
 No leadership or control

The Meeting Environment: The power flow of human beings

The set up of the meeting room should be controlled in such a way that control and communication is at its best according to the purpose of the meeting.

- “Theater Style” - Information and control occurs in one direction



- “Circular Style” - Information and control occurs in all directions.
Great for social or idea generation type meetings



- ”Horseshoe Style” – The most effective power flow and communication occurs in this manner



Meeting Notes

- Most secretaries try to take too many meeting notes. The important thing to remember is to write what was done, not what was said
- All motions must include exact wording regardless of whether the motion passes or not
- Below is an example of notes taken at a meeting. Notes can be taken on a generic form for ease in recording. (Form shown in bold)
- Notes are easier to take if the meeting “mirrors” the agenda
- Later, the secretary will write these notes into minutes eliminating abbreviations

An Example of Meeting Notes

Meeting Details: Sept 12, SFHS, Conference Room B, 2:30 PM

Attendance: Presiding Officer: Geoff
 Present: 35 members
 Absent: Reps from drill, 302 & 310
 Guests: Mrs. Clark, Mr. Hill

Minutes: Secretary: Michelle; 6/16/96, MSP

Officer Reports: Treasurer:
 Class of 07: \$2,908.57,
 Class of 08: \$1,107.45,
 Class of 09: \$988.52,
 Class of 10: transfer from Morton JHS
Approvals for payment include: \$65.00 for refreshments for
 BBQ, \$425.00 to Human-i-tees for T's.

Vice Pres: Homecoming Committee Sign Up on
 Tues., Oct 5, Gym, pics, chairs

Pub Rel: Need 4 to attend Chamber of Commerce
 Submit in writing to Tammy

Standing Committee Reports:

Campus: Oct 31, River Clean Up, bus loads at 8 am
 AHS parking lot

Service: Coats for Kids Prog-Homeroom comp Dec 1

Old Business: Leadership/Raul: Freshman BBQ: Evaluation comments
 1. Speaker good
 2. Need all clubs
 3. More picnic tables

New Business: MSP, (Heather Roberts) Earth Day as a Jr.
 class service project - April

Adjournment: 3:05 PM

Secretary's Worksheet Meeting Minutes

I. Meeting of _____
 Date: _____ Time: _____ Place: _____
 Presiding Officer: _____
 Members present: _____
 Members absent: _____
 Guests present: _____

II. Minutes of previous meeting ___ approved, ___ as amended, ___ not approved

III. Treasurer's report: _____

IV. Officers' report: _____

V. Committee Reports:

Committee: _____
 Presented by: _____ written report (attached), _____ verbal: Recommendation: _____

Committee: _____
 Presented by: _____ written report (attached), _____ verbal: Recommendation: _____

Committee: _____
 Presented by: _____ written report (attached), _____ verbal: Recommendation: _____

VI. Old Business

Item: _____ Presented by: _____
 Motion: _____ passed ____, failed ____.
 Item: _____ Presented by: _____
 Motion: _____ passed ____, failed ____.

VII. New Business

Item: _____ Presented by: _____
 Motion: _____ passed ____, failed ____.
 Item: _____ Presented by: _____
 Motion: _____ passed ____, failed ____.

VIII. Announcements: _____

IX. Adjourned at: _____

Student Secretary's signature: _____

Advisor's signature _____

An Example of Student Council Minutes

The regular meeting of the _____ Student Council was held _____ on Wednesday, September 16, 2006, at 2:30 PM. President Josh Stone presided.

Thirty-five members were present. Representatives from the Drill Team, Room 311 and 304 were missing. Mrs. Gregory and Mr. Hill were guests.

The Minutes of the previous meeting from June 5, 2006, were read and approved.

Officer reports included Treasurer Sonia Raybury, Homecoming Chair Heidi Fox, and Public Relations Manager Heather Reilly. Sonia reported the balance in each class account. They were as follows: Class of 07: \$2,908.57; Class of 08: \$1,017.56; Class of 09: \$899.64; and Class of 2010: Funds being transferred from Clearing Junior High.

Approvals for payment include: \$50.00 for refreshments for BBQ, \$350.00 for Green for the Trees T-shirts.

Heidi reported the Homecoming Committee sign-up day will be in the main gym on Tuesday, October 4, 2006, at 8:00 am. All students are welcome. Committee chairs will be at each sign up sheet and pictures will be taken.

Heather reported on the need for 4 student representatives to serve on Chamber of Commerce committees. They need to turn their names in to Heather indicating the committee of their choice.

Andrea Hayes reported for the Campus Committee. On Saturday, October 31, 2006, the town will hold the annual Waterfront Clean Up. A bus for _____ High School students will load at 8:00 am in the _____ HS parking lot. Any club may use this as a service project.

Tracy White reported the Service Committee is preparing early for the Coats for Kids Program. It will include Homeroom competition. It will begin December 1, 2006.

As an item of old business, Rob Lundin, Leadership Class Rep gave a brief report from the Freshman BBQ.

Discussion followed as to how the BBQ can be improved.

Suggestions included more picnic tables, invite a guest speaker, and get all clubs to participate.

Melissa Manning moved to have the Junior Class sponsor "Staff Appreciation Week" in April 1997 as their class service project. The motion was seconded and passed.

The meeting was adjourned at 3:05 PM.

Respectfully submitted,

Requires a signature

Rochelle Topil, Secretary

\$\$ Cash Handling \$\$



A. All cash received from school sanctioned activities must be secured in the school safe or in the night depository of the school district banking facility. This is done immediately following the activity.

**Under no circumstances should ASB money be taken home for safekeeping
neither by students or staff nor deposited to a private bank account**

B. All cash received from students for sales, dues, etc., must be receipted. Receipts must indicate the amount, the payee, the account to be credited and whether it was received as cash or check.

C. Reconcile the cash vs. check composition of deposits between receipts and money on hand for deposit. Never cash checks. Only accept checks for the amount of purchase. Money collected is to be deposited exactly as received (intact).

D. Points of Sale (POS) or district receipts must be pre-printed, pre-numbered district authorized receipts. (*WASBO Guidelines Manual, Cash Handling*)

1. Cash handling during fundraising activities are especially challenging because so many persons are involved. Under no circumstances should ASB money ever be taken home for safekeeping by students or staff
2. Always request a Change Fund from the School Bookkeeper for sales (change should not be made from receipts nor from personal funds)

Immediately following the activity:

3. All money received from school sanctioned ASB activities must be receipted, (by ticket sales, cash register or hand-written receipts)
4. All money received must be deposited as received (intact) – never use funds to make purchases
5. All money must be secured in the school safe or deposited to the night depository of the school district's bank
6. Consult the School Bookkeeper or the Business Office for the appropriate manner in which to deposit fundraising or other activity money (evening sporting events, concerts, weekend sales, etc.

Fundraising Check List

- ❑ Type of fundraiser approved by School Board Policy
- ❑ School Policies and Procedures reviewed
- ❑ Approval by Advisor and Principal
- ❑ Meeting minutes showing student approval filed in the Activities Office
- ❑ Selection of the Vendor considers Bid Law
- ❑ Timeline established – scheduled on Master School Calendar
- ❑ Group meeting to cover details of the sale
- ❑ Fundraiser Intent Form (including budget) filled out and filed in the Activities Office
- ❑ Vendor Contract signed by Principal
- ❑ Purchase Order issued or requisition for Procurement Card submitted
- ❑ Initial Inventory received and counted – compare to original order – note discrepancies
- ❑ Secure Merchandise during delivery period – under lock and key
- ❑ Parent and Student responsibility acknowledged – Permission Form
- ❑ Sale “**Kick-Off**” event
- ❑ Incentives determined prior to sale – any prizes or awards
- ❑ Individual Student Record Sheets – maintain Check-out and Deposits
- ❑ Money deposited daily and intact (as received) – with Bookkeeper
- ❑ Verify record sheets – check Inventory against Sales
- ❑ Final Inventory - secure until unsold merchandise is returned to vendor for credit
- ❑ Final Reconciliation of Funds raised
- ❑ Final bill approved by Students and Advisor – sent to Accounts Payable for payment
- ❑ Fundraiser Sale evaluated by Students

Food and Fundraising

| Issue | Concern | Precautions | Legalities** |
|---|--|---|--|
| School store | Storage or prep contamination, wrong holding temperature. | Have health cards for all workers, unless only prepackaged foods are sold. | Health cards and health permit required when there are unpackaged foods. |
| Athletic Concessions | Storage or prep contamination, wrong holding temperature, and/or bare hand contact with foods. | Follow hot & cold storage guidelines. Use disposable gloves and have hand washing available when there are unpackaged foods. No homemade foods (chili, soup, etc) | Health cards and health permit required when there are unpackaged foods. |
| Bake sales | Contaminated kitchen or prep areas. Hazardous products like cream pies or custards need temperature control and cannot be made in home kitchens. | Most counties allow bake sales with home prepared, non-hazardous, baked goods like cookies, cakes and pies. Use disposable gloves or bakery papers to handle unwrapped foods. | Most counties exempt bake sales from permits and from food worker cards. *Check with your local health department. |
| Fund Raisers (e.g. cookie dough, pizza) | Contaminated kitchen or prep areas. | Follow hot & cold storage guidelines. | Some counties require a temporary permit for pizza sales. *Check with your local health department. |
| Ethnic events (e.g. language club feasts) | Storage or prep contamination, wrong holding temperature prior preparation, cooling, reheating. | Prepare in permitted kitchen with health cards for worker. Private parties are exempt. | Not allowed if public is invited. Private classroom parties are exempt from permits and food worker card requirements. Sales to the general public or to the whole school may require permits. *Check with your local health department. |
| Catering (e.g. PTA cookies, spaghetti feeds, etc) | Contaminated kitchen or prep areas. | Supervise by an adult. | Supervise by an adult. Cookies are usually exempt (like bake sales) but a catered spaghetti feed would require a temporary permit. |
| Vending Machines | Very little concern if food is made by outside companies. Food products should be examined for safety concerns when there has been a power outage. | Security to avoid food vandalism or contamination. | Supervise by health cardholder. |
| Sports Potlucks | Storage or prep contamination, wrong holding temperature. | Follow hot & cold storage guidelines. | Not allowed if public is invited. |
| Ice Cream Feeds | Contaminate preserved in the cold product. | Use disposable gloves. | Permit needed if public event. None required if private party for an identified group. |
| Pancake Breakfasts | Contaminated kitchen or prep areas. | Have health cards and disposable gloves for all workers. | Permit needed if public event. |
| Lunch BBQ | Under cooking meat. | Have health cards for all workers. Cook all hamburgers <u>well done</u> . Use a thermometer to insure burgers are cooked properly. Wear gloves for assembly of burgers. | Permit needed if public event. |

****Always check with the local County Health Department for details and exceptions**

Food and Fundraising

High-risk foods: Eggs, Dairy, Meat/Poultry/Fish, Sliced melons, Sauces, Cooked plant food, Pies, Sprouts, Pastry, Garlic in oil, Pasta, all Home-canned items are not allowed!!

High-risk groups: Children under 8 years old; Pregnant women; People taking antacids, antibiotics, chemo, or recent surgery; HIV patients; People with severe allergies (nuts, cola, citrus, sugar)

Best precautions against food borne illness: Wash hands, wear disposable gloves, control hot and cold holding, send sick employees home.

Local health permits: Every county health department sets its own policies regarding permitting. Most counties have or will work with schools to develop reasonable permitting scenarios for school food events and fundraisers. Call your county health department contact person.

Food Worker Cards: Required only for food workers who handle unpackaged foods. For permanent locations (concession stands, school stores, etc.), all workers who handle unpackaged food need to have a card. For temporary locations that are also open to the "public" (fundraisers, one-time-only events, etc.), at least one person needs a card.

Fundraising

Whenever possible, conduct pre-orders of merchandise. Usually a vendor will provide a sample of the merchandise. The item is paid for, selections made and then ordered.

-  **If merchandise is being sold: be sure to include shipping costs + mark-up.**
-  **Periodic or one time ASB fundraisers are tax exempt when purchased and no tax is charged when the items are sold.**

Prior to the Sale

- Obtain written approval from the student council and administrator
- The Activity being conducted must be of a type approved by the School Board
- Establish a time table for the sale (5 to 10 days)
- Set the selling price (cost + tax + shipping + % mark up = sale price)
- Complete any required contracts, follow district instructions, contracts require an administrator's signature (consult the School Bookkeeper)
- Requisition a purchase order (PO) or a district procurement card so that the order can be placed
- When merchandise is received, be sure to:
 - Count and Verify (color, quantity, sizes, etc.)
 - Sign your name and date received on the invoice or packing slip
 - Forward invoice to the School Bookkeeper
 - Keep in a secure area (locked room or cupboard)
- Arrange to make daily deposits to the School Bookkeeper

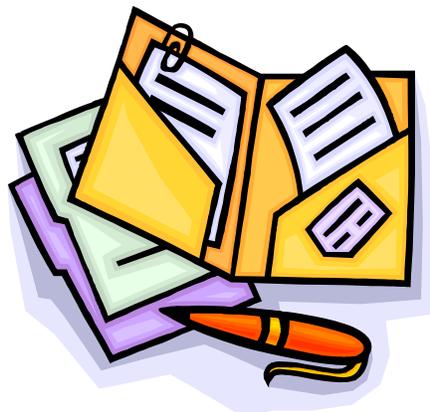
During the Sale

- Store and secure merchandise in a locked area with limited access whenever sales are not being conducted
- Maintain individual student record sheets
- Make daily deposits to the School Bookkeeper – be sure to deposit funds exactly as collected (in tact)
- OR arrange sales through the School Bookkeeper's point of sale (POS) system
- Only distribute merchandise after proof payment is provided.
- School districts cannot extend credit; everything must be paid for in advance.
- Maintain control over cash receipts and inventory by reconciling the cash drawer whenever cashier functions change (such as shift changes, reassignment of duties, etc.)

After the Sale

- Verify record sheets (reconcile money collected and the unsold merchandise)
- Inventory merchandise remaining & record
- Secure the unsold merchandise (keep in a locked closet or cabinet)
- Return unsold merchandise to the vendor for credit
- Maintain a file containing:
 1. Copies of all vendor invoices
 2. Requisitions
 3. Purchase orders
 4. Receipts
 5. Student record sheets
 6. Deposit records
 7. Any other back-up documents
 8. A record of physical inventory of unsold merchandise
 9. A copy of the vendors credit memo for returned merchandise
 10. A copy of the final reconciliation form

(All forms are available in the WASBO ASB Guidelines Manual)



Ticket Sales

- There are no complimentary tickets
- Provide a gate list for workers
- Do not give workers or chaperones a ticket
- Tickets represent cash
- Ticket rolls must be secured in a safe or locked storage
- Use official pre-numbered tickets distinctly identified for each admission price
- Utilize a ticket log (a form for tracking ticket inventory)
- Utilize a daily ticket sales form
- Tickets must be sold in number sequence
- Two individuals are needed to control admissions
 2. One worker collects money and issues tickets (checks may only be written for the exact amount of admission)
 3. **The other worker collects and tears each ticket in half (tearing prevents tickets from being reused)**
- The numbered half of the torn ticket provides a means of reconciling receipts to money



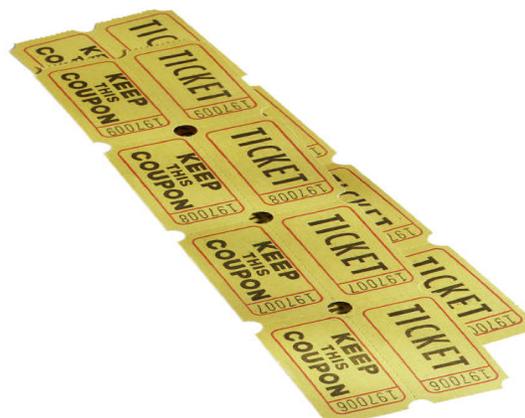
Reconciling

- The two ticket workers will count the money together and complete a daily cash summary form. (Ending ticket number – Beginning number +1 = tickets sold)
- Other methods may be used as long as duties are separated

Explain any differences

- At the end of the event:
 1. Return all unused tickets, enter numbers on the ticket log
 2. Return the full amount of the change fund to the School Bookkeeper
 3. Deposit revenue as instructed (night drop, POS deposit, safe)
- Complete a final daily ticket sales form (dispose of stubs after balancing)

Have responsible supervision and adequate staff to prevent undue haste.



School Dances

Scheduling:

- Dances are scheduled for the coming year in the spring during the budget planning process.
- Clubs who have a large financial need and student resources to sponsor a dance are given consideration when scheduling.

Types of Dances:

- After-game Dances: Friday or Saturday night dances which follow a football game or basketball game
- Special Saturday Night Dances:

Homecoming (October)
Formal Tolo (January)
Spring Prom (May)



Sponsoring an After Game Dance (suggestions)

Organization and Planning - Meet with Club members and establish committees

A. Advertising

1. Each Club is responsible for its own advertising (Themes are fun)
2. Utilize inside and outside school reader boards. Request permission from the Activities Coordinator
3. All flyers and posters must be removed by the next school day after the dance
4. Visuals which are in bad taste, poorly made or poorly hung will be removed

B. Chaperones

1. Obtain adult chaperones
2. An Administrator must attend to assist
3. Advisors are required to attend
4. Members of the committee should meet and greet chaperones
5. Advise chaperones as to their duties
6. Send thank-you notes to each chaperone following the activity

C. Tickets

1. Advance ticket sales are helpful
2. One adult and 2 students are needed at the door
3. Set prices for ASB card holders and non-ASB
4. Guests are handled by the office; Pick up the list with your cash box

D. Clean Up

1. All members should help clean up
2. List these persons on an admission list; they do not receive a ticket

E. Decorations & Entertainment

Sponsoring a Special Dance

A group who wishes to sponsor a special dance takes on a big responsibility. Since students pay much more for a special dance, special extras are expected.

These include:

| | |
|------------------------------|------------------------------|
| Pictures | Decorations and a theme |
| Pre-sale tickets | New entertainment |
| Tables and table decorations | Food and beverage (optional) |

- The more planning and creativity a group uses the more students will attend. While the dance itself need not be advertised, attendance can be increased by offering and promoting special, new and fun changes.
- Often students are intimidated or not informed as to protocol. Reach out! Remove barriers! Educate students! Accomplish this through gimmicks, advertising and word of mouth and attendance will increase.
- Club members are the best ambassadors when trying something new. If they are positive and excited, it will generate interest among the student body.

1. Planning and Organization

A. Establish committees

1. Ticket design and production
2. Ticket sales and collection
3. Decorations
 - a. Entry way
 - b. Walls
 - c. Table tops
 - d. Set-up (after school Friday or Saturday)
4. Pictures
 - a. Photo Club
 - b. Backdrop
 - c. Appointment times
5. Advertising & Promotion
 - a. School paper
 - b. Local restaurants (menu specials)
 - c. Bulletin announcements
 - d. Reader boards
 - e. Flyers/posters
6. Chaperones
 - a. Inviting/Thanking
 - b. Greeting
7. Food
 - a. Menu
 - b. Purchase and set-up
8. Clean Up. Assign small committees of all members



An Example of Dance Clean-Up Procedures

Clean-up must be taken care of by the sponsoring group after a dance.

After Game Dances

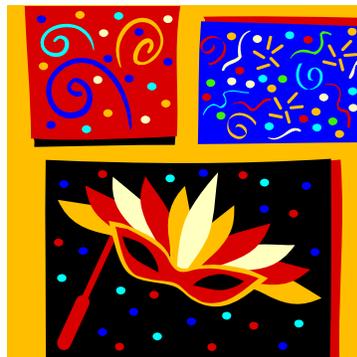
1. All chairs need to be stacked and pushed to the outside perimeters of the cafeteria
2. All pop cans should be placed in recycling containers, trash needs to be picked up and placed in garbage cans
3. If posters or decorations were used, etc., the group must remove all items
4. Save decorations for the next activity



Note: Assign small groups of club members to each of the above tasks and clean up will take about 15 minutes

Special Dances

1. Follow all steps listed above for regular dances
2. All masking tape must be removed
3. All decorations must be removed, packed, and stored for the next activity
4. All other trash should placed in the dumpster





PROM TO DO LIST

- \$ _____ Place
- _____ Date
- \$ _____ Tickets
- \$ _____ Music
- \$ _____ Decorations (balloons, streamers, other)
- \$ _____ Napkins
- \$ _____ Punch
- \$ _____ Cups
- \$ _____ Food
- \$ _____ Security
- \$ _____ Invitations
- \$ _____ Tiaras for Prom Court
- \$ _____ Fountain rental for punch
- _____ Chaperones
- \$ _____ Favors (key rings, etc.)
- _____ Court selection
- _____ Coronation
- _____ Publicity

Assembly Standards

| PURPOSE | STRUCTURE | CONTENT | MECHANICS | DELIVERY | AUDIENCE |
|---|---|---|--|---|--|
| Theme, Impact, Goal (process element?) | Flow (dead time, smooth transitions), MC, Time Mgt, Sequence, Physical set up | Tone, emotional/ social/ physical /intellectual safety, Appropriate, Entertainment value, Information delivered, Variety of Strategies/ Techniques, Fresh Ideas | Logistics, technology, sound, Clean Up, Set Up, Published Agenda, Physical set up, Supplies ready, supervision, special population consideration | Media, Visuals, Approach, Diversity of participants/ presenters, (well prepared, dynamic, personal, can fill space, speaks to whole audience, ability to control) | Involvement, Inclusion, Engagement (appropriate audience response), Target of audience, consideration of special populations (disabilities, guests, ELL) |
| <ul style="list-style-type: none"> <input type="checkbox"/> Purpose was clearly communicated. <input type="checkbox"/> Theme was demonstrated throughout the entire assembly. <input type="checkbox"/> Purpose was aligned to school's mission and/or state learning goals. <input type="checkbox"/> Assembly impacted the elements of rigor, relationships, and relevance. | <ul style="list-style-type: none"> <input type="checkbox"/> The sequence of events was logical. <input type="checkbox"/> MC captured the audience's attention and facilitated entrance/exit of each activity. <input type="checkbox"/> Assembly started and ended on time. <input type="checkbox"/> Physical space was organized for an effective floor plan based on intent. | <ul style="list-style-type: none"> <input type="checkbox"/> A variety of strategies and innovative ideas were utilized. <input type="checkbox"/> Assembly was respectful of the emotional, social, physical and intellectual safety of all. <input type="checkbox"/> The information shared was appropriate, accurate, and complete. <input type="checkbox"/> Atmosphere and tone set matched the intent. | <ul style="list-style-type: none"> <input type="checkbox"/> Set and clean up were effective. <input type="checkbox"/> Agenda/scripts was distributed within proper timeframe. <input type="checkbox"/> Tech/audio ran without error. <input type="checkbox"/> All supplies were organized and prepared in advance. <input type="checkbox"/> Special populations were given the necessary accommodations. <input type="checkbox"/> Supervision was effective. | <ul style="list-style-type: none"> <input type="checkbox"/> Presenters used good eye contact, appropriate and engaging language and physical movement. <input type="checkbox"/> Multi-media techniques were utilized for maximum effectiveness. <input type="checkbox"/> Presenters and participants represented a cross-section of the school population. <input type="checkbox"/> Presenters pace allowed the assembly to flow smoothly without pause or dead time. | <ul style="list-style-type: none"> <input type="checkbox"/> All diverse audience members were consistently engaged and responded appropriately to assembly components. <input type="checkbox"/> Needs of special populations were met. |

Assembly Check List

Date of Assembly: ____/____/____ Period: _____ Length: _____

Sponsoring Group: _____ Advisor: _____

Assemblies are considered educational and are thereby required attendance for students although they are not graded. Thorough planning and organization is a requirement. The administration reserves the right to cancel any assembly for lack of organization or failure to follow procedures.

All assemblies presented are to be free of topics which are in bad taste, which include discriminatory remarks or include things which are of a suggestive nature.

- _____ Obtain permission from the Activity Coordinator
(rough draft of agenda required)
- _____ Announce in faculty bulletin at least 2 weeks ahead of
assembly
- _____ Arrange with custodians for bleacher set-up &
request that fans be turned off during the assembly
- _____ Contact P.E. teachers at least 2 weeks ahead
- _____ Order the sound system
- _____ Copies of final agenda to each administrator,
participant and faculty member (2 days prior to
assembly)
- _____ Sufficient advertising as to the nature and purpose of
the assembly (this promotes positive behavior)
- _____ Practice which includes all participants (required)
- _____ Clean up immediately following the assembly
- _____ Necessary letters of thanks

Assembly Review

| PURPOSE (check boxes that you think describe your event) | | |
|---|---|--|
| Purpose was clearly communicated. The point of the event was known. | Purpose was a bit unclear or at times scattered. | The assembly seemed random. Purpose was hard to determine. |
| A theme was demonstrated throughout the entire assembly. | Theme was okay, but did not always carry through the assembly. | Assembly did not have a theme or anything that tied it together. |
| Purpose was aligned to school's mission and/or state learning goals. Considered a good use of school time. | Assembly focused a little too much on just entertainment, and less on making a point. | Event was not considered a good use of school time. |
| STRUCTURE (check boxes that you think describe your event) | | |
| "MC" process captured the audience's attention and facilitated entrance/exit of each activity. | There was a plan for the "MC" process, but transitions were a bit choppy. Could be smoother. | Assembly lacked an effective "MC" process. Transitions did not flow. |
| Assembly started and ended on time. | Went slightly over/under the time limit, but it was not a problem. | Time was a problem. Started too late or went too long. |
| Physical space was organized for an effective floor plan based on intent. | Physical space worked okay, but some change in floor plan could help all audience to see. | Physical space was not set up well. Not everyone in the audience could see or set up was disorganized. |
| CONTENT (check boxes that you think describe your event) | | |
| A variety of strategies and innovative ideas were utilized. | A few strategies were used, but could have been more creative. | Assembly was the "same" as always. Lacked in originality or novel ideas. |
| Assembly was respectful of the emotional, social, physical and intellectual safety of all. | Humor was in the middle of the triangle, but still avoided offending or making fun of anyone. | Assembly had elements that could have made someone uncomfortable. Some content may have offended or make someone feel bad. |
| The information shared was appropriate, accurate, and complete. | Information shared was accurate, but may not have hit home the details. | Information shared was incomplete. Audience left with holes or questions. |
| Atmosphere and tone set matched the intent. Audience reaction was as expected. | Tone was hard judge, but audience seemed to react appropriately to the content. (laughs/cheers/serious/applause when should) | Audience reacted inappropriately, such as laughing when should not, or not serious when expected, low spirit or lack of applause as appropriate. |
| MECHANICS (check boxes that you think describe your event) | | |
| Tech/audio ran without error. | Some glitches occurred but did not distract from the assembly. | Tech or audio had problems that affected the quality of the assembly. |
| All supplies were organized and prepared in advance. | Group was rushing around to get things together. It was stressful but it came together in the end. | Supplies and props were not completed as planned. Items were missing or unfinished. |
| Clean up was effective. Work was shared, materials were returned. Space was left "better than we found it." | Things were cleaned up in the end, but the work fell to only a few people. A some materials got scattered | Props and supplies were left out. Clean up was not effective. |
| DELIVERY (check boxes that you think describe your event) | | |
| Presenters used good eye contact, appropriate and engaging language and physical movement. | Presenters were a bit uncomfortable or unprepared, but it was okay. Some reading from scripts, voices were hard to hear at times, | Presenters were not very effective. Voices were hard to hear, more movement or engaging language was needed to capture audience. |
| Presenter pace allowed the event to flow without pause or dead time. | Pace of assembly was okay but could improve the timing next time. | Pace lacked timing. Event had down time that kept the audience waiting. |

Establishing a Club

Requesting Approval for starting a new ASB Club or Activity

Name of Club or Activity requested _____

Describe proposed activities and goals of club: _____

Describe how money will be raised to fund activities:

Funds raised will be used to

Name of proposed advisor in charge of activities _____

Budget capacity requested: _____

Submitted by: _____
Signature Date

Principal _____ Primary Advisor _____
Signature Signature

Approved _____

Not Approved _____

Signature Date

Accepted by Board of Directors _____ Date _____

ASB Activity Advisor Job Description

Position _____

Position Description: _____

Activity advisors are responsible for providing general supervision, direction and counseling to student leadership of the sponsored activity.

POSITION GOALS:

Provide adult supervision and direction to the sponsored activity
 Supervise club administrative requirements
 Support the goals and objectives of the activity

SPECIFIC DUTIES AND RESPONSIBILITIES:

Coordinate and schedule activities
 Schedule meetings
 Serve as a resource person
 Supervise handling and accounting of money
 Supervise and chaperone activities
 Consider activity risk factors in order to protect the school district
 Supervise election of officers
 Supervise fund raising activities
 Supervise transportation arrangements
 Guidance in problem solving and conflict resolution

QUALIFICATIONS REQUIRED:

Rapport with students
 Interest in activity
 Willingness to spend time and effort

SUPERVISION: Primary Advisor

Advisors are encouraged to:

1. Attend appropriate advisor training workshops
2. Receive a standard first-aid card
3. Complete a self-evaluation at the end of the school year
4. Have members complete a year-end evaluation of the club or organization and of activities performed throughout the year



ASB Funds Tip Sheet

DO

- ✓ Double check rules about raffles
- ✓ Use the budget process to teach good accounting principles
- ✓ Carry an inventory of Student Body supplies and equipment including athletic supplies
- ✓ Remember that ownership of all ASB purchases technically belongs to the district
- ✓ Get student approval for **all** Student Body purchases
- ✓ Know that trophies and other awards can be purchased with Student Body funds
- ✓ Remember that funds received as an honorarium for a school group (choir, band, debate) must be deposited as ASB funds
- ✓ Check the district policy regarding formal Purchase Order requirements for Student Body expenditures
- ✓ Know that School District funds and ASB money can share expenses for student projects or activities
- ✓ Keep accurate records, ask questions frequently
- ✓ Attend an ASB Law, Rules, Regulations, & Procedures workshop

DON'T

- Issue complimentary tickets for Athletic Events or other Student Body activities
- Deposit money into personal saving or checking accounts at a local bank
- Use ASB money to send flowers to a person in the hospital
- Assume that sending student delegates to State or National Conventions or other trips cannot be paid in part by Student Body funds
- Make major purchases without referring to the state bid law
- Accept citizen or group donations to the Student Body for scholarships without School Board approval
- Use Student Body funds to pay for students to attend summer athletic camps without checking WIAA rules
- Forget that a Principal or Advisor can overrule a student authorized purchase
- Hold a fund raiser for a scholarship fund without double checking with your business office
- Pay for any services with cash
-

CHECK School district policies in place for ASB funds

- Students and staff involved in preparing ASB budget
- ASB budget submitted and approved by School Board of Directors
- ASB fundraising activities (types) are approved by the School Board
- Procedures are established to have all collected funds be deposited intact (as collected) daily
- That all disbursements have student approval
- That ASB records are maintained for at least six years
- Separate records are maintained for each school in a multi-school district
- The State bid law is observed

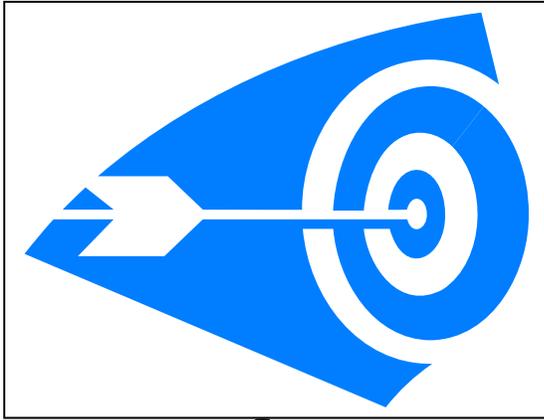
Dealing with Advisor Burn-Out!

In dealing with “Advisor Burn-Out” each individual must determine if they are truly burned out, unhappy or possibly unsure of their real role as an advisor.

1. What is an advisor?
2. What characteristics should a good advisor cultivate?
3. Are you doing the same old projects each year?
4. Do you actively seek help from other teachers?
5. Are you trying to think of all project ideas by yourself?
6. Do you include other groups and advisors in your projects and activities?
7. Do you meet frequently with your principal or superior?
8. Do you have a parent booster group?
9. Do you ask parents for their input and involvement?
10. Do you ask that your duties be adequately explained to you?
11. Do you attend local and state workshops and convention or advisor training sessions to learn more about your job as advisor?
12. Do you sit down with your group to evaluate meetings and projects?
13. Do your group members know what their duties are or do you end up doing their work for them?
14. Do you say ‘no’ once in awhile when you have too much to do or do you take on projects and then complain about having to do them?
15. Do you meet with advisors from league or neighboring schools?
16. Do you enjoy working with young people?
17. Is your schedule planned and spread out?
18. Do you share your feelings with the groups members?
19. Do you do things to maintain the enthusiasm within your group?
20. Is what you’re doing still exciting and fun?



If not, then take a break from the task...re-evaluate your feelings, talk with your group and your principal, then if you truly feel that you are not enjoying yourself, enjoying the excitement of activities, rejoicing in the successes of your organization, then it may be time for you to get an assistant!



Get On Target!! Stay On Target!!

ASB Things to Know!!



How can you tell if it's ASB?

- It is an ASB activity, event or fundraiser if:
 - Students are involved
 - And the School District or School name is used
 - And it is conducted on or off school property
 - And it is done with the approval of the school board or their designees (staff).
- AND optional, non-credit, extra-curricular and of a cultural, social, athletic or recreational nature
- When *all* of the above are in place, funds raised must be deposited to the Associated Student Body Fund.

Booster or Parent Volunteer Funds may be donated to support school activities but should not be in the form of equipment or other gratuities.

(Violations of Gender Equity, Title IX)

All Deposits have to be made via the School Bookkeeper to the district depository account. No personal bank accounts are allowed

❖ What turns a parent group fund raiser into an ASB activity?

- ✓ Cash receipts are given to the school ASB secretary or a staff member
- ✓ Cash receipts are stored in the school safe
- ✓ Students handle the cash receipting reconciliation process
- ✓ Inventory is purchased by the ASB....Student officer signs a purchase order request

- ✓ **The school district holds and inventories the goods for resale**
 - ✓ **A majority of the work is performed by the students**
 - ✓ **The parent group used the school name (without adding “boosters”)**
 - ✓ **Money is placed into a district bank account**
 - ✓ **School district personnel are involved during staff time**
- ❖ **Parental Permission** is required for certain ASB events such as field trips and fundraisers. Use form included.
- ❖ **Fundraising:**
- **Obtain ASB Approval**
 - **Ask for instructions for Before, During and After the Sale**
 - **Maintain a fundraiser file**
 - It must contain a:**
 - copy of the approval form
 - copy of the purchase order or procurement card receipt
 - copy of the invoice(s) and packing slips
 - copy of the *Project Forecast* form (included)
 - student *checkout (record) sheets*
 - deposit receipts and deposit records
 - list of unsold merchandise
 - receipt from UPS or post office for return of product
 - copy of the credit memo OR a copy of the interactivity transfer if another activity ‘purchases’ your unsold inventory
 - Final Reconciliation (included)

Fundraisers must show a reasonable profit
Activity Clubs should *not* have to absorb losses due to student negligence

DON'T

- Give complimentary tickets for athletic events or other ASB activities
- Use ASB money
 1. To send flowers to a person in the hospital
 2. For staff recognition
 3. For gift certificates
 4. For gifts
- Forget that a Principal or Advisor can overrule a student authorized purchase
- Pay for services with cash
- Assume that sending student delegates to state or national conventions or other trips cannot be paid in part by Student Body funds

DO

- Keep accurate records and ask questions frequently
- Get student approval for all purchases (grades 7-12)
- Use the budget process to teach good accounting principles

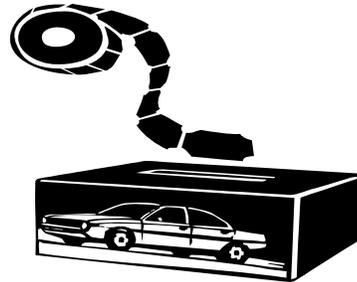
- Carry an inventory of ASB supplies and equipment including athletic supplies (sales, school stores, etc.)
- Know that trophies and other awards can be purchased with ASB funds
- Remember that funds received as an honorarium for a school group (choir, band, debate, etc.) must be deposited as ASB funds
- Know that School District funds and ASB monies can share expenses for school projects or activities if it qualifies
- Attend an ASB Law, Rules, Regulations & Procedures workshop

GAMBLING - BINGO, RAFFLES, CARNIVALS

Washington State Gambling Commission 1-800-547-6133

www.wsgc.wa.gov

- **Licensed Raffles** are required whenever tickets are sold by members under 18
- Raffle tickets may **only** be sold to persons over 18



\$\$\$ Private Money



The expending of ASB money for charitable donations, scholarship and student exchange can only be made from legitimate ASB private moneys.

Check with the Accounting & Business Office

Effective June 8, 2000, RCW 28A.325.030 was amended to permit student groups, *in their private capacities*, to conduct fundraising activities, including the solicitation of donations, to fund scholarships and student exchange programs, to assist families whose homes have been destroyed and to fund community projects. **Under certain criteria** this money is considered to be *non-associated* student body funds and is not public money (section 7, article VIII of the WA State Constitution). **However**, if conditions are not adhered to, money collected will become ASB public money and may not be used for the above purposes.

**_____ School District
ASB Activity Approval Form**

School _____

Requestor _____

Date of Request _____

Club or Activity represented _____

PURPOSE OF REQUEST _____

_____ TOTAL _____

STUDENT EXECUTIVE BOARD ACTION

Request Approved _____ Request Denied _____

Signature _____ Date _____

Reason denied _____

ADMINISTRATIVE ACTION

Request Approved _____ Request Denied _____

Signature _____ Date _____

Directions for completion of requisition:

Requestor obtains, completes and returns requisition to the ASB bookkeeper who will obtain signatures of the Student Executive Board and Primary Advisor. The Purchase Order will be mailed to the vendor or returned to the Activity Advisor as indicated.

Parental Authorization for Fundraising

Date _____

School _____

Dear Parent:

The _____ Club is planning to sell _____

_____ as a fundraiser to support activities. Certain guidelines are necessary and I ask that you read this carefully and review it with your son or daughter before the sale begins.

1. Your student will have total responsibility for the product. If it is lost or stolen, he or she will be obligated to pay that amount.
2. Merchandise should never be left in lockers or unattended in classrooms.
3. It is not necessary for a student to carry boxes of merchandise with them during the school day. It is suggested that students pick up the product from me toward the end of the school day.
4. It is also recommended that the student carefully count all merchandise that is checked out to them prior to signing for the product.
5. Full credit will be given to the student for any unopened merchandise returned to me *by completion of the sale*.
6. Either merchandise checked out to the student or the appropriate amount of money must be returned to me by the end of the sale.
7. Money collected should be turned in exactly as collected. Please do not deposit to a personal account and write a check for the total amount.

Sincerely,

Club Advisor

I have read the above sale guidelines and agree to allow my son/daughter to participate in the fundraiser.

(Parent Signature)

(Student Signature)

(Date)

ASB Project Forecast

Fill out this form with the Request for Approval

Date _____ Acct No _____

School _____

Activity Name _____

Project _____

This is an estimate of profit to be made from this fundraiser.

Revenue: (items sold)

| | Unit Sales Price | x No of Units | = Revenue |
|-------|------------------|-------------------------|-----------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| | | Total Projected Revenue | _____ |

Total Cost: (from vendor quote or catalog, including freight and taxes)

Expenses:

| | Unit Sales Price | x No of Units | = Expense |
|-------|------------------|-------------------------|-----------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| | | Total Projected Expense | _____ |

Expected Profit \$ _____
 (total project revenue minus
 total expense)

Prepared by: _____
 (Student Activity Officer or Activity Advisor)

Fundraising Final Reconciliation

Fill out this form at the conclusion of the event

The _____ club of _____ school held a fundraising activity by selling _____ purchased from _____. This fundraising activity was held from ____/____/____ to ____/____/____. Sales were accomplished by _____ (example: door to door sales, pre-orders, before and after school) _____ members participated in the sale.

Completion of this form finalizes your sale. Attach a list of students who have not fulfilled their sales obligation noting merchandise and dollar amounts for which they are still responsible. A copy of this list must be given to the principal's secretary or bookkeeper so that student names can be placed on the fine list. Your club account will be credited as these fines are paid. Please include your account number on the student list.

Complete all blocked areas (if tangible items are sold)

A. Merchandise Purchased: (Attach a Xerox copy of the itemized invoice.)

| | | | | | |
|-------------------|---|----|-------|---|----------|
| _____ | @ | \$ | _____ | = | _____ |
| _____ | @ | \$ | _____ | = | _____ |
| _____ | @ | \$ | _____ | = | _____ |
| _____ | @ | \$ | _____ | = | _____ |
| Sub-total | | | | = | _____ |
| WSST/SHPG | | | | = | _____ |
| TOTAL COST | | | | = | \$ _____ |

**B. Merchandise Sold: (Include any tax and shipping costs in your sale price per item).
Or Tickets Sold:**

| | | | | | |
|--------------------|---|----|-------|---|----------|
| _____ | @ | \$ | _____ | = | _____ |
| _____ | @ | \$ | _____ | = | _____ |
| _____ | @ | \$ | _____ | = | _____ |
| _____ | @ | \$ | _____ | = | _____ |
| TOTAL REC'D | | | | = | \$ _____ |

C. Merchandise Unsold Or Tickets Unsold:

| | | | | | |
|---------------------|---|----|-------|---|-------|
| _____ | @ | \$ | _____ | = | _____ |
| _____ | @ | \$ | _____ | = | _____ |
| _____ | @ | \$ | _____ | = | _____ |
| _____ | @ | \$ | _____ | = | _____ |
| WSST/SHPG | | | | = | _____ |
| TOTAL UNSOLD | | | | = | _____ |

The unsold merchandise has been returned to the vendor for credit _____ Y/N _____

If not returned, please explain _____

D. Merchandise Checked Out and Not Returned:

| | | | | | |
|-------|---|----|-------|---|-------|
| _____ | @ | \$ | _____ | = | _____ |
| _____ | @ | \$ | _____ | = | _____ |
| _____ | @ | \$ | _____ | = | _____ |
| _____ | @ | \$ | _____ | = | _____ |

Value of Goods Not Returned = _____

The unsold items have been placed in inventory and the inventory list submitted to the ASB Activities Coordinator ____ Y/N _____. Resold to the school store ____ Y/N _____

The list of students not returning merchandise has been turned in _____ Y/N _____

Please explain any discrepancies _____

Recap:

| | | |
|-----------|--|---------|
| A. | Merchandise or Tickets Sold: | _____ |
| B. | <i>Merchandise Pending Credit</i> | + _____ |
| C. | Merchandise on Fines List: | + _____ |
| | Sub-Total | = _____ |
| D. | Merchandise Purchase Price: | - _____ |
| | Profit Total | = _____ |

Advisor _____

Date _____

Student Treasurer _____

Date _____

Sign where indicated and return to your school ASB Bookkeeper.

This recap will be kept on file for state auditing purposes.