



**PVHS Advisors
and Coaches
Handbook
2019-2020**

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Hello, Class and Club Advisors!

Whether you are a seasoned veteran at advising, or you are brand new and wondering what you got yourself into – this manual is for you! In it, you will find all kinds of good information about the procedures and processes for fundraising, spending club funds, field trips, charters, and other activities. I have been working with the District Office to follow the California Education Code, California State Law and federal law. The following manual has been approved by Yolanda Ortiz, Assistant Superintendent of Finance for the Santa Maria Joint Union High School District.

As the Activities Director, my duties, as outlined by the California Education Code and the Fiscal Crisis Management Assistance Team are:

- *Communicating the student organization policies and procedures to the staff and students, and enforcing the policies and procedures.*
- *Ensuring that a student council is established and that each club has a certificated advisor.*
- *Providing supervision to the ASB advisors.*
- *Reviewing and approving constitutions for each club on campus.*
- *Making certain that minutes are kept of all ASB and club meetings.*
- *Providing supervision to the ASB bookkeeper or similar position. This position will perform site financial tasks related to ASB, maintain adequate records of ASB activities, deposit funds into the bank, pay invoices, reconcile monthly bank statements, and prepare monthly financial statements.*
- *Ensuring that all ASB funds are raised and spent in accordance with applicable laws and the district's policies and procedures.*
- *Deciding how many fund-raising events will be held each year and ensuring that they are appropriate for the students and the community.*
- *Scheduling and receiving proper approval for fund-raising events.*
- *Working with the district's business office regarding training, implementation of good business practices, internal controls and resolution of audit findings.*
- *Reporting any suspected fraud or abuse to the district's business office.*

As an advisor, it is your responsibility to follow the laws regarding student funds, and it is my job to help you do it. These laws are constantly changing, and the Business Office and I will make certain that you are kept in the loop.

This manual contains the best practices that we maintain to make certain that we follow the laws. I have tried, while explaining the procedure, to explain why it must be done in this way. If we receive a request that doesn't follow the law, it will not be honored. I hope that you can understand our position on this matter. I truly and completely appreciate the time and effort you put into your club or class– you are definitely the backbone of the Associated Student Body! – but not following the law puts our ASB, our school, and our District into a risky position.

If you have any questions regarding the procedures, please call me at 5508, or email me at lwalters@smjuhsd.org. Also, I would love any input into how to make our clubs stronger. I am here to help you and support you in any way possible, and our ASB is constantly looking for new ways to increase club interest and school spirit!

So, you want to start a club?

How to start a club on the PVHS campus

In order to start a club, a group of students should show their interest in the club.

- 1) The first membership should include at least 10 students, and one certificated advisor. The California Education Code requires that a club in a high school must have an advisor who is a certificated employee of a public school district. This advisor must be in attendance at all club meetings and events.

So, you have your 10 students, and now what? You must submit a constitution.

- 2) The constitution is a requirement for all clubs established under an Associated Student Body, and in order to make certain that the rules are followed, I have cut and pasted the requirements for a constitution directly from the Associated Student Body Accounting Manual and Desk Reference – which is the guidebook for all ASB organizations in the state. ALL OF THESE THINGS MUST BE INCLUDED!!! (There is a sample Constitution included in the Appendix.)

Here you are, directly from the manual:

The student council and each club should prepare and adopt an official constitution. The constitution must state the name and purpose of the organization and must present the framework within which the organization will operate. This document should clearly state all of the policies and rules for student governance of the student organization or club. A set of bylaws that identifies operational parameters is also an important component of a club or ASB structure, even though only the student council is required to have one. The bylaws are often part of the constitution.

At a minimum, the constitution should include the following:

Background information on the organization.

- The name of the organization.
- The purpose of the organization.
- The type of activities that the organization will conduct.
- The membership requirements for the organization, including the eligibility requirements.
- The definition of quorum.
- How the constitution is amended.
- Information on the officers and meetings.
- The titles and terms of office of the officers.
- The duties of the officers.
- How officers are elected and eligibility requirements.
- Whether or not the club/organization will be represented on the student council.
- How representatives other than officers will be selected.
- The qualifications for eligibility on the student council.
- The term limits on the student council.
- How the club advisors will be appointed.
- The time, frequency, and place for meetings.
- How and when the budget is prepared.
- How expenses are approved.
- Who will monitor the budget.
- What types of financial statements and reports will be generated and distributed.
- How committees will be appointed.

- How clubs within the student body organization will be formed, including their purpose, method of organization and discontinuance; financial activities; and requirements for constitution and/or bylaws. If you need help in writing your constitution, or you aren't sure exactly how it should look, check appendix 1 in the back of this manual. There is a sample constitution there, and if you follow it then you will be fine.

- 3) Complete an *Application for Student Club-Organization* Form. On this form, the 10 students wishing to form the club MUST sign.
- 4) Complete a Budget form to show what your club will be raising money to do, and how the money will be spent. A BUDGET FORM IS NECESSARY BEFORE YOU CAN OPEN AN ACCOUNT IN THE BUSINESS OFFICE, OR SCHEDULE A FUNDRAISER.
- 5) Submit all paperwork to the Business Office, and the club request will be placed on the next ASB Business Meeting agenda. You will receive an email from me as soon as the request is approved, or if there are questions about the club.

You have a club – now what?
Electing Officers, conducting meetings and organization

After you have your Constitution approved, and your club begins to meet, there are a few things that must be done.

1) Electing Officers

At the first meeting of your club, you must have officer nominations. There are several ways to do this, but the easiest is for your club members to orally nominate for each officer position. Then, you should ask the nominee if they will accept the nomination – or if they really want to run for the position. After the officer nominations, you can hold the elections at that meeting, or you can give the members some time to make their decision. It is advisable to hold your elections no more than a week after nominations, because you need to have your officers elected for your club to be within ASB rules. For officer elections, the best way to conduct them is with secret written ballots. After the election, you should have a club member or two help you count the ballots. Usually, I keep the ballots for a while so I can answer any questions that might arise. Once you have your officers elected, you must email ASB in order to give us those names for our records. After the first year, you will include the names of your officers on your charter – which will be discussed later.

2) Having regular meetings

A club that is established under ASB must have regular meetings – this could be weekly, biweekly or monthly. It could be during the entire school year, or only during a specific time of the year. The schedule of your meetings will be included in your Constitution (not specific dates, just something like, “The Potato Club will meet no less than monthly during the school year”. The specific dates and times will be decided by your entire club and will be voted on in the minutes...AHHHH, minutes, the next necessity and one that is extremely important. In order to advertise your club meetings in the bulletin, you should email Monica at mgarcia@smjuhsd.org before 3:00 pm the afternoon before you would like the announcement to come out. The announcement must be no more than 50 words and it can be run for 2 days.

3) Keeping minutes of your meetings

At each meeting, your secretary should keep detailed minutes of all business conducted during the business meeting. A sample has been included in the Appendix. You must be able to show that you have voted for fundraisers, expenditures, events and anything that affects your club. A good rule of thumb is to keep an electronic copy of all meeting minutes, because auditors can ask to see them. Also, as covered later, please write the date of the meeting minutes on the purchase req's. and fundraiser approval forms. This will make it easier to find if there ever is a call for proof of student approval. **A COPY OF THE MEETINGS SHOWING THE APPROVAL OF EXPENDITURES MUST BE ATTACHED TO ALL PURCHASE REQUESTS.**

4) Attending ICC meetings

Each month, there is a meeting for all club/class/organization advisors and representatives. It is necessary that CLUB VICE PRESIDENTS are present, because important decisions are made at these monthly meetings. If you don't go, then you don't have a say in decisions that will affect you and your club. Club Advisors are invited, but their presence is not mandatory.

Making Money Fundraiser Procedures

General Fundraising Procedures

1. Submit a petition for a fundraiser (see Appendix). This must be submitted at least 2 weeks before the fundraiser – but give yourself plenty of time to get it approved so you can get what you need for the fundraiser. This must be completed fully, have the correct signatures (Club Advisor, President and Treasurer) and you must have proof that it was approved by your club during a meeting. This must come from the meeting minutes. Meeting minutes must be attached to all fundraising petitions, including the date, the members present and a specific motion where the fundraiser was approved. **NO FUNDRAISERS WILL BE ALLOWED DURING THE LAST TWO WEEKS OF SCHOOL IN ORDER FOR THE BUSINESS OFFICE TO CLOSE OUT BOOKS.**
2. Submit a purchase requisition for purchase of fundraising materials. Please remember three things about this: 1) it cannot be approved until the fundraising petition is approved; 2) **you must have the funds in your account, or it won't be approved;** 3) you must have proof that the expenditure was approved in your club meeting by attaching a copy of the meeting minutes.
3. Once your fundraiser begins, you must keep an accurate count of any sellable goods given out to students. The Business Office wants the total value of the sellable items – for example, each student will be given \$50 worth of candy. That way, the Business Office can bill them for that much, and when the student turns in their money it will subtract the amount they turned in from the total they owe. You should also get the student's signature, agreeing that they took that much of a sellable good.
4. Turn in distribution form to the Business Office as soon as possible. Also, submit an invoice to the Business Office that shows specific items sold, prices for each, and the total owed to the vendor. Before any checks can be issued, the Business Office must have that documentation.
5. Urge students to participate in the fundraiser. One of the biggest reasons why a fundraiser fails is that we don't urge them to participate. However, there are very specific rules about offering prizes for sales – please check with the Activity Director for more information.
6. The Fundraiser Recap Form (see appendix) is due in the Business Office no more than two weeks after the fundraiser.
7. Administration reserves the right to limit the number of fundraisers that can be scheduled during the year in order to keep fundraising activities fair and balanced between clubs.

The laws regarding club fundraisers is pretty specific about what is allowed and what is not allowed.

Lotteries, Raffles and “Games of Chance”

The law specifically states that you cannot engage in any as a student club.

Here is the language:

The following California Penal Code sections apply to K-12 LEAs and to community colleges:

Penal Code § 319 Defines lotteries. A subsequent opinion from the California Attorney General states, “The elements of an illegal lottery are consideration, prize and chance.”

Penal Code § 320 States that any person who contrives, prepares, sets up, proposes or draws any lottery is guilty of a misdemeanor.

Penal Code § 320.5 Establishes that California public schools are not eligible to participate in lotteries or games of chance.

Penal Code § 326.5 Authorizes bingo games that are run by charitable organizations but states, “No minors shall be allowed to participate in any bingo game.”

However, parent booster groups, or other nonprofits are allowed to conduct these raffles and then donate the proceeds to an ASB club or organization. This is an example of how a booster club can do this:

*Your band at Justin Bieber High School has been invited to play at Disney World in Orlando, Florida. However, it will cost \$25,000 for the airplane, lodging and incidentals. Gwen Stefani, the mother of the first chair electric guitarist, says that she would love to help raise money for the trip. In order to do this, she would need to form a “Band Booster Club”, apply for nonprofit status, and open an account for only that purpose. Most banks are professionals at doing this and will gladly help her to file the necessary papers. Then, she will need to form her club with other parents....you cannot have anything to do with any of this – **it is illegal for you to do so!!!** So, Gwen comes to you and says that the Band Boosters want to hold a reverse drawing to help with trip expenses. You tell her that is great, but **YOU AND YOUR STUDENTS CAN’T HAVE ANYTHING TO DO WITH IT!!!** She will have to do everything – get the tickets, get the place, get the prizes, direct the sales of the tickets and do the selling. During this, you will be concentrating on practicing for Disney World. So, on the appointed time, you can show up for the event. Also, your band members can help serve the food from the complimentary dinner – as long as they are not touching those tickets! At the end of the night, Gwen comes to you and says that the reverse drawing made \$28,000, and that she would like to write you a check. You tell Gwen that such a large donation must go through your district office, and she can contact them on Monday. So, she contacts Diane Bennett at the District Office, the donation is made, and you and your band impress Disney so much that they ask you to record the soundtrack for “High School Musical 22”.*

Here is the exact wording from the ASB Accounting Manual:

School entities, including student clubs, are not authorized to participate in raffles because, unlike the local PTA, they are not nonprofit organizations exempt from state tax as defined in the Franchise Tax Code. Rather, school entities are exempt from tax by virtue of being a government entity.

It is possible for a private, non-district, non-ASB nonprofit group, such as a parent group, education foundation or booster club, to conduct raffles as long as the organization is a tax-exempt nonprofit organization with an approved tax identification number pursuant to Revenue and Taxation Code 23701d. The organization must have been licensed to do business in California for at least one year, must register with the Attorney General's Registry of Charitable Trusts and must receive written confirmation of the annual registration before holding the initial raffle. These nonprofit groups must register every 12 months and distribute at least 90% of the profits to beneficial or charitable purposes. They must also submit an annual report with gross receipts, expenses, net profit and the charitable purpose for which they used the money. The raffle tickets and stubs must be numbered, and adults must supervise the drawing, which may not be conducted over the Internet.

Many school groups print tickets with the words "suggested donation" on them and call it a drawing rather than a raffle. This does not make it legal unless the group is prepared to give anyone who requests a ticket as many tickets as they want for free (no donation). And even if a district does this, it still runs the risk of someone challenging the issue because it is still legally a raffle. The only way to have a legal raffle is to work with an eligible nonprofit organization that has its own tax identification number, registers with the Attorney General annually and disburses 90% of the profits to a charitable purpose.

Food Sales

This is what the ASB Accounting and Practices Handbook says about food sales – as found in California state la

Middle Schools and High Schools

Middle schools and high schools may hold up to four food sales annually for any and all student groups; these four food sales are for all groups to participate in, but must occur on only four days during the school year. This means that all groups may sell food on the same four days; each group does not get their own specific four days. One student group (usually the student council or other school-wide representative group) may also sell up to three food items daily. The food sold at these fund-raiser events must meet the following criteria:

- **The items sold cannot be prepared on the premises. The intent of this rule is that only commercially prepared and packaged foods are to be sold outside of the food service department. Allowable foods would include packaged foods such as allowable chips, nuts, cookies, popcorn and similar items. Foods prepared in private homes and sold on campus are also not allowed. This is intended to exclude barbecues, spaghetti feeds, enchiladas or tamales, ice cream sundaes and similar items, mainly for health reasons. There is a reference in EC 48931 regarding adherence to the California Health and Safety Code. The regulation forbidding the sale of food prepared in private homes is cited in this code. Organizations and individuals selling food on campus are not exempt from health department regulations. ANYTHING NOT MADE BY A COMMERCIAL RESTAURANT, INCLUDING SPAGHETTI AND BARBEQUE, WILL BE DENIED.**
- **Foods that do not require cooking, or come directly from a package and are combined are allowable. For example, fruit that has been cut into pieces BEFORE the event, put into a cup and served with a topping.**
- **The items sold cannot be the same as those sold by the cafeteria program that day.**
- **No candy can be sold on campus.**
- * **No carbonated beverages or other sugared drinks may be sold to middle school or high school students from one half hour before the start of the school day until one half hour after the end of the school day. Previously, sales of sodas were allowed outside of the area where reimbursable meals are served. The new ruling forbids carbonated beverages anywhere on campus during the school day and is discussed in California Department of Education Nutrition Services Management Bulletin 05-110, dated June 2005. As of July 1, 2009, drinks offered for all secondary school students during the school day must be one of the following:**
 1. **Fruit-based drinks that are composed of no less than 50 percent fruit juice and have no added sweeteners (this includes artificial sweeteners, so the law is effectively requiring 100 percent juice or juice and water).**
 2. **Drinking water (no additives).**
 3. **Milk, including, but not limited to, chocolate milk, soy milk, rice milk, and other similar dairy or nondairy milk.**
 4. **An electrolyte replacement beverage that contains no more than 42 grams of added sweetener per 20-ounce serving.**

These are the actual codes that cover food sales in K-12 schools:

Education Code § 48931 Authorizes the governing board to allow the AS B organization to sell food on school premises. This section also permits the governing board to allow other organizations, such as the PTA , to sell food on school premises.

Education Code § 35182.5 Limits the ability to sell non-nutritious foods and beverages, including soda, through exclusive or non-exclusive vending contacts.

Education Code § 49431 Prohibits the sale of non-nutritious foods and beverages in elementary schools during breakfast and lunch periods (includes new regulations created by SB 12).

Education Code § 49431.5 Limits sales of beverages in elementary and middle/junior high schools (includes new regulations created by SB 965).

CA Code of Regulations, Title 5, § 15500 Limits food sales in elementary schools to one item per sale at four sales per year, with additional subsidiary restrictions on the time of sale and the nature of the food being sold.

CA Code of Regulations, Title 5, § 15501 Allows AS B organizations in junior high and high schools to sell food during or after school under the conditions outlined in this regulation.

United States Department of Agriculture

AP B: SP -01-04, Title 7, Code of Federal Regulations, Parts 210 and 215

The US DA prohibits the sale of foods of minimal nutritional value (FMNV), such as carbonated beverages, water ices, chewing gum, and candies made predominantly from sugar and corn syrup, during meal periods anywhere reimbursable meals are sold or eaten. If a school lacks a cafeteria or students eat their reimbursable meals anywhere on campus, FMNV may not be sold anywhere on the campus during the meal period.

Purchase Requests

If you need to spend your club funds, there is a process that must be followed.

1. Have the expenditure approved by your club, and put into the minutes. There are certain expenditures that cannot be paid for out of ASB funds, and they include the following:

Expenditure of student funds for the following items is not usually 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 or supplies that are the responsibility of the district. Some examples a

- *re teachers' salaries and*

negotiated stipends, curriculum supplies, and office supplies and equipment.

- *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 PTA or boosters*
- *Large awards*
- *Gifts of any kind*
- *Employee appreciation meals*
- *Employee clothing/attire*
- *Donations*
 - *Cash awards to anyone, because internal controls cannot be established and documented*

2. Complete a "Request for Check or Purchase Order" form. These forms can be found in the Business Office and there are three four colors: yellow, for clubs; blue, for athletics; and pink, for student council. These forms must be complete in order for them to be considered for approval.

They should include a copy of a quote from a company for the items in the request, a total, including shipping and taxes, and whether it is for a check or a purchase request. The request must be signed by the advisor, the club president and the club treasurer.

3. Attach a copy of the meeting minutes to the purchase request. Also, a quote for any goods to be purchased from a vendor, including shipping, handling and taxes must be attached.

4. Turn the purchase request in to the Business Office by noon on Monday, in order to have it submitted for approval at the regular Tuesday ASB Business Meeting. **If it is not, then it will not be considered for approval until the following Tuesday.**

5. An "open" purchase order can be approved for up to \$500 per semester without district approval. On the request for an "open" purchase order, the items to be purchased must be listed. For example, if you are opening a purchase order to allow you to buy supplies for the friendship bracelet club for a semester, then you should list on the purchase order " thread, beads, needles" and include anything that you might be buying. If you purchase something that is not on the list, then you will not be reimbursed.

6. Any purchase that is not approved before it is made will not be honored. That means that a company will not be paid, or a reimbursement made for any purchase that is dated before the approval date on the purchase request.
7. No purchase request will be approved by ASB without the club funds to cover it. If your club has \$500 in its account, and you want to spend \$1000 on a purchase order, it will not be approved by ASB.
8. Once the purchase is approved and made, receipts must be turned in to the Business Office. This is for reimbursements, as well as company purchases.
9. For reimbursement, receipts provided must include an imprint of the name of the business from which the purchase was made, a clear print that shows how the purchase was made (credit card, cash, etc.) and the date on which the purchase was made. Reimbursement will not be made if these things are not clear. A copy of the bank or credit card statement showing the purchase can be used.

PLEASE ATTACH YOUR PAPERWORK IN THIS ORDER. THIS IS TO MAKE CERTAIN THAT IT DOESN'T GET LOST OR ACCIDENTALLY OVERLOOKED.

1. Purchase request form
2. Meeting minutes
3. Quotes

PLEASE DO NOT PAPERCLIP ANYTHING – AND DON'T ATTACH PURCHASE REQUESTS TO FUNDRAISING PETITIONS OR VICE VERSA.

Dances

NOTE: It is the responsibility of club/class officers to make certain that these procedures are followed.

Dances take a lot of pre-planning in order to be successful. If you are planning a dance, it is your responsibility to make certain that everything is done. If you don't, your dance can be cancelled.

- 1) Plan the date VERY EARLY - at least 6 weeks in advance is a good rule. In order to do this, you must first look at the master calendar. Make certain that there are no other events planned for the same day. Have either the Activity Director or your class advisor check the facilities use calendar in Maintenance. Then, **submit an Application Agreement for Use of District Property** form. You must have the Activity Director or your class advisor sign this form before you can submit it. On the form, you need to include the number of tables and chairs you will need, and you should attach to it a diagram of how you want the facility set up for the dance. NOTE: If your dance will have less than 100 people, you should consider the cafeteria instead of the gym.
- 2) Once you have the facility, you should schedule your DJ. This is a bit more complicated than just calling and asking your friend to play his iPod. In order for a DJ to get paid for a dance, they must have a **DJ contract** signed by the Activity Director or class advisor, they must complete a form for the IRS in the Business Office, and you must put through a purchase request for the amount that is on the contract. If these steps aren't followed, then you don't have a DJ.
- 3) Set your ticket prices, and take care of the tickets. The tickets **MUST** be pre-numbered - your club or organization can order your tickets but they need to have numbers on them. **You must have a fundraising petition approved for the dance**, and a purchase request approved for the price of the tickets. **TICKETS GO ON SALE A MONTH BEFORE THE EVENT, IN MOST CASES. THIS IS TO MAKE CERTAIN THAT ENOUGH TICKETS HAVE BEEN SOLD TO HOLD THE DANCE.**
- 4) Check on chaperones. In the administration building, there is a big sign-up form on the wall. Certificated employees have signed up for chaperoning the Welcome Dance, Sadies, Winter Formal and Prom. See which teachers have signed up, and check with them to make certain they know the date, time and place for your dance. You need to have at least 10 chaperones, so if you need to get extras, then you need to find them.

- 5) Security is a MUST! You must have 1 security officer for every 150 students.. In order to do this, you must speak to Mr. Dickinson at extension 5709. He will make the arrangements, and give you a price for security. Don't forget to complete a purchase request for this amount! It should be a transfer to the District Office (smjuhsd) , and the Activity Director or your class advisor can help you with the form.

- 6) Plan your decorations. Remember that you can't spend money that you don't have, so don't plan on using money from your ticket sales to buy your decorations. When you plan decorations, remember that in all buildings on campus you aren't allowed to use tacks, nails or staples in the walls. You also can't use any kind of tape except the blue painters' tape. No fountains, fog or bubble machines can be used. No decorations that are a safety hazard may be used, and none of the exit signs can be covered. A purchase request must be approved BEFORE any purchases, or they will not be reimbursed.

- 7) **Turn in a Dance Petition Form.** This must be approved at least two weeks before tickets go on sale - meaning 6 weeks before the dance.

- 8) A club or class advisor must be present for the decoration time, the dance, and the cleanup. Students unaccompanied by an advisor will not be allowed into any campus buildings.

- 9) Publicize your dance. There are several ways to do this - BE CREATIVE! Posters and fliers (anything that will be hung on campus) must be approved by ASB before they can be put up. (REMEMBER: Only blue painters' tape can be used to put up signs and fliers.) In order to put your dance in the bulletin, you must turn it in to Monica by 3 pm on the day BEFORE you want it read. Also, bulletin announcements are limited to 50 words, and can only be read for two days in a row.

- 10) On the Friday before the dance, **pick up the Dance Binder in the Business Office.** In it, there will be all of the Dance Contracts, a list of tickets and the buyers and the DJ check. This binder will need to be returned to the Business Office on Monday after the dance.

- 11) At the dance, you should have two chaperones check in all of the attendees. **NO STUDENTS SHOULD BE ALLOWED INTO THE DANCE WITHOUT A VALID TICKET AND POSITIVE IDENTIFICATION**, which can be either a PVHS/SMHS/RHS student ID, or a drivers' license.

- 12) After the dance, you must clean up all of the decorations and trash. Maintenance will take up any tarps and empty trash cans - but the club, class or

organization must clean up their own mess. A violation of this can result in the club, class or organization being denied a dance petition on later occasions.

The reason for the Dance Petition form is to remedy miscommunications and to make certain that your dance goes smoothly. It is not meant to add more work, but to make certain that your work is recognized. If there is a question, the form can be used as confirmation.

Dance Petition

Today's Date: _____ Date of Dance: _____
Club/Organization/Class in charge of dance: _____
Venue: _____ Dance Time: _____
Facilities Use Form Approved? yes no Diagram Submitted? yes no
Advisor Name: _____ Extension: _____
Theme for Dance: _____
Tickets ordered? yes no How many? _____ Price of tickets: _____
DJ? yes no Name of DJ: _____
Contact Phone # for DJ: _____
What time for DJ set up? _____ Contract complete? yes no I-9? yes no
Security Contact: _____ (Name of lead security for the dance.)
How many? _____ Security hours: _____
Photographer: yes no Name of Photographer: _____
Setup Plan: (please attach a copy or draw.)

Setup Time: _____ Advisor in Attendance: _____

Date Received by ASB: _____

Comments:

Approved by (Activity Director): _____

Pioneer Valley High School

Associated Student Body
Homecoming Skit Outline

Class: _____ President: _____

Theme for Homecoming Skit: _____

Brief Outline of Homecoming Skit (include music used and timing; characters and props):

TURN IN CD WITH THIS FORM!!!!

REMEMBER: Skits can be no longer than 10 minutes.

Received by ASB: Signature: _____ Date: _____

Comments:

Homecoming Information

Skits

- 1- Skits can be no longer than 10 minutes. This is very important because the assemblies are on a strict timeline.
- 2- Seniors choose their theme, songs and props FIRST; Juniors choose SECOND; Sophomores THIRD and Freshmen FOURTH. Each class will turn in a Homecoming Skit Outline form on MONDAY before the Homecoming skit assembly. The skits cannot deviate from what is outlined on the form, without prior approval from the Activities Director.
- 3- A copy of the CD must be turned in on MONDAY before the Homecoming skit assembly. This is to give time for the sound crew to make certain it is working properly and the lyrics are acceptable. IF THE CD IS NOT TURNED IN ON MONDAY, THE SKIT WILL NOT BE PERFORMED AT THE ASSEMBLY.
- 4- The school dress code must be followed in planning for costuming. No suggestive or revealing costumes will be allowed – including bathing suits. If there are unacceptable costumes, the performance will be stopped and the class disqualified.
- 5- There can be no more than 40 students involved with the skit. A list of these students will be submitted to the Activities Director by the class advisor no later than 7 SCHOOL DAYS before the assembly. Any students not on the list will not be given an excused absence from class,
- 6- All skits must be free of unacceptable language and situations.
- 7- To ensure that all rules are followed and to give classes time for a dress rehearsal, each class will be required to do a run through with the class advisor, Activities Director and ASB executive council 1 or 2 days before the assembly. The skit will be timed, and all costumes and content approved. CLASSES WILL NOT BE ALLOWED TO RUN THROUGH WITHOUT CLASS ADVISORS' PRESENCE.

Homecoming Court

- 1- All seniors wishing to run for Homecoming King or Queen must have a 2.5 overall GPA, no failing grades on their Term 1 progress reports, no referrals during the prior year, and no expulsions for any reason during their high school career.
- 2- All King and Queen candidates must complete a petition form and turn it in by the deadline. With the petition form, they must include a copy of their transcripts.
- 3- All King and Queen candidates must write an essay to be judged by the Homecoming Essay committee, made up of staff members at PVHS. (If more than six candidates apply.)
- 4- All King and Queen candidates must attend all meetings regarding Homecoming – if they miss one meeting, they will be dropped from consideration.
- 5- Athletic players must have the permission of their coaches and the Athletic Director to run.
- 6- Finalists will be announced the week before Homecoming, and the candidates will have one week to campaign for the position.
- 7- During the week of campaigning, THERE WILL BE ONE DAY OF “GIVEAWAYS” – Wednesday. If a candidate is caught giving out things at any other time, they will be disqualified.
- 8- For the Homecoming festivities, King and Queen candidates will be escorted by a family member.
- 9- During speeches, King and Queen candidates will maintain acceptable dialogue in their conversation. Innuendo, references or any speech about alcohol, drugs, sex or adult situations is unacceptable. If this rule is broken, the speech will be discontinued and the candidate disqualified.
- 10- Interfering with the campaign of another candidate is unacceptable.

Reimbursements for Expenses

Directly from the ASB Accounting Manual:

- 1. Students and staff members should never pay for an expense out of cash collected from a fundraising event; all of the cash must remain intact for deposit. This ensures that the students and ASB bookkeeper can perform a complete reconciliation of the fund-raising event and that a complete audit trail exists. For example, if the students are holding a bake sale and they need to purchase extra napkins during the bake sale, they should not take some money out of the cash collected that day to pay for the napkins.*
- 2. The ASB bookkeeper may pay for a purchase with ASB funds only if the purchase has been approved in advance by the student council/club and the item(s) have actually been received.*
- 3. The ASB bookkeeper must maintain the checkbook and all check stock in a safe or locked file cabinet.*
- 4. The ASB bookkeeper should never allow checks to be signed in advance. For example, if the site administrator will be out of the district for a week or two, someone may ask for checks to be signed in advance. This request should not be granted. Instead, a backup signer should be approved. This could be a district office official.*
- 5. The ASB bookkeeper should never make a check out to cash or issue a check lacking a payee name or amount. For ASB petty cash, have the student council approve an amount and replenish with checks to a designated person.*
- 6. The ASB bookkeeper must use checks in sequence.*
- 7. If a check is written that is not correct or is not issued, the bookkeeper should mark the check void. The bookkeeper should retain these checks in the checkbook to account for all checks in numerical order.*
- 8. ASB Bookkeeper must pay reimbursements directly from receipts collected. The receipt must show date, item purchased and total paid, and must be issued from the vendor.*

Raising money for trips, uniforms, etc.

Q. Our government club wants to take a trip to Washington, D.C. We have several fund-raisers planned and want to track each student's fund-raising revenue to determine whether a particular student has raised enough to pay his or her way. Is this allowable?

A. No. Funds are raised to benefit the entire club or student group; they cannot be attributed to individual students. You cannot require students to participate in fund-raising, nor can you bar them from participating in an activity because they did not raise funds.

If fundraising is done within a club for a trip, then ALL club members must be allowed to attend the trip. The only exception to this rule is if a group of students will be traveling to represent the group at a convention or competition. Students cannot be given extra credit in any class for fundraising. This is a violation of California Education Code.

Procedure for Completing Club and Class Projects

- 1- For every project (fundraiser, community service, food drive, etc.) a Project Form (see appendix) must be completed. This Project Form must be submitted at least two weeks before the event. A PROJECT FORM AND/OR FUNDRAISING PETITION CANNOT BE SUBMITTED MORE THAN 90 DAYS BEFORE AN EVENT. Any form submitted before this time will be returned to the club advisor.
- 2- In the case of a duplicate request, unless deemed an established tradition (meaning it has been done for at least the last two years by a particular club or organization), approval for the project will be given to the club or organization that submits the request first. If both are received at the same time, there will be a fair drawing to decide which club or organization gets the project.
- 3- If the project will be a fundraiser, then a fundraising petition must be completed.
- 4- Your Project Form must be approved before you can have a Purchase Request approved.
- 5- Once your project is approved, you are responsible to make certain it runs smoothly. Don't leave this to a non-advisor or a student. ADVISORS MUST BE PRESENT AT CLUB FUNCTIONS. An advisor is defined in California Education Code as "a certificated employee of a school district".
- 6- You are responsible for turning in a Facilities Use Form to maintenance. Please remember that you cannot plan your fundraiser for a particular location until it is approved by maintenance.
- 7- You are responsible for getting Purchase Requests and possible Fundraising Requests approved. DO NOT MAKE ANY PURCHASES UNTIL THE REQUEST IS APPROVED!
- 8- If a project is cancelled or changed in any way, the Activities Director must be contacted as soon as possible.

Procedure for Planning a Field Trip

- 1) Complete a Field Trip Itinerary Form (in staff lounge) and submit it to me. On this form, you must include the destination, times and a complete outline of expenses (including sub). You should be as specific as possible. **SUBMIT THIS AT LEAST ONE MONTH BEFORE THE TRIP!!!!**
- 2) I will make certain there are funds to cover the bus. If there are insufficient funds in the account, we will discuss ways to ensure that the bus is covered. If we cannot do this within a week of the request, the bus will be cancelled and the field trip will not be approved.
- 3) I will then send the Field Trip Itinerary Form, with attached bus request, to Karine for processing. You will receive a confirmation email from me, to let you know that the form has been forwarded.
- 4) Complete a Purchase request for all expenses (including sub). Of course, these must be done separately. To each, attach a copy of the approved Field Trip Request Form and the minutes where the expenditures were approved. Submit to ASB for approval.

COMPLETE THIS PROCEDURE FOR ALL FIELD TRIPS EXCEPT FOR ATHLETIC EVENTS....ANY FIELD TRIP USING ASB FUNDS.

Name of Club: _____

Meeting Date: _____ Meeting Time: _____ Location: _____

The meeting was called to order by: _____

The minutes of the meeting dated _____ were read and approved (corrected and approved).

The following purchases were approved (list below or attach separate listing):

Vendor	Supply/Service	Amount	Reason	Comment

Motion by: _____ Second by: _____

Vote Count: Number For: _____ Number Opposed: _____

The following Fundraisers were approved:

Fundraiser	Price per unit	Date (1 st choice)	Date (2 nd choice)	Reason for fundraiser

Motion by: _____ Second by: _____

Vote Count: Number For: _____ Number Opposed: _____

Communication and Reports:

Old Business:

New Business:

Submitted by:

_____ Club Secretary _____ Club Advisor

Meeting Attendees (list below or attach separate listing):

Donations of Cash to a District for a Specific School Site or Program

If the donation is made to the school entity for a particular school site, the site administrator or designee must remit the donation to the district's business office in accordance with the district's procedures for doing so. If the donation is a check or cash, the district's business office will deposit the funds into the county treasury and record the revenue as a donation for that specific school site. The school site budget will then be adjusted to allow the site administrator or designee to use the funds for the school. A separate budget is usually set up to identify donor funds and to show how they have been spent and their available balance. Funds that remain unexpended at year end are carried over to the new budget year. The site administrator or designee will determine how to use the donated funds, within district guidelines, and will ensure that the donor's requests are considered.

The district's board policy regarding gifts needs to be understood so that staff members can follow the correct procedure for notifying the district office of gifts to the school site or district.

Procedure for acceptance of donations of money:

- If the donation is worth less than \$100, then it should go directly to the Business Office for deposit into the club account.
- If the donation is worth more than \$100, then the Business Office will forward it to the District Office, where it will be documented by the District Business Office. Then, it will be sent back the PVHS Business Office to be deposited in the club account.

Pioneer Valley High School

ASB Constitution and Bylaws for (Name of Club)

Article I – Name, Purpose and Authority

The name of the organization will be the “Name of Club” of the “Best Practices School.”

This organization will have as its purpose (identify specific purpose of the club) as directly approved by the student council and indirectly by the school site administrator and the governing board of the (name of the school district).

Article II – Membership

All students enrolled in the “Best Practices School” are eligible for membership.

Article III – Meetings

Meetings will be held (state time and date, such as every Wednesday, immediately after school) unless a special meeting is called.

Article IV – Club Officers

The club officers shall consist of the following:

- President
- Vice-President
- Treasurer
- Secretary

Article V – Duties

The club President will have the following duties:

- To preside over meetings of the club
- To call special meetings of the club
- To plan and prepare an agenda for the club meetings

The club Vice-President will have the following duties:

- To serve as the club President if the president becomes unable to fulfill his/her duties either temporarily or permanently
- To support the club President

The club Treasurer will have the following duties:

- To maintain complete and accurate record of all club receipts and disbursements
- To oversee club fund-raising efforts
- To supervise the preparation of the club budget

The club Secretary will have the following duties:

- To maintain accurate minutes of each club meeting
- To carry out all correspondence for the club

The Publicity Chair will have the following duty:

- To publicize all club activities and fund-raisers through the school newspaper, the school marquee, and school bulletin boards

Article VI – Elections

The club will hold the election of officers once a year. The voting will take place by secret ballot.

Article VII – Amendment

A two-thirds majority vote of the members in attendance is required to amend this club Constitution.

Field Trip Procedure

1) Turn in the PVHS Field Trip Itinerary and the Field Trip Bus request to me. You do not need to get this signed by an administrator first, unless Shanda is paying. Please be sure to include the exact itinerary (including addresses), and list the funding source. I will need an email, or printed confirmation from whoever is paying, with the account string. Do this for buses and vans!

2) I will get a quote for your bus, and send it to you as soon as I get it. PLEASE NOTE:

- We are contracted for lower bus prices with one bus company. If that company does not have buses available, then we have to go to the more expensive companies – which can run you up to double the price!

- There are only a certain number of buses available from any source for any time. If you don't get your request in early, especially during the time from May 1 until the end of school, you might not get a bus. It is simply not possible to pull a bus out of any orifice in order to have one available for you.

- For school bus trips, because we have had to add bus routes, we need to work within the boundaries of the driving day. Those are leaving NO EARLIER than 7:45, and BEING BACK by 1:45. Danielle can work around this, if she has enough time. SO – if you need a bus outside these times, please book it at least two weeks early.

3) As soon as you approve it, I will book the bus. This needs to happen within 24 hours, as the bus companies will only guarantee a bus that long without a contract from our transportation department.

4) I will get vans for you - either school or district, depending on availability. As soon as I know, I will let you know where they are coming from.

5) After booking, I will take the forms to Karine, who will get an administrator's signature. She will then put the paperwork back in your mailbox and you are good to give out permission slips.

This whole process takes about a week, but the only thing that you have to do is to complete the paperwork!