



A Handbook for Club/Class Advisors and Coaches
Using Student Body Funds at West Valley High
School

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So You Want to Start a Club?

(How to Start a Club at WVHS)

First, read the following information governing clubs at West Valley High School and make sure you are ready to take on the responsibility of an organized club.

Clubs must be composed entirely of students enrolled at West Valley High School. **All clubs must be formed before the end of October.** No exceptions! A group of students may apply for permission to form a club by completing a Club Application Form (see appendix) and submitting it with a proposed constitution (see appendix), which must include the following:

- The name and purpose of the organization (include background information on the organization)
- The type of activities that the club will conduct
- The name of the club advisor (must be a certificated employee of the district)
- Information on the officers and meetings
- The duties of the officers
- How the officers are elected
- The time, frequency and place for meetings.



To have a club on campus is a privilege and not a right. The club must have a purpose and hold regular meetings.

Clubs are subject to the same procedures and regulations as the Student Body organization. If a club becomes inactive (dormant for 10 months), the funds will be transferred to the ASB General Fund balance. Club privileges may be revoked if the requirements and responsibilities of having a club on campus listed below are not met:

- Each club must be approved by ASB and have a completed club application and constitution on file in the ASB office
- Each club must have a certificated employee of the district as an advisor and the advisor must be present in the room during club meetings and activities sponsored by the club
- **Advisors may only sponsor the maximum of three clubs per year**
- All activities and fundraisers must be cleared, IN ADVANCE, by the Associated Student Body and Activities Director.
- All fundraisers must last for no more than a TWO WEEK period.
- All money raised by the club must be deposited into a trust account with the West Valley Associated Student Body.
- Each club must have all dues and fundraisers approved by the ASB (see appendix for sample Fundraising Form)
- Each club is required to maintain proper records and keep minutes of each meeting.

Minutes (see appendix for sample) must reflect details of all proceedings, including financial matters pertaining to fund raising, expenditures, etc. The activities of the on-campus clubs must be reflected in the general ASB minutes. Therefore, club minutes must be submitted to the Activities Office on the Friday following the club meeting. **The secretary and advisor must sign club minutes.**

Preparation of the Budget

A preliminary budget must be prepared by the treasurer and/or finance committee of each student organization and submitted to the ASB Student Council on May 1st giving in detail the beginning balances, estimated sources of income, and anticipated expenditures for the ensuing school year. (The budget must set forth estimated income expenditures and the surplus to be on hand at the end of the year.) A limit of \$1,000 must be placed on the amount of surplus that may be accumulated during the school year for an individual club.

A final budget will be submitted by **October 15**.



Ok....so you've read through all of the information and you still want to form a club. Here's what you do.....

- 1) Go to the ASB office and pick up a Club Application
- 2) Fill out the application in its entirety
- 3) Return to the ASB office for approval
- 4) If approved then you have to more steps
 - a. Create a constitution for the club
 - b. Prepare a preliminary budget for the ensuing or current school year
- 5) Turn in constitution and budget to the ASB office
- 6) ASB student council and Activities Director will approve Constitution and budget and then return copies to the advisor
- 7) Hold your first official meeting! Congratulations....you are now an official club!

Remember....Your club will only be considered official when the Activities Office has on file:

- 1) A signed club application form for the current year
- 2) Club Constitution
- 3) Final budget for the current year

Why does ASB get to control all of the money?

Education Code Section 48930 provides that the District Board of Education may establish an Associated Student Body (ASB) organization. The ASB Student Council (under *Education Code Sections 48931 & 48932*) shall be responsible for all student fund raising activities on campus.

Principles Governing Student Body Finance

The basic principles governing student body finance include the following:

1. The basic purpose of raising and expending money by a student body is to promote the general welfare moral and educational experiences of the student body.
2. General Principles
 - a. Student body funds must be used to promote and finance a program of worthwhile co-curricular activities beyond those provided by the district.
 - b. Money-raising projects must in general contribute to sound educational principles and must not be in conflict with the ideals of the educational program.
 - c. Funds derived from the student body must be expended in a manner approved by the ASB Student Council.
 - d. Large student body reserves must be discouraged. Student body funds must in general be expended for the benefit of those students currently enrolled in school who have contributed in one way or another to the accumulation of such funds. If a long-range project is planned funds may be carried and documented for this project.
 - e. Prior approval by the ASB Student Council must be obtained in the raising of revenue and the expenditure of student body funds.
 - f. Student body funds must be managed in accordance with sound business practices including adherence to accepted budget procedures.
 - g. Student body business including the raising and expending of money must be conducted so that competition with local business firms is kept to a minimum.

All organizations sponsoring any type of fundraiser at West Valley High School must have it scheduled in advance with the Associated Student Body and approved by the Activities Director. This is done to prevent conflicts with other groups.

Fundraising dates cannot be scheduled more than three months in advance and no less than two weeks in advance.

If an activity request form is submitted and signed on the same day as another activity request form, the priority for scheduling is as follows: Student Leadership, classes by seniority, and other campus organizations.

Activity request forms may be obtained in the Activities Office and turned into the Activities Assistant. Once approved, items will be listed on the Activity Calendar located in the Activities Office and a copy of the request will be returned to the advisor. Any monies collected from these sales must be turned into the Student Body account. Any expenses can be reimbursed through the purchase order process.

**YOU MAY NOT
REIMBURSE
YOURSELF
DIRECTLY
FROM STUDENT
PROFITS!**

We need to earn money! How?

How to Schedule a Fundraiser

Fundraising Activities

The student council and the ASB Advisor must approve each plan for the raising of student body organization funds. The plan must include a recommended method of establishing financial accountability. The raising of funds must have but one basic end of view -- to promote the general welfare and morale of the students as a whole.



Facilities should be cleared with the Assistant Principal in charge of facilities prior to submitting an Activity Request form. The Athletic Director is in charge of clearing athletic facilities. Please refer to the appendix for sample forms.

Refer to the process on page 8 entitled How to schedule an activity at West Valley High School for the exact process for clearing activities and facility use.

A minimum of one week's notice should be given to faculty for events that disrupt class.

Any activity requiring teacher supervision and administrative supervision should be submitted one month in advance for approval. An Activity Request form should be used.

Management of Student Organization's Income

The income of all student body organizations is subject to the accepted means of control as follows:

Collections and Verifications

All money collected from any source must be substantiated by:

1. Pre-numbered student body receipts
2. Pre-numbered auxiliary receipts
3. Pre-numbered class receipt records
4. Cash registers supplying cumulative readings
5. Pre-numbered tickets
6. Other records to be audited

Pre-numbered stationary must be obtained and controlled by the ASB Activities Assistant. Whenever tickets are used, ticket reports and unsold tickets must be available for audit. All monies must be deposited with the Activities Assistant daily.

The most challenging part of being an advisor is the fundraising. It takes up the most time and can be a major headache. Hopefully these guidelines will make your life a little easier.

Once you have received the items you are going to sell you need to get it to your students. It is suggested that you have EACH student sign for the items they are taking (**please see example**). This may take a few extra minutes, but will save a lot of confusion in the long run. You can also use this sheet to record money turned in by the students. This will help you at the end of your fundraiser to determine which students still have items out or owe you money. You may also want to get a receipt book and issue each student a receipt at the time you collect the money from them. Please see the Activities Assistant for receipt books.

Cash boxes are available to assist you in selling your items. Please request one from the Activities Assistant (please give at least one day's notice) and let her know what change you will require.

The most important part of your fundraiser is the **REVENUE POTENTIAL**. This is **REQUIRED** by our auditors. Please start filling out the form as soon as your fundraiser starts. (This form may not apply to every type of fundraiser,



REVENUE POTENTIAL FORM

CLUB _____ ADVISOR _____
 ACTIVITY/ EVENT _____ DATE OF ACTIVITY/ EVENT _____

EXPECTED REVENUE- ITEMS TO BE SOLD- Fill out this section before the fundraiser begins

DESCRIPTION	QUANTITY	WHOLESALE COST EACH	RETAIL COST EACH	PROFIT EXPECTED
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
TOTALS		\$	\$	\$

ACTUAL REVENUE- ITEMS SOLD- Fill out this section after the fundraiser is complete

DESCRIPTION	QUANTITY	WHOLESALE COST EACH	RETAIL COST EACH	PROFIT MADE
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
TOTALS		\$	\$	A \$

EXPENSES/ LOST OR STOLEN ITEMS

DESCRIPTION	QUANTITY	REASON	AMOUNT
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
TOTALS			B \$

NET PROFIT FOR THIS ACTIVITY	A - B = C	C \$
AMOUNT DEPOSITED WITH ASB	(Must match deposit slip total)	D \$
DIFFERENCE IN AMOUNTS	C - D = DIFFERENCE	\$
REASON FOR DIFFERENCE		

if this is the case, please attach documentation that will explain what you are selling, and how much you stand to earn.) You will then need to record each deposit you make, or attach each receipt to the form. This will help you know exactly how you stand with the amounts collected. Once you have finished the fundraiser, list any remaining items you have along with any lost items or shortages. You can then figure out exactly how much your fundraiser made (or in some cases, lost). Please remember that this form is required and a copy of the form must be turned in to the Activities Assistant at the beginning of your fundraiser and completely filled out at the end of your fundraiser. No club will be allowed to start another fundraiser until any and all previous **REVENUE POTENTIAL** forms have been completed.

If you have students at the end of your fundraiser that still owes money or items, please notify the Activities Assistant immediately. The Activities Assistant will assess a fine to the student. Hopefully we will be successful in collecting all or part of the money owed to you.

These are just basic guidelines to follow; hopefully they will make your job a little easier, if you have any questions regarding any of the procedures, please ask the Activities Assistant.

What do you mean the room is already booked?

How to schedule an activity at WVHS

The Myth: Student Government gets to decide if your fundraiser/activity is any good. If they like it, then it gets approved...if not, then you lose.

The Reality: There are two primary reasons that ASB approves fundraisers:

- 1) There needs to be one central area or calendar which tracks all campus fundraisers. This ensures that activities do not overlap or occur at the same time. ASB does not determine the validity of a fundraiser; they simply help to regulate the calendar. The activities director may give helpful suggestions if it looks like the fundraiser will not be profitable or if it conflicts with district policy or state laws.
- 2) Club/Sport fundraisers are a favorite target of auditors; therefore there is a necessary paper trail to protect all parties involved.

Once your group has decided to do any kind of activity, it must be scheduled using the same form as a fundraiser. The biggest difference is that you must also coordinate building use, i.e. it doesn't do any good to get a talent show approved to be held in the theater if the theater is already being used that night by a different group. **ASB may approve the ACTIVITY; it is up to you to make sure the FACILITY is available.**

- STEP 1 – Check the facility calendar in the front office for availability
- STEP 2 – Fill out an Activity Request form
- STEP 3 – Activity Request is approved or denied by ASB
- STEP 4 – If approved then take Activity Request to front office and fill out facility use form
- STEP 5 – Wait for approval from front office
- STEP 6 – Once approved make preparations for your event

Reminder: Check with the building use calendar in the front office and coordinate that with the activity calendar before filling out your paperwork for an activity.



ADVISORS NOTE:

The facility use form is a binding contract with the district. Therefore, students are not allowed to sign these. They must be signed by an adult.

Help! I need this money back before my wife/husband gets the Visa bill!

How to get a reimbursement or make a purchase


The Myth: I can order goods right now and get the paperwork approved later to pay for them because the vendor doesn't need any payment for awhile.

The Reality: Some vendors will allow you to order product without filling out a Purchase Order and thus without a P.O. number; however, without a P.O. number there is no guarantee of payment by the school. Without a P.O. number the school isn't buying anything: **YOU ARE!! Auditors check to see if the date on the requisition precedes the date on the invoice...** i.e. fill out the requisition before ordering.

How to fill out a Purchase Order:


Following these three easy steps will ensure a pleasant meeting with an auditor should one ever become necessary:

- 1) Before purchasing anything fill out a Request for Purchase Order based on the estimate you've obtained from the vendor.
- 2) Once the request had been approved, fill out the purchase order and receive a number. Use this like a credit card to purchase your goods from the vendor.
- 3) Once you receive the goods and are satisfied with your order turn your original invoice into the Student Body Accountant signed that it is all right to pay the vendor. Payment will then be made. This process creates the necessary paper trail to prove there is no financial impropriety on your part.


	WEST VALLEY HIGH SCHOOL P.O. REQUEST 2005-2006
CLUB/ ORGANIZATION _____	
DATE _____	AMOUNT OF PURCHASE REQUESTED _____
ITEM(S) TO BE PURCHASED FROM _____	
DESCRIPTION OF ITEM(S) _____	
CLUB PRESIDENT/ TREASURER SIGNATURE _____	
CLUB ADVISOR'S SIGNATURE _____	
OFFICE USE ONLY PLEASE	
ASB PRESIDENT/ TREASURER SIGNATURE _____	
DATE APPROVED _____	ACTIVITIES DIRECTOR SIGNATURE _____
PRINCIPAL SIGNATURE _____	

Check Requests: Are only available for items totaling under \$199.99, if over you must fill out a P.O.
 Once all items are received or you need to request a reimbursement you will request the payment with a Check Request. This form can be obtained from the Activities Assistant; **it must be filled out completely including your signature.** Make sure you include all original invoices and receipts supporting your purchase. Reimbursements cannot be made off of credit card or other statements, an original receipt must be submitted with each check request. ASB will approve this and a check will be issued and either mailed or given to you as specified on the requisition. Remember that no reimbursement can be made unless **supporting documentation** (receipt, bill, invoice, etc.) is attached and the **club minutes** reflect approval of the money being spent.

PLEASE ALLOW AT LEAST FOUR (4) DAYS FOR THE PROCESSING OF BOTH PURCHASE ORDERS AND CHECK REQUESTS. Oftentimes the process can take as few as two days, but remember that there are several steps that must be followed in order to maintain good accounting procedures. Never expect a check to be written on the same day that it was requested. Keep in mind that an incomplete check request, or one that does not have any supporting documents, will not be processed until the needed information is attached. You will also need to sign the invoice ensuring that all the items have been received. Your club president or treasurer must also sign the check request.

	WEST VALLEY HIGH SCHOOL CHECK REQUEST 2004-2005	
CLUB/ ORGANIZATION	Student Store	
DATE	09/26/04	AMOUNT OF CHECK REQUESTED \$124.56
CHECK TO BE ISSUED TO	Frito Lay	
PURPOSE OF CHECK	Store Product	
CLUB PRESIDENT/ TREASURER SIGNATURE	Cameron Diaz	
CLUB ADVISOR'S SIGNATURE	Bill Murray	
CHECK TO BE MAILED	X	CHECK TO BE RETURNED TO REQUESTER
OFFICE USE ONLY PLEASE		
ASB PRESIDENT/ TREASURER SIGNATURE		
DATE APPROVED		ACTIVITIES DIRECTOR SIGNATURE
PRINCIPAL SIGNATURE		

Transfers: Quite often one club purchases items from another. Instead of writing a check you may do a transfer from one account to another. Fill out the transfer request completely (please have your treasurer sign the request) and submit it to the Activities Assistant. After it is approved by ASB the transfer will be made.

	WEST VALLEY HIGH SCHOOL TRANSFER REQUEST 2005-2006
CLUB/ ORGANIZATION _____	
DATE _____	AMOUNT OF TRANSFER REQUESTED _____
TRANSFER TO ACCOUNT _____	
PURPOSE OF TRANSFER _____	
CLUB PRESIDENT/ TREASURER SIGNATURE _____	
CLUB ADVISOR'S SIGNATURE _____	
OFFICE USE ONLY PLEASE	
ASB PRESIDENT/ TREASURER SIGNATURE _____	
DATE APPROVED _____	ACTIVITIES DIRECTOR SIGNATURE _____
PRINCIPAL SIGNATURE _____	

If you have any questions or have any problems with the payment of your bills, please don't hesitate to contact the Activities Assistant for assistance. This will speed the process, and get your bills paid faster.

How Do I Read This Thing?

How to Read Your Accounting Reports

Once a month you will receive an accounting report. The district and good accounting procedures require that ASB keeps a regular accounting of your activity or inactivity with a trust account. It will include all of your activity for the past month. Check every time to make sure that everything is accurate and be sure to contact the Activities Assistant immediately if there is any question regarding the account.

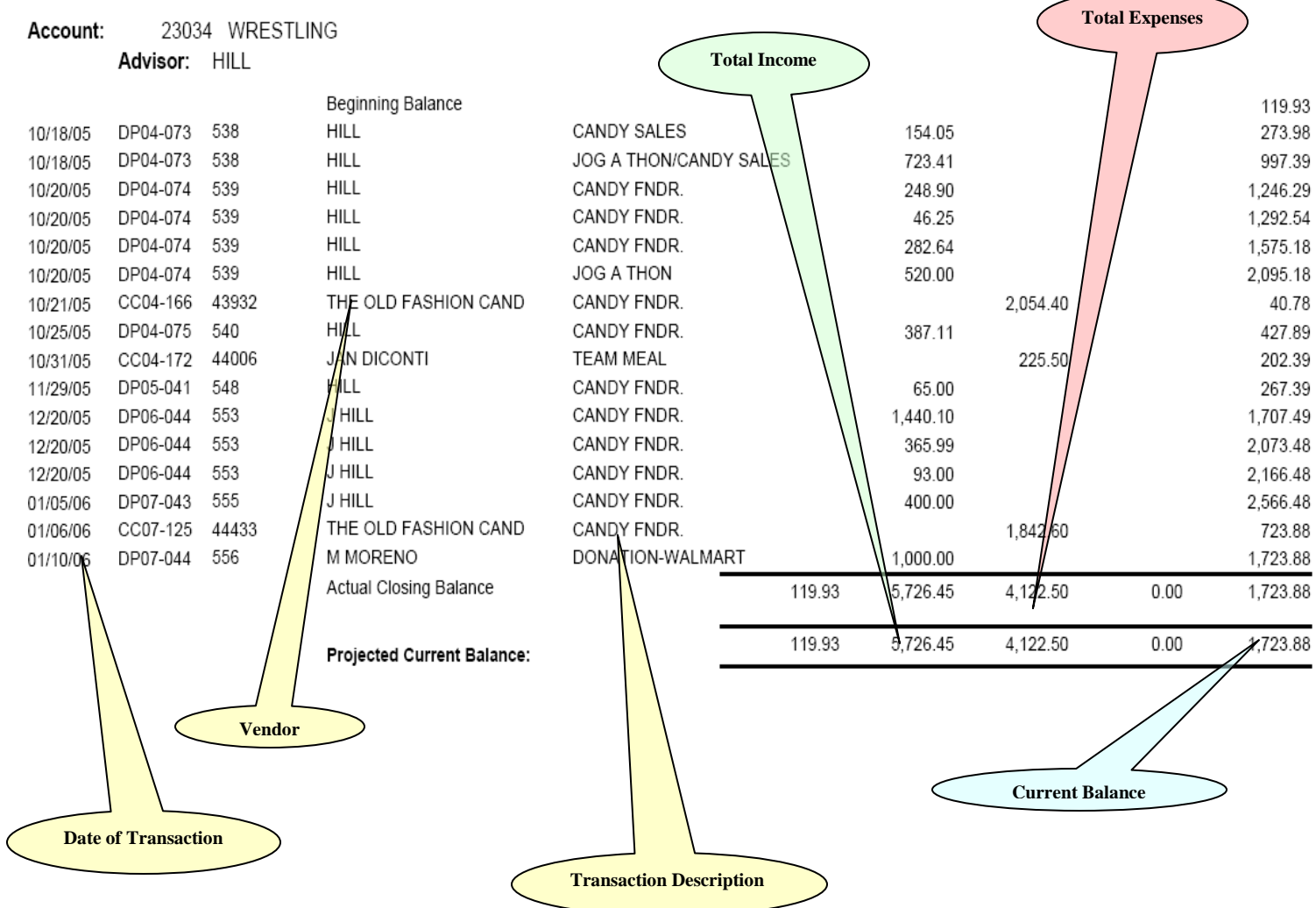
West Valley High School

ACCOUNT SNAPSHOT REPORT

Account Range: 23034

Date Range: ALL

Date	Source	Ref #	Description / Purpose	Beg Bal	Income	Expense	Transfers	Balance
Account: 23034 WRESTLING			Beginning Balance					119.93
Advisor: HILL								
10/18/05	DP04-073	538	HILL CANDY SALES		154.05			273.98
10/18/05	DP04-073	538	HILL JOG A THON/CANDY SALES		723.41			997.39
10/20/05	DP04-074	539	HILL CANDY FNDR.		248.90			1,246.29
10/20/05	DP04-074	539	HILL CANDY FNDR.		46.25			1,292.54
10/20/05	DP04-074	539	HILL CANDY FNDR.		282.64			1,575.18
10/20/05	DP04-074	539	HILL JOG A THON		520.00			2,095.18
10/21/05	CC04-166	43932	THE OLD FASHION CAND			2,054.40		40.78
10/25/05	DP04-075	540	HILL CANDY FNDR.		387.11			427.89
10/31/05	CC04-172	44006	JAN DICONTI TEAM MEAL			225.50		202.39
11/29/05	DP05-041	548	HILL CANDY FNDR.		65.00			267.39
12/20/05	DP06-044	553	J HILL CANDY FNDR.		1,440.10			1,707.49
12/20/05	DP06-044	553	J HILL CANDY FNDR.		365.99			2,073.48
12/20/05	DP06-044	553	J HILL CANDY FNDR.		93.00			2,166.48
01/05/06	DP07-043	555	J HILL CANDY FNDR.		400.00			2,566.48
01/06/06	CC07-125	44433	THE OLD FASHION CAND			1,842.60		723.88
01/10/06	DP07-044	556	M MORENO DONATION-WALMART		1,000.00			1,723.88
Actual Closing Balance				119.93	5,726.45	4,122.50	0.00	1,723.88
Projected Current Balance:				119.93	5,726.45	4,122.50	0.00	1,723.88



I Need To Get This Money Out Of Here!

(How to start a Student Body Account and/or make a deposit)

You have now had a fundraiser or an activity that has earned you money. Now what?

Education Code Section 48933 requires that all student body funds be deposited with the ASB Activities Assistant daily. The funds shall be expended subject to such procedure as may be established by the ASB Student Council subject to the approval of each of the following three persons which will be obtained each time before any of such funds may be expended a school administrator designated by the HUSD Board, the ASB Advisor and the ASB Treasurer.

You need to deposit all funds into a student body account. As soon as you make a deposit, an account will automatically be set up for you. In some cases, where you take over a club from a previous advisor, there will already be money in an account for you. (No, really, sometimes there is money left over....) Check with the activities assistant if you are not sure if you have an account already.

Once you have a fundraiser, you need to make deposits. **It is illegal to use this money to reimburse yourself or any other person who may have purchased items.** It is also illegal to use this money to purchase more supplies. Deposit it and use a purchase order to get reimbursed.



Money should be brought to the Activities Office to be counted and deposited. Bills should be faced and banded into groups of twenty bills each, if possible. Coins be separated by denominations. Deposits should be made at the beginning of the period. You should call ahead before bringing in a large deposit.

Never store money in your room overnight!!!

Once a deposit has been verified, you will receive the white copy of the receipt. Keep these to verify all your deposits later.

Taking checks for payment from a student is fine, but it is getting to be a hassle due to returned checks. **PLEASE WRITE THE STUDENT ID # OF THE STUDENT GIVING YOU THE CHECK AND NAME OF CLUB OR ORGANIZATION ON THE BOTTOM OF THE CHECK, especially if you are depositing quite a few checks at a time.** This will make it easier to track if that check comes back from the bank, we can assess that student a fee for that amount. This process doesn't take a lot of extra time, and will keep you from having the amount of the check taken back out of your account. Once a returned check comes back two times, the full amount of the check will be taken out of your account. The Activities Assistant will notify the maker of the check and try to collect the funds in cash. You will be notified that the amount was taken out of your account, and any assistance you can give in trying to regain the funds will be appreciated.




Deposit Slips: Please **DO NOT** submit a deposit without fully completing a deposit slip. The Activities Assistant processes a lot of deposits each day, and without a slip she will not know which account to put the money into. You spend a lot of effort collecting your money, don't let it get into somebody else's account by accident. Please **DO NOT** just leave your deposit on the Activities Assistant desk if she is not there. You may contact the school secretary, an administrator or activities director, and they will lock it up for you.

Please be sure to fill in the description of the deposit. This will allow you to know exactly how much money you've deposited for each activity you do.

The purpose of the deposit slip is for you to know exactly how much money you are turning in, and for the Activities Assistant to verify it. Please list the number of each denomination of money you are turning in and then the amount of each denomination. For example: 10 x 20's - \$200.00. This makes it much easier to find mistakes. Please total each type of funds, checks, currency and coin then list the total at the bottom.

When your deposit is verified, the Activities Assistant will issue you a receipt at the time of deposit give it to you. If you have any questions regarding the deposit, please see the Activities Assistant as soon as possible.

These guidelines should make it easier for you to know exactly how much you are depositing and for the Activities Assistant to verify your funds. Make sure to verify the correct amount was deposited on your monthly reconciliation statement.

		WEST VALLEY HIGH SCHOOL DEPOSIT 2004-2005	
CLUB/ ORGANIZATION _____			
SOURCE OF FUNDS _____			
DATE _____			
COINS		BILLS	
PENNIES	\$	ONES	\$
NICKELS	\$	TWOS	\$
DIMES	\$	FIVES	\$
QUARTERS	\$	TENS	\$
HALVES	\$	TWENTIES	\$
DOLLARS	\$	FIFTIES	\$
SBA	\$	HUNDREDS	\$
TOTAL	\$	TOTAL	\$
TOTAL CURRENCY		\$ _____	
TOTAL CHECKS		\$ _____	
TOTAL DEPOSIT		\$ _____	
ADVISOR SIGNATURE _____			
ASB VERIFICATION _____			
DATE DEPOSITED _____			

SPECIFIC RESPONSIBILITIES FOR ADVISORS

- 1) The advisor is responsible for all the information in this handbook.
- 2) The advisor and students should develop a budget.
- 3) The advisor must sign all check request forms and see that they are submitted to the ASB Activities Assistant. *The Check Request form should also have the signature of the president, vice president or treasurer of the club.*
- 4) It is the duty of the advisor to meet with the club leaders to make future plans. The advisor must be aware of what is happening with the organization at all times. No group may take official action unless approved by the advisor.
- 5) The advisor must be in attendance during any and all activities sponsored by their club. If unable to attend it is the responsibility of the advisor to find a suitable replacement. **THIS INCLUDES LUNCH ACTIVITIES.**
- 6) The advisor must sign all bulletin announcements.
- 7) The advisor must make sure that all activities are cleared with the ASB Student Council and included on the activity calendar.
- 8) The advisor is to allow the students to conduct meetings of the organization but is responsible for guiding the students in the proper use of basic parliamentary procedures, record keeping, etc.
- 9) The advisor is to turn in a copy of all the meeting minutes taken throughout the year in the month of June to the Activities Office. These minutes will provide a summary of events.
- 10) Upon receipt of any amount of money, a receipt must be issued in triplicate with the original receipt given to the student, parent or other person making the payment. This receipt must be issued at the time the money is received and should note the purpose of the payment.
(RECEIPT BOOKS ARE AVAILABLE FROM THE ACTIVITIES ASSISTANT)
- 11) All club field trips **MUST BE** chaperoned at a ratio of 8:1 per HUSD Board Policy.
- 12) Two days prior notice is required for a cash box. Contact the Activities Assistant for all cash boxes. Be sure to think about what kind of money you will need (change, 1s, 5s, etc.)
- 13) No student will be excluded from field trips due to lack of funds (Ed. Code 35330).
- 14) A Club Advisor should complete a Club Application each year. If the club has a Constitution approved from a previous year the club **DOES NOT** need to submit a new Constitution.

Tips

- ☺ Most requests that are denied are done so due to lack of funds in the account. Be sure you have deposited all funds...if not we don't know you have the money.
- ☺ Another reason requests don't get processed is due to lack of proper signatures...Be sure that coach/advisor **AND** captain/president signature are filled out.
- ☺ All paperwork gets approved on Tuesday & Thursday mornings before school at the ASB Business meeting. The deadline to turn in paperwork for this meeting is Monday or Wednesday at 1:00pm.
- ☺ Payment to the company will be made as soon as the invoice is received from that company. If you are not satisfied with the product you've ordered be sure to tell the Student Body Accountant immediately so payment can be delayed until you're satisfied. (This also means that you must give any invoices you have in your possession the Student Body Accountant.)
- ☺ Be sure to fill out the description line
- ☺ When you are planning to make the purchase yourself instead of from a vendor, the same procedure is to be used.
- ☺ If a copy of the invoice or an order form needs to accompany a payment please attach the copy to be mailed.
- ☺ Please plan ahead of time for all of your checks. Understand that we are required by state law to follow our financial procedures and any deviation from that process will produce an exception when we are audited each year.

APPENDIX OF FORMS

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Sample Constitution.....	page 21
Club Minutes.....	page 22
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Check Request.....	page 30

Hemet Unified School District

WEST VALLEY HIGH SCHOOL CLUB APPLICATION

Official Name of Club _____

School Year _____

1. Purpose _____

2. Meeting Information: Day _____ Time _____ Place _____

3. Name of Student Initiator _____

Phone Number _____ Email _____

4. Name of Advisor/Supervisor _____

5. Requirements for Membership (scholastic, citizenship, dues, etc.) _____

6. Planned Projects for the Year (Please include date, time, and place if possible) _____

7. Benefit to School (describe how your club will benefit the school) _____

8. Approximate Number of Members _____

We promise to follow the rules and guidelines as established for Clubs.

Signature of President

Signature of Advisor

Required Signatures

ASB Club Commissioner's: _____

Activities Director: _____

Vice Principal, Activities: _____

MEMBERSHIP LIST

ADVISOR _____ **CLUB** _____

STUDENTS NAMES THAT ARE INTERESTED IN BEING MEMBERS OF THIS CLUB

NAME

PHONE NUMBER

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____

WEST VALLEY HIGH SCHOOL
3401 Mustang Way
Hemet, CA 92545

Sample Club Constitution

- Article 1 Name, Purpose, Authority The Name will be the Club of West Valley High School
- This club will have as its purpose, , as
directly approved by the student council and indirectly by the school principal and the
governing board of the Hemet Unified School District.
- Article 2 Membership All students enrolled in the West Valley High School are eligible for membership.
- Article 3 Meetings Meetings will be held , unless a special meeting is called.
- Article 4 Club Officers The club officers shall consist of the following:
President
Vice-president
Treasurer
Secretary
- Article 5 Duties The club President will have the following duties:
To preside over meetings
To call special meetings
To plan and prepare an agenda for meetings
- The club Vice-president will have the following duties:
To serve as club President when needed
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 fundraising efforts
To supervise the preparation of club budget
- The club secretary will have the following duties:
To maintain accurate minutes of each club meeting
To carry out correspondence for the club
- Article 6 Elections The club will hold the election of officers once a year. The voting will take place by
secret ballot
- Article 7 Amendment A two thirds majority vote of the members in attendance is required to amend this club
constitution

OUTLINE FOR GROUP CONSTITUTION

CONSTITUTION OF THE (NAME OF GROUP)

OF

WEST VALLEY HIGH SCHOOL

PREAMBLE

We, the students of West Valley High School, in order to promote

ARTICLE I NAME

The name of this organization shall be

ARTICLE II PURPOSE

The purpose of this organization shall be

ARTICLE III MEMBERSHIP

Section I - The membership of (group name) shall consist of any student enrolled at WVHS and . . .

Section II - Active members shall (qualifications/standards i.e. 2.0 GPA and attend regularly)

Section III - Other information as it relates to membership eligibility, requirements or limitations.

ARTICLE IV OFFICERS

The officers of the (group name) shall consist of

(List the titles i.e. President, Vice President, Secretary, Treasurer, etc.)

ARTICLE V DUTIES OF OFFICERS

Section I - The President shall

Section II - The Vice President shall

Section III - The Secretary shall

Section IV - The Treasurer shall

ARTICLE VI ELECTIONS

Section I - Eligibility for office (state qualifications to be an officer i.e. 2.5 GPA, has been a member in good standing for one year or more, etc.)

Section II - Elections shall be conducted (Time of year i.e. 3rd week of May)

Section III - To be eligible to vote, must have attended the last (number of meetings/activities). *It is not good to have this open-ended, because a whole group of friends could attend only one meeting at election time and greatly influence the outcome of an election.*

ARTICLE VII FINANCES, FEES, DUES

Section I - Membership dues shall be (if there are no dues, state that).

Section II - Funds to operate the (group name) shall be based on (list sources).

ARTICLE VIII ACTIVITIES AND PROJECTS

Section I - The (group name) shall have as its activities during the school year (list at least 2)

Section II - Projects to be undertaken by the (group name) are (list at least 2).

ARTICLE IX AMENDMENTS

This constitution may be amended by two-thirds (2/3) majority vote of eligible members of the (group name).

ARTICLE X MEETINGS

Section I - The (group name) will hold regular club meetings on the (specify day of week and week i.e. 2nd Wednesday) of each month.

Section II - Meetings will be held (specify time and location)

WVHS _____ Club Minutes

Meeting Date: _____ Meeting Time: _____ Meeting Location: _____

The meeting was called to order by (President): _____

Meeting Attendees: *List below or attach a separate listing or sign in sheet to the minutes*

Minutes of last meeting read by Secretary: _____

Changes: _____

Approved by: (Motion by) _____ (Second by) _____

The following invoices were submitted for payment: *List below or attach a separate listing*

<i>Payable to</i>	<i>Amount</i>	<i>Purpose</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Motion by: _____ Second by: _____

Vote Count: _____ Number for: _____ Number Opposed: _____

Reports of Officers: _____

Committee Reports: _____

Unfinished Business: _____

New Business: _____

Communication/Announcements: _____

Adjournment Time: _____

Submitted by: _____

Secretary: (Signature) _____

Date: _____

Advisor: (Signature) _____

Date: _____

SAMPLE BUDGET

West Valley High School
(Name of Club)

Fiscal Year: _____

Money as of what date: _____

Part I: Revenues

Prior Year budgeted Revenue: _____

Current Year estimated Revenue: _____

Part II Expenses

Prior Year Budgeted Expense: _____

Current Year Estimated Expense: _____

Part III: Ending Balance and Carryover

Difference between total revenues and expenses: _____

Plus carryover (ending balance) from prior year: _____

Projected ending balance: _____

Report prepared by club representative: _____
Signature and Date

Report reviewed by advisor: _____
Signature and Date

Presented and approved by ASB: _____
Signature and Date

PURCHASE ORDER REQUEST



WEST VALLEY HIGH SCHOOL P.O. REQUEST 2005-2006

CLUB/ ORGANIZATION _____

DATE _____ AMOUNT OF PURCHASE REQUESTED _____

ITEM(S) TO BE PURCHASED FROM _____

DESCRIPTION OF ITEM(S) _____

CLUB PRESIDENT/ TREASURER SIGNATURE _____

CLUB ADVISOR'S SIGNATURE _____

OFFICE USE ONLY PLEASE

ASB PRESIDENT/ TREASURER SIGNATURE _____

DATE APPROVED _____ ACTIVITIES DIRECTOR SIGNATURE _____

PRINCIPAL SIGNATURE _____



WEST VALLEY HIGH SCHOOL

3401 Mustang Way, Hemet, CA 92545
phone 951-765-1600 fax 951-765-2593

PURCHASE ORDER #
DATE

VENDOR ADDRESS

SHIP TO

VENDOR NAME

PHONE

FAX

QTY.	ITEM #	ACCOUNT	DESCRIPTION	PRICE	TOTAL
------	--------	---------	-------------	-------	-------

APPROVED BY:

TOTAL AMOUNT \$



West Valley High School
Fundraiser Request
2010-2011



CLUB/ ORGANIZATION _____

PROPOSED ACTIVITY/SALE _____

DATE(S) OF ACTIVITY/SALE _____

ACTIVITY/ SALE LOCATION _____

THIS REQUEST AND A PURCHASE ORDER REQUEST MUST BE APPROVED BEFORE YOU PLACE YOUR ORDER!!!

DESCRIPTION OF ITEMS TO BE SOLD _____

ESTIMATED AMOUNT OF ITEMS TO BE SOLD _____

WHOLESALE COST OF ITEM _____

RETAIL COST OF ITEM (SELLING PRICE) _____

VENDOR NAME _____

VENDOR ADDRESS _____

VENDOR PHONE _____

REASON FOR ACTIVITY _____

CLUB PRESIDENT SIGNATURE _____

CLUB ADVISOR SIGNATURE _____

- PLEASE FILL OUT THE "ESTIMATE" SECTION ON THE SECOND PAGE BEFORE THE FUNDRAISER BEGINS, ALONG WITH THE "ACTUAL" SECTION AFTER THE FUNDRAISER IS COMPLETE.

-----OFFICE USE ONLY-----

APPROVED _____

DENIED _____

REASON ACTIVITY HAS BEEN DENIED _____

COMMISSIONER OF CLUBS SIGNATURE _____

DIRECTOR OF ACTIVITIES SIGNATURE _____



REVENUE POTENTIAL FORM

CLUB _____

ADVISOR _____

ACTIVITY/ EVENT _____

DATE OF ACTIVITY/ EVENT _____

EXPECTED REVENUE- ITEMS TO BE SOLD- Fill out this section before the fundraiser begins

DESCRIPTION	QUANTITY	WHOLESALE COST EACH	RETAIL COST EACH	PROFIT EXPECTED
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
TOTALS		\$	\$	\$

ACTUAL REVENUE- ITEMS SOLD- Fill out this section after the fundraiser is complete

DESCRIPTION	QUANTITY	WHOLESALE COST EACH	RETAIL COST EACH	PROFIT MADE
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
TOTALS		\$	\$	A \$

EXPENSES/ LOST OR STOLEN ITEMS

DESCRIPTION	QUANTITY	REASON	AMOUNT
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
TOTALS			B \$

NET PROFIT FOR THIS ACTIVITY	A - B = C	C \$
AMOUNT DEPOSITED WITH ASB	(Must match deposit slip total)	D \$

DIFFERENCE IN AMOUNTS	C - D = DIFFERENCE	\$
REASON FOR DIFFERENCE	_____	



WEST VALLEY HIGH SCHOOL DEPOSIT 2004-2005

CLUB/ ORGANIZATION _____

SOURCE OF FUNDS _____

DATE _____

COINS

PENNIES	\$	
NICKELS	\$	
DIMES	\$	
QUARTERS	\$	
HALVES	\$	
DOLLARS	\$	
SBA	\$	
TOTAL	\$	

BILLS

ONES	\$	
TWOS	\$	
FIVES	\$	
TENS	\$	
TWENTIES	\$	
FIFTIES	\$	
HUNDREDS	\$	
TOTAL	\$	

TOTAL CURRENCY \$ _____

TOTAL CHECKS \$ _____

TOTAL DEPOSIT \$ _____

ADVISOR SIGNATURE _____

ASB VERIFICATION _____

DATE DEPOSITED _____

TRANSFER REQUEST



WEST VALLEY HIGH SCHOOL TRANSFER REQUEST 2005-2006

CLUB/ ORGANIZATION _____

DATE _____ AMOUNT OF TRANSFER REQUESTED _____

TRANSFER TO ACCOUNT _____

PURPOSE OF TRANSFER _____

CLUB PRESIDENT/ TREASURER SIGNATURE _____

CLUB ADVISOR'S SIGNATURE _____

OFFICE USE ONLY PLEASE

ASB PRESIDENT/ TREASURER SIGNATURE _____

DATE APPROVED _____ ACTIVITIES DIRECTOR SIGNATURE _____

PRINCIPAL SIGNATURE _____

CHECK REQUEST



WEST VALLEY HIGH SCHOOL CHECK REQUEST 2004-2005

CLUB/ ORGANIZATION Student Store

DATE 09/26/04 AMOUNT OF CHECK REQUESTED \$124.56

CHECK TO BE ISSUED TO Frito Lay

PURPOSE OF CHECK Store Product

CLUB PRESIDENT/ TREASURER SIGNATURE Cameron Diaz

CLUB ADVISOR'S SIGNATURE Bill Murray

CHECK TO BE MAILED CHECK TO BE RETURNED TO REQUESTER

OFFICE USE ONLY PLEASE

ASB PRESIDENT/ TREASURER SIGNATURE _____

DATE APPROVED _____ ACTIVITIES DIRECTOR SIGNATURE _____

PRINCIPAL SIGNATURE _____