



Associated Student Body
Club Advisor/Coach Handbook
2019-2020

Procedures for successful Advisors/Coaches

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Revised 7/25/19

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Introduction

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

Who can be a Club Advisor?

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

Advisor Expectations & Responsibilities

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

Student Organized Club Requirements

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

Inter Club Council (ICC)

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

ASB Budget Guidelines

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

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

Overages

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

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

Guidelines for Scholarships

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

Fund-raising

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

- Fund-raising events should contribute to the educational experience and should not conflict with the school's educational program.
- Students should participate and make contributions to fundraising events voluntarily. They cannot be required to participate in fund-raising events,

and cannot be excluded from an activity funded by ASB funds because they did not participate in raising funds.

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

Scheduling fund-raising events requires review, management and coordination by the ASB Executive Board and ASB administrator. Clubs on campus need to know which fund-raising events are already scheduled before requesting permission to embark on another fund-raiser so that they do not conflict in timing or type. Under the California Constitution, the free school guarantee prohibits charging students any fee, charge, or deposit for curricular, extracurricular, credit, or non-credit activities that are part of the District or a school site's educational program. Nothing in the law prohibits voluntary donations, contributions, and fundraising by students and their families to support District and school site programs, so long as monetary donations, contributions, and fundraising activities are not made mandatory for students and their families and there are no conditions placed upon the donation.

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

Car washes need to meet California Water Resource Control Board regulations.

Wash water from car washing typically contains pollutants (e.g., detergents, oil and other automobile fluids, and metals) therefore car washes, should be conducted so that the wash water does not enter the storm drain.

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

Cash Control Procedures for Fund-Raising Events

It is important to be able to tie all proceeds to the specific fund-raiser from which they were generated and to ensure that all proceeds from an event are properly turned in and accounted for.

To accomplish this, Clubs must ensure that proper internal controls exist, including the following: cash control procedures, proper inventory of concession items, proper cash handling and physical chain of custody for all cash receipts, no commingling of receipts from separate events, immediate delivery of all event proceeds to the ASB.

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

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

implementing the correct internal controls once the event begins. No student should handle cash without direct adult supervision.

Fund-Raisers That May Not be Allowed

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

Application and Authorization to Raise Funds

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

Deposit of Student Funds (Fundraiser funds and donations)

Once a club is approved by the school principal, the ASB creates an ASB Trust Account to be used for its financial affairs. Trust accounts are held in ASB on behalf of approved school clubs.

At the conclusion of an approved fundraiser all monies should be deposited at the ASB windows by the students with the receipt given to the advisor/coach as proof of deposit. After reception of donated funds, the club advisor and student representative need to complete immediately a “Money Deposit Form” to deposit the mentioned funds into their club trust account.

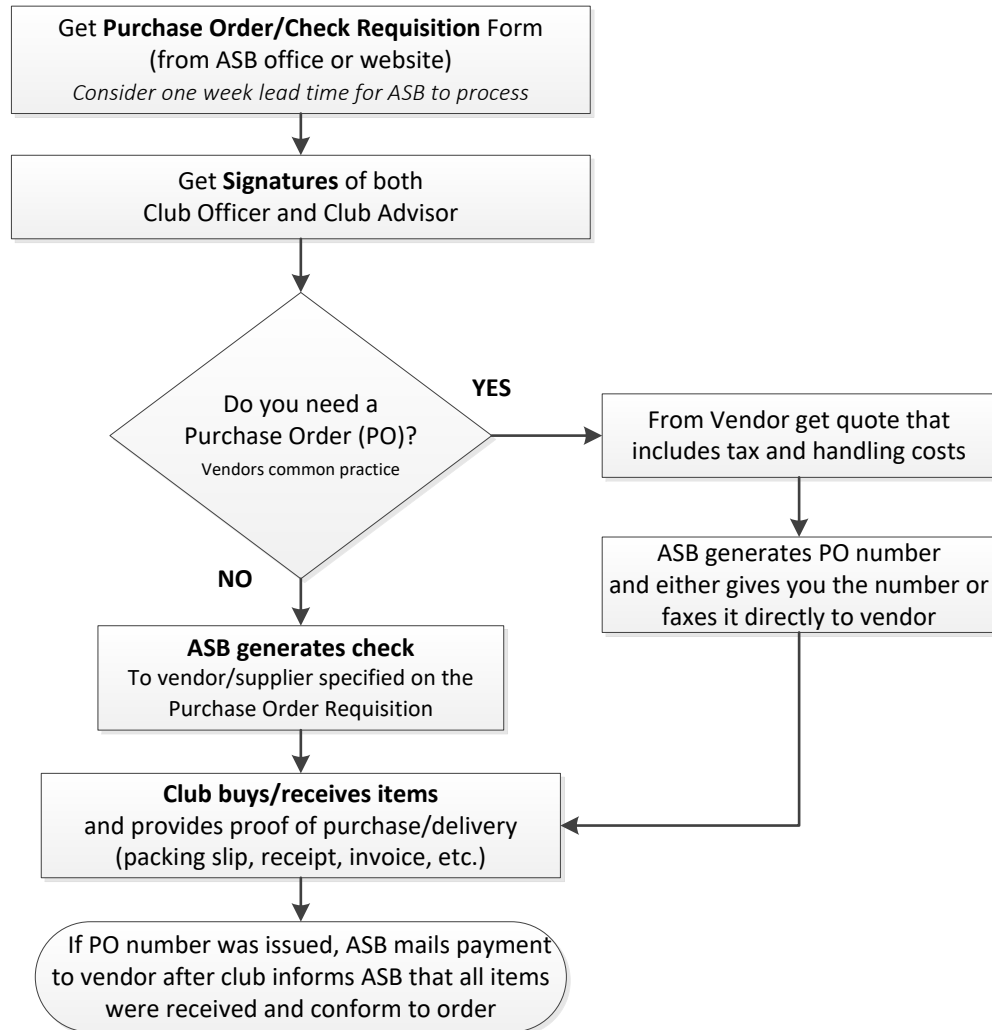
Accessing the Club’s Trust Funds

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

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

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

Purchase Order Process



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

***PO – Purchase Order is a promise to pay the vendor so that the vendor can release/make/deliver the items being purchased*

Unauthorized Purchases

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

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

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

Club Accounting Records

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

Fieldtrips or Excursions

Fieldtrips and Excursions are an integral part of the students' educational experience.

There are three types of field trips that the field trip application covers....

One Day Field Trip - The application must be submitted **10 SCHOOL DAYS PRIOR** to the planned trip (for signature/approval).

Overnight trip, within the state, of no more than two nights and three days -

The application must be submitted to the ASSISTANT PRINCIPALS OFFICE for signature then to Assistant Superintendent at least **ONE MONTH (30 CALENDAR DAYS)** prior to the planned trip. (School Site will forward all reviewed and authorized paperwork to the Asst. Superintendents office)

Three or more nights and/or out-of-state/country travel require Board Approval Authority -

The application must be submitted to the ASSISTANT PRINCIPALS OFFICE for signature **60 DAYS PRIOR** to the planned trip. (School Site will forward all reviewed and authorized paperwork to the Asst. Superintendent's office) Only the Board has authority to approve. "Out of State" Field trips MUST include an Itinerary for each day of your field trip.

Prior to a fieldtrip or excursion proper documentation and approval needs to be issued by the school principal or his/her designee. Follow the fieldtrip process described on the following chart.

SCHOOL-SPONSORED TRIPS

One-day field trip within the state:

**Submit to School Principal.
Remains in your site.**

The site principal has authority to approve. Documents remain at school site. No need to submit to the district.

- a) The application must be submitted to the principal at least **10 school days in advance** of the planned trip (for signature/approval).
- b) A Certificated employee must be present.

Checklist: Required Documents

- Request for Excursion/Field Trip (Form No. 7209-18)
- Parent Permission for Student Participation (Form No. 7207-18) (Available in English & Spanish)
- Statement Regarding Adult Participation in Off-Campus School-Sponsored Events (Form No. 7208-18) (Available in English & Spanish)
- Student Roster
- Homework Assignment Plan

Note: If driving students is involved:

- Driver Information Sheet (form 4214-18)- signed. Minimum amount required must match the personal auto insurance.
- Copy of a personal auto insurance.
- Copy of Driver's license.

*****These documents stay in your site*** Principal approves.**

Revised: October 9, 2018

SCHOOL-SPONSORED TRIPS

**Overnight trip, within the state, of no more than two nights and three days:
Submit to Appropriate Assistant Superintendent**

The Superintendent or his/her designee (Assistant Superintendent) has authority to approve. Once principal has signed the field trip and excursion application, please submit the request to the appropriate Assistant Superintendent for further approval.

- a) The application must be submitted to the principal for signature.
- b) The application must be submitted to the Assistant Superintendent at least one month (**30 calendar days**) in **advance** of the planned trip. website: <http://boarddocs.suhsd.k12.ca.us/Board.nsf/Public#> and may be ordered through duplicating.
- c) A Certificated employee must be present.

Checklist: Required Documents (submit complete packet --a copy of each of the following)

- Request for Excursion/Field Trip (Form No. 7209-18). ***Ensure that section II is completed.
- Parent Permission for Student Participation (Form No. 7207-18).
- Hold Harmless Agreement and Agreement Not to Sue Regarding Revocation of District Authorization (Form No. 4020-18).
- Student Roster (the number must match Request's form #10 and Myers activity form).
- Myers-Stevens Insurance (submit proof of purchase of insurance).
- Homework Assignment Plan.
- Itinerary (provide a copy).
- Statement Regarding Adult Participation in Off-Campus School-Sponsored Events (Form No. 7208-18). ***One form per Adult participating.
- Leave of Absence, signed by principal and employee (one per employee attending including teachers, walk-on coaches, classified, etc.; even for holidays/vacation/weekend).

Note: If driving students is involved:

- Driver Information Sheet (form 4214-18)- signed. Minimum amount required must match the personal auto insurance.
- Copy of a personal auto insurance.
- Copy of Driver's license.
- Please ensure the office of Risk Management has the driver information.

Before sending the field trip packet to the Assistant Superintendent's office, please review the appropriate procedures and ensure that the packet is complete

Revised: October 9, 2018

SCHOOL-SPONSORED TRIPS

**Three or more nights AND/OR out of state Field Trips:
Submit to Appropriate Assistant Superintendent
REQUIRES BOARD APPROVAL**

Once principal has signed the field trip and excursion application, please submit it for further processing. *Only the Board has authority to approve.

- a) The application must be submitted to the assistant superintendent at least two months (**60 calendar days**) in **advance** of the planned trip, with copies of all pertinent information. All documents may be found in the district's policy website: <http://boarddocs.suhsd.k12.ca.us/Board.nsf/Public#> and may be ordered through duplicating.
- b) A Certificated employee must be present.

Checklist: Required Documents (submit complete packet --a copy of each of the following):

- Request for Excursion/Field Trip (Form No. 7209-18). ***Ensure that section III is completed.
- Parent Permission for Student Participation (Form No. 7207-18).
- Hold Harmless Agreement and Agreement Not to Sue Regarding Revocation of District Authorization (Form No. 4020-18).
- Student Roster (the number must match Request's form #10 and Myers activity form).
- Myers-Stevens Insurance ((submit proof of purchase of insurance).).
- Homework Assignment Plan.
- Itinerary (provide a copy).
- Statement Regarding Adult Participation in Off-Campus School-Sponsored Events (Form No. 7208-18). ***One form per Adult participating.
- Leave of Absence, signed by principal and employee (one per employee attending including teachers, walk-on coaches, classified, etc.; even for holidays/vacation/weekend).
- Detailed information regarding funds being used to subsidize the trip.

Note: If driving students is involved:

- Driver Information Sheet (form 4214-18)- signed. Minimum amount required must match the personal auto insurance.
- Copy of a personal auto insurance.
- Copy of Driver's license.
- Please ensure the office of Risk Management has the driver information.

Before sending the field trip packet to the Assistant Superintendent's office, please review the appropriate procedures and ensure that the packet is complete

Revised: October 9, 2018

SCHOOL-SPONSORED TRIPS (continued)

**Out of the Country Field Trips:
Submit to Appropriate Assistant Superintendent**

****REQUIRES BOARD APPROVAL****

Once principal has signed the field trip and excursion application, please submit it for further processing. *Only the Board has authority to approve.

- a) The application must be submitted to the assistant superintendent, at least two months (60 calendar days) in advance of the planned trip, with copies of all pertinent information. All documents may be found in the district's policy website: <http://boarddocs.suhsd.k12.ca.us/Board.nsf/Public#> and may be ordered through duplicating.
- b) A Certificated employee must be present.

Checklist: Required Documents (submit complete packet --a copy of each of the following):

- Request for Excursion/Field Trip (Form No. 7209-18). ***Ensure that section III is completed.
- Parent Permission for Student Participation (Form No. 7207-18).
- Hold Harmless Agreement and Agreement Not to Sue Regarding Revocation of District Authorization (Form No. 4020-18).
- Student Roster (the number must match Request's form #10 and Myers activity form), include grade level. Current senior graduates cannot participate during Summer events.
- Homework Assignment Plan.
- Itinerary (provide a copy).
- Statement Regarding Adult Participation in Off-Campus School-Sponsored Events (Form No. 7208-18). ***One form per Adult participating.
- Leave of Absence, signed by principal and employee (one per employee attending including teachers, walk-on coaches, classified, etc.; even for holidays/vacation/weekend).
- Detailed information regarding funds being used to subsidize the trip.
- Submit copy of funds and deposit in Associated Student Body (ASB) account, 40 days prior to trip, demonstrating trust account has sufficient funds to pay for costs of trip for all participants.
- Detailed Flight/lodging information.
- Insurance for out of the country for each student (a copy of the one being provided). ***Verify the insurance provider with Risk Management.
- Permission Slip & Power of Attorney for Minor Student to Travel Outside of the United States on A District Field Trip with Sweetwater Union High School District. *Provide a copy (Form No. 4022).

Note: If driving students is involved other than parent (airport, etc.):

- Driver Information Sheet (form 4214-18)- signed. Minimum amount required must match the personal auto insurance.
- Copy of a personal auto insurance policy.
- Copy of Driver's license.
- Copy of Excursion/Field Trip (Form No. 7209-18)
- List of students being transported.
- Please ensure the office of Risk Management has the driver information.

Before sending the field trip packet to the Assistant Superintendent's office, please review the appropriate procedures and ensure that the packet is complete
Revised: October 9, 2018

Daphne Enriquez

From: Jennifer Carbuccia
Sent: Friday, April 12, 2019 5:24 PM
To: Christopher Alvarez; Ed Bajet; Dianne Cabe; David E Lopez; Mark Carpizo; Jessica Neamon; Andrea Currier; Martha-Irene Garza; Patricia Perez; Veronica Cording; Sasha Scott; Andrea Currier; Alex Sandoval Jr; Joanne Price; Derrick Almero; Anthony Garcia; Sarah Reimund; Deborah Morris; Kerry Siglin; Alejandra Mondragon-Zumstein; Amy Black; Esther Parrenas; Carly Garrett; Alexander Salazar
Cc: Joe Heinz; Daphne Enriquez; Gerardo Moreno; Jorge Negrete; Jennifer Cason-Powell; Robert Hughes; Eugenio Estrada Jr; Vernon Moore; Principals; Cabinet; Carolina Zimmermann
Subject: ASB Approved Fundraiser List
Attachments: List of fundraisers and expenditures ASB BOT 4.8.19.pdf

Good Afternoon Principals, ASB Advisors and AP of Student Activities,

Thank you so much for discussing ASB Fundraisers, Yearbooks and Pictures yesterday at the ASB meeting.

Pursuant to Resolution 2479, Principals and their designee, AP of Student Activities and ASB Advisors, have the right to approve fundraisers on behalf of ASB and clubs so long as they are on the Board approved fundraising list. Attached is the updated version of the list approved by the Board of Trustees on Monday. If the fundraiser is not on the list, it cannot occur without Board approval. We update the list annually. (For example, mattress fundraisers are not on the list and thus not authorized)

You will note a few areas where there are stars or notes on the list. Of note, one is to remind that the online fundraising restriction from last year continues – currently ONLY Snapraise may be utilized so long as the parent permission documentation is also signed in advance of the fundraiser. Mr. Heinz resent those documents early this year. All other forms of online fundraising may not be used; Go Fund Me may only be used with CFO approval, and would require that staff members are not providing social security numbers, being issued a 1099 or being issued the fundraising proceeds in their name. The District will be issuing a Request for Proposals (RFPs) to identify online platforms who will enter into district agreements in the near future for use next school year.

Similarly, as discussed the District will be doing a Yearbook RFP this year. We recognize many of you are already in the process of or have negotiated agreements for 2019-2020. Based on this, we have determined the RFP would have a goal of selecting vendors for the 2020 school year. Thus, there should be no impact to your negotiating of contracts, yearbook advisor training, yearbook camps for the upcoming school year. Additionally, please recall all Yearbook contracts must be signed by the CFO before valid.

The District will also be doing an RFP for Photography services for the 2020 school year. At this time, we are reaching out to Lifetouch to try to standardize the agreements different sites are signing for 2019, especially in light of the data requests for staff and student information that are required. If you have already signed an agreement, please sure it is provided to Purchasing (via Carolina Zimmerman) to assist with these negotiations. If you are engaging with another vendor, please just provide the agreement.

If you are interested in assisting with the RFP drafting or approval process for future vendors for these three areas, please email George.Williams@sweetwaterschools.org. If you have questions on the Fundraiser List, please feel free to contact LegalSUHSD@sweetwaterschools.org and we will forward to the appropriate party.

Best Regards,

Jennie



OFFICE OF THE INTERNAL AUDITOR

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

FUNDRAISERS:

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

Activities:

Athletics (CIF sanctioned)
Class Olympics/Class Athletic Competitions
Entertainment (Gradnite, Dances, Visual & Performing Arts, Movie Nights)
Fairs (e.g., Food, Book)
Field Trips (Non-educationally related)
Fun Run
Garage and Rummage Sales
Gift Wrapping
Holiday Sale Events (e.g., Valentine's Day, Mother's Day)
Photo Booth
Volunteer Events (e.g., Sleep Train)

Contracts:

*Photos
*Senior Portraits
*Yearbook

*Pending RFP for one company

Cards/Discount Books:

Coupon Books
Discount Cards
Season Ticket/Spirit Cards

Food:

Candy Sales (following nutrition guidelines)
Concessions
Cookie Dough (following nutrition guidelines)
Pennies for Pasta
Restaurant Fundraiser (ASB/club receives a percentage of sales)
Vending Machines – sales to adult staff only

On-line Fundraising*:

Snap Raise – must use District approved permission slips
Go Fund Me - must receive prior approval from CFO's office

*District is working on Request for Proposal.

Other:

Advertising (must be approved by Districts legal department)

- Marquee messages (e.g., shout-outs, announcer messages, song requests)

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

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

Donations

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

Facilities Fees (ASB portion)

Magazine Subscription

Recycling

School Gear (Merchandise e.g., lanyards)

Store Sales (Athletic Gear, Locks)

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

EXPENDITURES:

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

All expenses incurred while performing the above listed fundraisers

Academic Decathlon

Academic League

AP Exams

Assembly awards

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

Band uniforms

California School Federation (CSF) sashes

Concessions

Conferences – ASB related (e.g., CADA, Adelante Mujer, ASB Camp)

Copyright purchases (music/plays/choreography)

Page 2 of 4

Costs associated with staffing and site expenses for events where the district incurs additional costs

- Eighth grade promotion celebration
- Entertainment Costs (DJs, bands, decorations, fireworks, security and police)
- Equipment for ASB (refrigerator, microwave, coffee maker)
- Field Trip Insurance
- Gradnite
- Graduation – security, canopy, sound, flowers/plants, table cloths, printing
- Guest speakers
- Incentives (pizza party, ice cream social, etc.)
- Intramural sports (trophies and awards)
- Knowledge bowl and Compact for Success - T shirts and breakfast
- Mascot uniform
- Membership Fees (e.g., CADA, CSF, CASC, etc...)
- Middle School Athletic League (Uniforms, Fees, Insurance)
- Ninth grade field trips
- Office supplies, equipment, furniture (ASB)
- Orientations (Students, Link Crew, ASB)
- Purchasing meals for ASB students during an all-day school event
- Robotics
- Scholarship for specific scholarship accounts only
- Scholarship for institution (not student)
- Sixth grade visitations
- Special event T-shirts/Memorabilia (e.g., turkey trot, math field day)
- Spelling Bee Entry Fees

EXCESS FUND BALANCE SPEND DOWN:

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

- ASB Equipment – copier, computer, printer. Including cleaning, repair and maintenance
- Banners/Signage
- Bike/skateboard racks
- Bulletin boards (non-classroom)
- Campus beautification
- College flags
- Facilities/Athletic Field (e.g., renovation such as seed, field paint, dirt, topsoil, soil) conditioners
- Furniture - ASB
- Golf carts
- iPads for ASB student store concession windows
- Maker Space (Creative DIY Spaces)

- Marquees
- Murals
- Plants, trees, seeds for student areas
- Project reserves
- Projector/Screen – ASB events
- Purchase and repair of sound system/audio and tech for cultural arts center
- Resurfacing of Pavilion
- Storage unit (ASB only)
- Tables/Benches
- Washing Machine/Dryer (linens)
- Water bottle fill stations
- Web training

Start-up clubs – seed money

Student awards

Supplies for lunch activities

Uniforms (extra-curricular/co-curricular)

Venues for dances

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

Yearbook

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

List of fundraisers and expenditures ASB – Authored by: Internal Audit

Approved 5-09-2016

Revised 5-23-2016

Revised 6-13-2016

Revised 6-27-2016

Revised 7-11-2016

Revised 8-08-2016

Revised 12-12-2016

Revised 3-4-2019 Approved by Audit/Finance Subcommittee

Revised 4-8-2019 Approved by Board of Trustees



19-20 Inter Club Council Meeting Dates



Semester 1

| Date | Purpose |
|-------------|--|
| July 30 | Informational meeting about clubs after school(Theater - 3:00pm) (Renewals & New Clubs) |
| August 1 | ICC Meeting: @ Lunch in room 805 - Submit fundraising applications Lu-Wow!!! Layout |
| August 8 | ICC Meeting: @ Lunch in room 805 - Submit fundraising applications <ul style="list-style-type: none"> • Open House-Food Fair August 15 • Club Fair/Rush @ Lunch on August 21 |
| August 15 | Fall Open House - Food Fair @ Main Quad 5-6pm |
| August 21 | CLUB RUSH & Food Fair during Lunch @ Main Quad |
| September 5 | ICC Meeting: @ Lunch in room 805 - Submit fundraising applications <ul style="list-style-type: none"> • Homecoming Court Nominations |
| October 10 | ICC Meeting: @ Lunch in room 805 - Submit fundraising applications |
| October 24 | ICC Meeting: @ Lunch in room 805 - Submit fundraising applications |
| November 7 | ICC Meeting: @ Lunch in room 805 - Submit fundraising applications |
| November 21 | ICC Meeting: @ Lunch in room 805 - Submit fundraising applications |
| December 12 | ICC Meeting: @ Lunch in room 805 - Submit fundraising applications |

Semester 2

| Date | Purpose |
|-------------|--|
| January 23 | ICC Meeting: @ Lunch in room 805 - Submit fundraising applications |
| February 6 | ICC Meeting: @ Lunch in room 805 <ul style="list-style-type: none"> • Submit fundraising applications for Valentine's Day Club Fair on February 13(TBD) |
| February 20 | ICC Meeting: @ Lunch in room 805 <ul style="list-style-type: none"> • Submit fundraising applications & for Titan Expo in March |
| March 12 | ICC Meeting: @ Lunch in room 805 |
| April 9 | ICC Meeting: @ Lunch in room 805 Submit fundraising applications for Club Fair in April |
| April 23 | ICC Meeting: @ Lunch in room 805 Submit fundraising applications |
| May 7 | ICC Meeting: @ Lunch in room 805 Submit fundraising applications - FINAL ICC MEETING |

ACTIVITY OR FUNDRAISER APPLICATION

NOTE: APPLICATIONS MUST BE SUBMITTED _____ WEEKS PRIOR TO REQUESTED DATE TO BE APPROVED
APPLICATIONS MUST BE APPROVED BY ASB CABINET PRIOR TO ACTIVITY/FUNDRAISER

Date Submitted _____

Name of Organization _____

Name of Advisor _____ Name of President _____

PROPOSED ACTIVITY

Note: IT IS NOT THE RESPONSIBILITY OF THE ASB TO PROVIDE SUPPLIES/EQUIPMENT

Name of Activity or Type of Fundraiser _____

Location of Activity or Items to be sold _____

Date of Activity: First Choice _____ Alternative Choice _____

Time of Activity: From: _____ To _____

Ticket Selling Price _____ Cash Box/Tickets Required? Yes or No _____

Number of items purchased for sale _____ @\$ _____ each = \$ **0**

Purchase Order Required? Yes or No _____

How much income do you anticipate? \$ _____ How much do you anticipate expenses to be? _____

How will profit be used? _____

Signature of Club Advisor _____ Date _____

Signature of Student Representative _____

REVENUE RECONCILIATION

Note: REVENUE ANALYSIS IS DUE TWO WEEKS AFTER CLOSE OF FUNDRAISER

1. How much money was deposited for this Fundraiser? \$ _____
2. How much money was spent on this Fundraiser? \$ _____
3. Actual profit or loss (line 1 minus 2) \$ _____
4. Does actual profit match anticipated income: \$ _____

If not, what is the reason for the difference? (returns, losses, unsold items) **ATTACH DEBT LIST**

ASB USE ONLY

Date approved for/recorded on master calendar _____

Disapproved/Reason for disapproval _____

Recorded in ASB Cabinet minutes dated _____

ASB Student Representative Signature _____ Date _____

ASB Advisor/AP Student Activities _____



Associated Student Body

1120 Eastlake Parkway Chula Vista, CA 91915

Tel. (619) 397-3850 Fax. (619) 397-3950

www.eastlakehs.org

Voluntary Fundraising Participation Notice

Date: _____

Dear Parent / Guardian,

_____ is participating in a fundraiser to purchase / pay for
Club, Class, Team, Group

_____ *Description of purpose of fundraiser. Item(s), registration to, entrance to, transportation, tournament fees, etc.*

We will be _____ for \$ _____
Activity(ies), selling -item(s)-, collecting donations, other per unit, packet, other

Parents and students are encouraged to participate in this fundraiser with the understanding that participation is completely voluntary and that participation in fundraising does not impact your student's ability to participate in our group's activities.

We are also accepting voluntary donations and will provide you with a Tax Free ID number for your records upon request. Donations are not mandatory, and are not required in order for your student to participate in our program. Privileges related to educational activities may not be given or removed in exchange for donations of services.

We may also provide prizes and/or recognition for our top fundraisers. Thank you in advance for supporting _____
Club, Class, Team, Group

I acknowledge that my student's and my participation in fundraising or donating is completely voluntary and is NOT a requirement or condition for participation.

| | | |
|-----------------------------|----------------------------------|-------------|
| _____ | _____ | _____ |
| <i>Student name</i> | <i>Student signature</i> | <i>date</i> |
| _____ | _____ | _____ |
| <i>Parent/guardian name</i> | <i>Parent/guardian signature</i> | <i>date</i> |

"Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics." SUHSD Board Policy 0410