

SADDLEBACK HIGH SCHOOL
Home of the Roadrunners
ASB Leadership with Pride, Spirit, Respect and Tolerance

Student Body Club Guidelines

All clubs must have the following paperwork completed to be able to conduct business out of Student Body Accounts.

- Application for Student Club Memorandum (sample attached)
- Constitution (sample attached)
- List of Participating Students (minimum 5 students)
- Budget (sample attached)
- Keep minutes of each meeting held for club (sample attached)
- Keep all records in a club folder

Purchasing Guidelines:

BEFORE YOU CAN ORDER ANYTHING PLEASE:

- Complete a A.S.B. Funds Approval Form
- Request a written Quote from the vendor you wish to use
- Hold a club meeting where the students record minutes to approve/deny the expense
- Turn in Approval Form, quote and copy of club minutes to Student Body Advisor/Clerk for approval by Student Council
- Check online for motion results on Approval Form on the school Activities page
- Obtain signed copy of Approval Form for your records and a PO# from Clerk
- Place your order with the company and have them reference the PO # given
- All packing slips must be turned into Clerk signed to verify that all contents were received
- All invoices received must be turned in IMMEDIATELY to Account Clerk for payment
- Any purchases over \$1000.00 & electronic/site equipment purchases (cameras, computers, PE equipment) must be approved by the District Director of Accounting
- Request the Use of Student Body Funds: If you wish to use Student Body (086-6840) funds to purchase an item with re-sale abilities an A.S.B. Funds Approval Form must be filled out and completed as stated above. These funds may be denied if the Student Council & Advisor feels that there are not sufficient funds to purchase the items.

Fundraising Guidelines:

BEFORE YOU MAY FUNDRAISE PLEASE:

- Complete a A.S.B. Fundraiser Request Form and attach list of students participating in Fundraiser
- If you are purchasing items to sell for your Fundraiser and would like to get reimbursed or to have an A.S.B. Purchase Order created a separate A.S.B. Funds Approval Form must be completed and turned in at the same time (Please read guidelines for Purchasing).
- Turn in the A.S.B. Fundraiser request Form to the Student Body Advisor/Clerk for approval by Student Council and Administration.
- Check with Account Clerk or Student Body Advisor for motion results on request
- Obtain signed copy of request for your records.
- Check out receipt books from the Account Clerk for items sold, unless vendor provides their own receipt books and/or ASB Clerk will be selling the items for you through the ASB Works Accounting System
- If your club participants will be selling items such as catalog orders, discount cards or magazines (and do not need receipt books) the Club Advisor is responsible for completing a Tally Sheet that shows what each student received or ordered.
 - Please note that catalog orders have changed from previous years and the catalog must be submitted for Administrative approval before you can advertise any sales.
- If items will be sold by Account Clerk the Club Advisor must set up a schedule for the participating students to assist during the sale if a large volume of students are expected
- If you purchase food items for your Fundraiser please keep in mind that with the Wellness Policy in effect you will not get reimbursed for junk food (i.e. soda, candy, chips, cupcakes...etc). If you need a copy of the Wellness Policy please see either the ASB Clerk/Advisor or Administrator in charge of Activities on site.
- All money collected MUST be counted by the Club Advisor and a completed Deposit Sheet must be turned in at time of deposit
- If tickets are sold for an Event Fundraiser (i.e. concert, dance) a Report on Ticket Sales Form must be completed with deposit
- All Fundraisers are advised to accept cash only since deposits may take time and checks may be returned for insufficient funds. If checks are returned for insufficient funds your club will be charged for the amount of the check plus the \$25.00 insufficient funds fee. The ASB Clerk will try and request the funds from the purchase and the fee from the person whose check was returned, but if the funds are not returned the club is responsible for the entire amount.

**Deposits will not be accepted without an approved
A.S.B. Fundraiser Request Form.**

Reimbursement Guidelines:

BEFORE YOU CAN PURCHASE ITEMS FROM A STORE:

- Complete an A.S.B. Funds Approval Form. Please type or write this in the explanation for the use of funds: **REIMBURSEMENT NOT TO EXCEED AMOUNT APPROVED ON OPEN PURCHASE ORDER FOR CLUB SUPPLIES PURCHASED THROUGHOUT THE SCHOOL YEAR**
 - If specific items will be purchased (i.e. t-shirts, snack bar supplies, uniforms) please write out what is being purchased).
- Hold a club meeting where the students record minutes to approve/deny the expense
- Turn in Approval Form to the Student Body Advisor/Clerk for approval by Student Council
- Check online for motion results on Approval Form on the school Activities page
- Obtain signed copy of Approval Form for your records and a PO# from Clerk
- Turn in original receipts to Account Clerk with your name written across the top
- If you purchase food items (i.e. pizza) for your club members a list of their names with their signatures must be turned in for you to receive reimbursement (banquet sign-in). Please keep in mind that with the Wellness Policy in effect you will not get reimbursed for junk food served to students during school hours (i.e. soda, candy, chips, cupcakes, etc.).
- It takes 2 to 3 weeks for a reimbursement check to be processed and mailed to the school site if all of the paperwork is completed correctly

Any invoice (receipt) received without an approved A.S.B. Funds Approval Form before the purchase date WILL NOT BE PAID.



Santa Ana Unified School District

Memorandum

DATE:

TO: Jules Letona – Student Accounts

From:

Re: Application for Student Club

We the students of _____ request permission to form a new student club. *Attach a list of the students sponsoring this club.*

This organization will be called _____ and will have as its purpose, _____

_____ will serve as the advisor for this club for the school year.

We have attached:

- a. Copies of proposed constitution for this club
- b. A copy of this year's budget for this club
- c. A list of students sponsoring this club

Submitted by:

Student Club Rep: _____ Date: _____

Club Advisor: _____ Date: _____

Approved by:

The Principal _____ Date: _____

ASB President _____ Date: _____

Recorded in the Student Council minutes on: _____ (*copy of minutes attached*)

Club Account Assigned: _____

SAMPLE

SADDLEBACK HIGH SCHOOL

STUDENT BODY CONSTITUTION

- ARTICLE I. Name: SADDLEBACK Associated Student Body
- ARTICLE II. Purpose: 1. To form a Student Body representing the students in the school.
2. To unite its members to serve the purpose of promoting participation in all school functions.
3. To abide by the rules of good school government.
4. To help in furthering the interests of its members and bringing about a better understanding among the students.
- ARTICLE III. Authority: This organization shall have as its purpose the conduct of activities, on behalf of the students, approved by the school authorities and not in conflict with the authority and responsibility of the public school officials.
- ARTICLE IV. Membership: 1. Members must be students enrolled in the ASB Course.
2. Members will have the right to hold student body offices.
3. Members will be responsible for participating in all school functions entitled by the ASB Administrator.
- ARTICLE V. Meetings: Mendez ASB students will meet every other Monday during the ASB period. Special meeting may be called by the president or advisor.
- ARTICLE VI. Officers: President: Shall be Chief Executive Officer of the Associated Student Body Organization. He/she shall preside at all meetings. He/she shall appoint the standing committees and oversee elections. He/she shall oversee all activities and fund raisers.
Vice President: If, for any reason, the Presidents are unable to perform his/her duties, the Vice President shall fill that position. The Vice-president shall assist the President with elections.
Secretary: Shall keep the general records, including minutes of each meeting and keeps records of activities and correspondence. Secretary must sign all Purchase Orders and Requests and record all necessary approvals in the minutes.
Treasurer: Is responsible for all purchasing, fundraising, and Student Body Monies approvals. All club budget sheets must be maintained by treasurer, as well as copies of monthly

expenditure reports to be kept for Student Body use. Is also responsible for appointing either himself/herself or another ASB member to help with school function sales (i.e. Dances).

- ARTICLE VII. Elections: Elections will be held once a year in October.
- ARTICLE VIII. Committees: The president will appoint committees as needed during the school year. The committees are as follows:
1. Activities
 2. Athletics
 3. Historical
 4. Multicultural
 5. Publicity
 6. Recognition
 7. Renaissance
 8. Spirit
 9. Youth Services
- ARTICLE IX. Amendment: All changes or amendments to this Club Constitution shall be by a 2/3 votes of the Club membership present at the date of the meeting scheduling such a change.
- ARTICLE X. Participant List Attached

SAMPLE

School Site SADDLEBACK H.S.

Club Name/Activity STUDENT STORE (6940)

Fees and Income	Beginning Balance	Income	Expenses	Ending Balance
Beginning Balance as of 07/01/09	760.79			760.79
Balloon Sales		260.75		260.75
School Supplies Sales		11.75		11.75
Locks		675.00		675.00
				-
				-
				-
				-
Expenses and Purchases				-
Mayflower Distributing (balloons)			524.62	(524.62)
Hodge Products (100 locks)			575.00	(575.00)
				-
				-
				-
				-
				-
				-
Ending Balances	760.79	947.50	1,099.62	608.67

SADDLEBACK HIGH SCHOOL
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Club Meeting Minutes

Date: _____ Call to order at: _____

Club Name: _____

Club Student Rep. Name: _____

Names in Attendance: (if more than 10 please attach a separate sign in sheet)

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Minutes:

Old Business:

(what was discussed at last meeting)

New Business:

(explain what needs to get addressed/approved)

Motion: Moved by (student name) that (new business) be approved.

Motion approved, motion denied (leave only one of these)

Student Club Rep Signature: _____ Date: _____

Adviser Signature: _____ Date: _____

Saddleback High School

A.S.B. FUNDRAISER REQUEST FORM

**This form must be completed prior to ordering and selling fundraiser item(s) **

TO: **STUDENT COUNCIL**

DATE: _____

CLUB NAME: _____

ACCOUNT #: _____

ADVISOR'S NAME: _____

DATE OF SALE: FROM _____ TO _____

EVENT DATE: _____

TYPE OF FUNDRAISER: _____

WHO WILL SELL THE ITEMS? _____

How will items be purchased? (Mark below)

- ASB Purchase order (Must also complete Funds Approval Form)
- Advisor Purchase & Reimbursement (Must also complete Funds Approval Form)
- Other (Donation, etc.)

Cost of Item(s): _____

Selling Price: _____

of Item(s) Purchased: _____

Anticipated Income: _____

Anticipated Profit: _____

"We certify that this request has been approved and recorded in the club minutes."

Club Advisor Approval: _____ Date: _____

Club Student Rep. Approval: _____ Date: _____

ASB PRESIDENT APPROVAL: _____ Date: _____

ASB TREASURER APPROVAL: _____ Date: _____

Student Council Approval: Approved Not Approved Date: _____

Meeting Comments:

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Saddleback High School
A.S.B. FUNDS APPROVAL FORM

TO: **STUDENT COUNCIL**

DATE: _____

Approval is given for:

CLUB NAME: _____

ACCOUNT NO. 086- _____

Available Balance \$ _____

(Current Club Balance)

To spend it's fund raising money in the amount of \$ _____ for

Please fill out your Rationale for Funds Request below

Payable to: _____

"We certify that this request has been approved and recorded in the club minutes."

Club Advisor Approval: _____ Date _____

Club Student Rep. Approval: _____ Date _____

***Note: Minutes must be attached to form.

ASB PRESIDENT APPROVAL: _____ DATE: _____

ASB TREASURER APPROVAL: _____ DATE: _____

Student Council Approval: Approved Not Approved DATE: _____

Advisors: Invoices must include the assigned P.O. number and will not be paid without prior approval

P.O. #: _____ DATE: _____

Invoice #: _____ DATE: _____

Meeting Comments:

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**Any invoice (receipt) received without an approved
A.S.B. Funds Approval Form before the purchase date
WILL NOT BE PAID.**

Saddleback Activities

Deposit Worksheet

A deposit worksheet must be filled out and accompany all deposits!!!

Club/Organization: _____

How money was raised: _____

Advisor: _____ Account # _____

Currency

_____ X 100 = \$ _____

_____ X 50 = \$ _____

_____ X 20 = \$ _____

_____ X 10 = \$ _____

_____ X 5 = \$ _____

_____ X 2 = \$ _____

_____ X 1 = \$ _____

Total Currency: \$ _____

Coins

_____ X 1.00 = \$ _____

_____ X 0.50 = \$ _____

_____ X 0.25 = \$ _____

_____ X 0.10 = \$ _____

_____ X 0.05 = \$ _____

_____ X 0.01 = \$ _____

Total Coins: \$ _____

Checks

of Checks _____ Check Total: \$ _____

(Make checks payable to Saddleback H.S. and include student # or name)

*****Checks should have 086-XXXX (number of your account) *****

Tally

Total Currency \$ _____

Total Coin \$ _____

Total Checks \$ _____

Total Deposit \$ _____

Advisor: _____ Date: _____

Account Clerk: _____ Date: _____

Check Your Work

Total Deposit \$ _____

Total Receipts \$ _____

Difference? \$ _____

If difference, please explain:

Actual Deposit

(Fill out below if you received change from ASB Office)

Total Receipts \$ _____

Change Provided \$ _____

Grand Total \$ _____

Actual Cash Count \$ _____

Receipt # _____

Corrections: (For Office use Only)

>> \$ _____

>> \$ _____

>> \$ _____

>> \$ _____



SADDLEBACK HIGH SCHOOL

FUND-RAISING RECAP EVENT PROFIT FORM

CLUB/SPORT: _____

CLUB ADVISOR: _____

ACCOUNT NO.: _____

EVENT: Sadies Dance Tickets

BEFORE the activity begins, RECORD this basic information from the Fundraiser Request form:

1 Purchase Cost _____

(Or cost of expenses incurred)

2 # of Items Purchased _____

3 Selling Price _____

4 Potential Income _____

*Multiply #2 by #3 to get:

DURING and AFTER the activity, RECORD the monies collected:

	sold @ _____	=	\$0.00		For your club to record: Receipt # _____
	_____ sold @ _____	=	\$0.00		Receipt # _____
	_____ sold @ _____	=	\$0.00		Receipt # _____
	_____ sold @ _____	=	\$0.00		Receipt # _____
	_____ sold @ _____	=	\$0.00		Receipt # _____
	_____ sold @ _____	=	\$0.00		Receipt # _____
	_____ sold @ _____	=	\$0.00		Receipt # _____
	_____ sold @ _____	=	\$0.00		Receipt # _____
	<u>0</u>		<u>\$0.00</u>		
	Total Items/Sales Held		Total \$ Collected		

*Compare #4(above) to #5. Was enough money collected (#5) to meet your potential income (#4)? If not, explain difference below. (For example: Did some of the items go unsold? If so, these items should be given back to the advisor. Did any items get lost or stolen? If so, give a list of lost or stolen items to the advisor.)

\$ Collected (#5) \$0.00 Potential (#4) \$0.00 = Difference \$0.00

NET PROFIT Recap

\$ Collected (#5) \$0.00 Total Expenses \$0.00 = Net Profit \$0.00

Actual Net Profit for this Activity: \$0.00

Report Prepared by: Meybell Quijano, School Account Clerk Date: _____

Report Reviewed by Advisor: _____ Date: _____

ASB President Approval: _____ Date: _____

ASB Treasurer Approval: _____ Date: _____

**SANTA ANA UNIFIED SCHOOL DISTRICT
Report on Ticket Sales**

SCHOOL _____

Date _____ Seller _____
 Event _____ Home Side _____
 Visiting School _____ Visiting Side _____

\$ _____ Tickets Ending No. _____
 Color: _____ Beginning No. _____
 Number Sold _____
 No. Sold _____ X \$ _____ = \$ _____

\$ _____ Tickets Ending No. _____
 Color: _____ Beginning No. _____
 Number Sold _____
 No. Sold _____ X \$ _____ = \$ _____

\$ _____ Tickets Ending No. _____
 Color: _____ Beginning No. _____
 Number Sold _____
 No. Sold _____ X \$ _____ = \$ _____

Change Given Out:		Total Receipts \$	_____
_____ \$10.00		Plus Change	_____
_____ 5.00		Grand Total	_____
_____ 1.00		Actual Cash Count	_____
_____ .25		Cash Short or Over	_____

Signature of Seller _____

White to ASB bookkeeper
 Yellow to be retained by student body organization
 Pink to the District Office