

CLUB ADVISOR HANDBOOK

TABLE OF CONTENTS

- **Club Advisor's Guidelines and Responsibilities**
- **Club Bylaws**
- **Club Constitution**
- **Club Officer Responsibilities**
- **Club Meeting Protocol**
- **Club Minutes Form**
- **Donation Collection Procedure**
- **Fundraiser Procedure**
- **Cash Control for Fundraisers Procedure**

CLUB ADVISOR GUIDELINES AND RESPONSIBILITIES

Club advisors must:

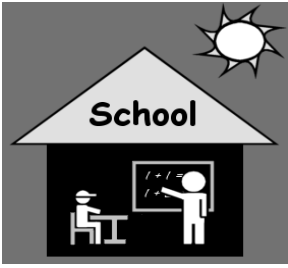
- Be a certificated staff member
- Ensure club application paperwork is completed and turned in by the deadline
- Be present at all club meetings, events, and fundraisers
- Ensure the club meets regularly and minutes are taken and approved, and that a copy is forwarded to the ASB student council in a timely manner
- Ensure that club officers and club members understand the school club bylaws and school policies
- Ensure that each club officer understands their duties as a club leader
- Ensure that all fundraisers are approved prior to being held
- If the club is affiliated with an outside charity or nonprofit organization that will be the beneficiary of fundraising profits, the affiliation must be approved by board of education. All publicity for the fundraiser must state the nonprofit or charity that is receiving the profit.
- Ensure all flyers and posters are approved by administration prior to being posted
- Ensure any club monetary transactions, such as membership donations or club t-shirt purchases, are collected with the advisor present. The club must record and maintain all money collected and turn in to the ASB bookkeeper. The ASB bookkeeper will set up an account for the club in the student body account. **Never have checks made payable to yourself, or to a student, and never deposit funds in your personal bank account.**

Fees and Donations

Under the law (California Constitution 1879), public schools must provide a “free and equal public education.” This means that students enrolled in public school cannot be charged fees for participation in educational activities that are part of the core program of the school. Educational activities include field trips, athletics, and extracurricular on-campus activities such as student clubs. Schools must adhere to the law and ensure that student equity in the educational process is not compromised.

Disbanded/Terminated/Inactive Clubs

Any terminated, disbanded, or inactive club must complete the club application process again during the following school year to be reinstated. No terminated, disbanded or inactive club is permitted to meet for the duration of the year in which they are terminated, disbanded or inactive. No student may claim ownership over any terminated, disbanded or inactive club at any point in time. If a club believes it has been terminated without reason, it may appeal to the administration and the school leadership class for reinstatement.



CLUB BYLAWS

CLUB NAME: _____

- I. Clubs must submit a club constitution and budget plan before the deadline set forth by the school student body and administration.
- II. Clubs must hold official meetings at least once a month if funds exist in the ASB account for that club. Failure to meet for any two months over the course of the school year will result in termination of the club.
- III. Clubs must meet on the days set forth in their club constitution (e.g., every second Tuesday of the month) except in the event of another school or club event.
- IV. All club meetings must be held on campus.
- V. Clubs must take minutes at all meetings, have them approved, and submit a copy of the minutes to the student body class. Failure to submit minutes regularly may lead to termination of the club.
- VI. Each club must have a minimum of six active members, excluding officers. Two-thirds of the membership must be present at 51% of all meetings. Attendance must be recorded at official meetings as a part of the club minutes. Clubs will have up to one semester each school year to reach the minimum number of active members.
- VII. Club officers must be full-time students at the school. If a part-time student wishes to be a member of a club, he or she must sign a code of conduct.
- VIII. A Club advisor must be a certificated staff member in the district. A club advisor must be present at all club meetings, club events, and club fundraisers. If the advisor cannot be present, another certificated staff member can be designated as a substitute.
- IX. The district board of education must approve all nonprofit affiliate charities that will be beneficiaries of club fundraising.
- X. The only four positions considered club officers are club president, club vice president, club secretary, and club treasurer. All other titled positions in a club are considered leadership positions, not officer positions. There may be as many or as few leadership positions as the club sees fit.
- XI. When a club holds an election, the following must occur:
 - A. Each active club member is allowed no more than one vote for any election.

- B. The process of the election must be clearly established and outlined in the club constitution. This must include, but is not limited to, what percentage is needed to win/pass and what happens in the event of a tie.
- C. If a position has an eligibility requirement, these requirements must be clearly defined in the club constitution. The selection committee may include club members but must include the club advisor. The committee must be impartial when choosing candidates for a position and abide by the criteria set forth in their constitution.

XII. Whenever a club elects or appoints a new officer or leadership position, the results must be documented in the club minutes of that month.

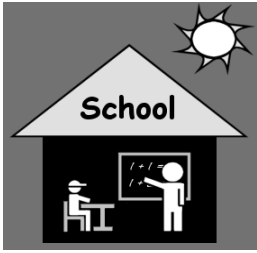
XIII. Two violations of any of the club bylaws will result in the termination of the club for the remainder of the school year (this means violations of any two bylaws or of the same bylaw twice).

ACKNOWLEDGEMENT

I HAVE READ AND UNDERSTAND THE _____ CLUB BYLAWS:

CLUB NAME: _____

| | | |
|---|-------------------------------|-------|
| _____ | _____ | _____ |
| Club President Name (please print) | Club President Signature | Date |
| _____ | _____ | _____ |
| Club Vice President Name (please print) | Club Vice President Signature | Date |
| _____ | _____ | _____ |
| Club Secretary Name (please print) | Club Secretary Signature | Date |
| _____ | _____ | _____ |
| Club Treasurer Name (please print) | Club Treasurer Signature | Date |
| _____ | _____ | _____ |
| Club Advisor Name (please print) | Club Advisor Signature | Date |



CLUB CONSTITUTION

Activity Club only

Fundraising Club (must complete a Club Budget Plan form)

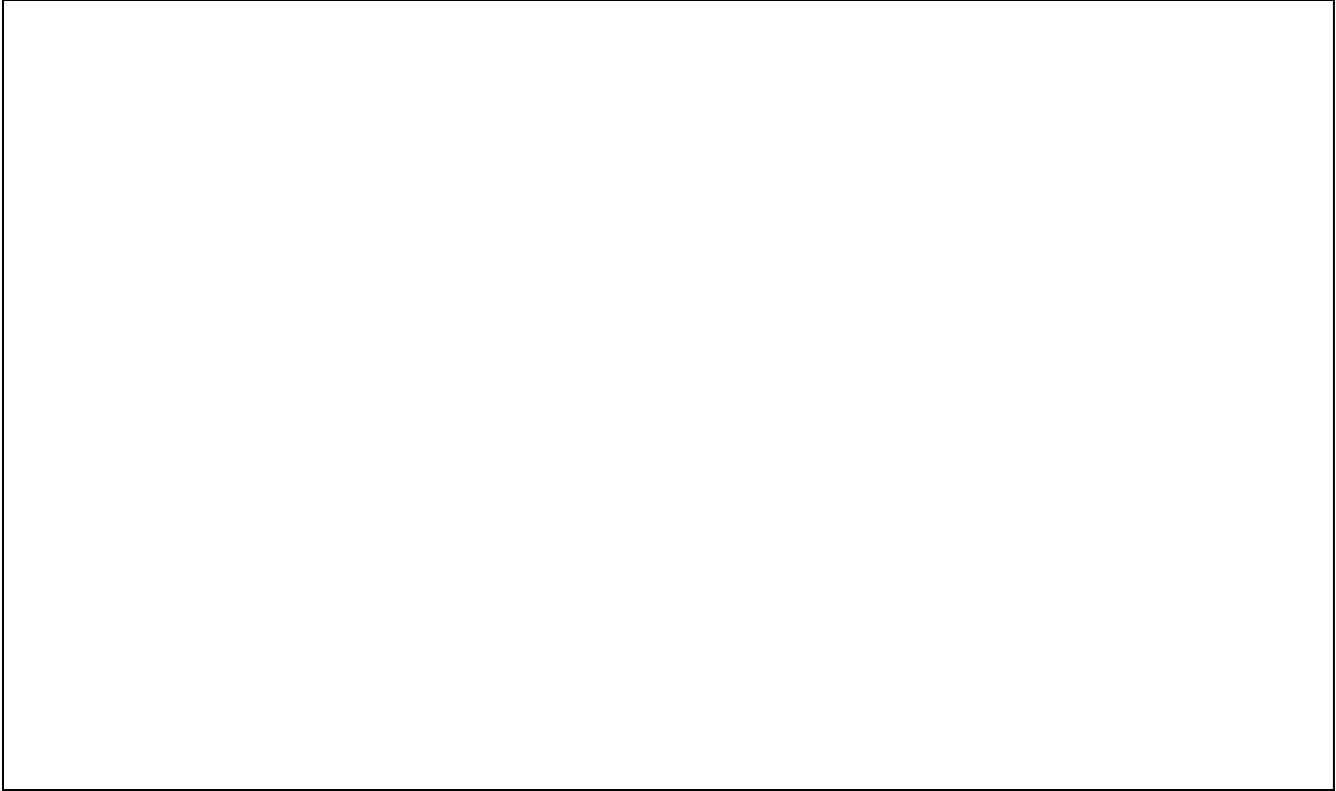
ARTICLE I – Name, Purpose and Goals

CLUB NAME: _____ SCHOOL YEAR: _____

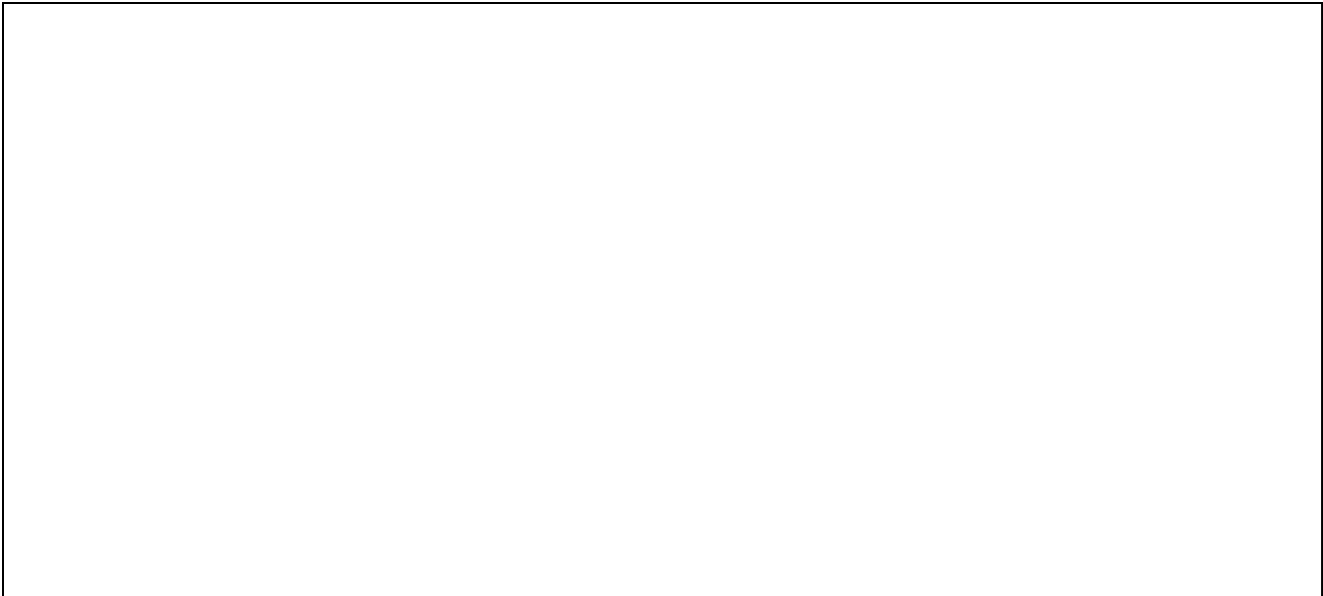
CLUB ADVISOR: _____

CLUB PURPOSE: (What is the goal of your club? Be creative, but be realistic, too. Think about short-term goals, i.e., weekly and monthly, and long-term goals, i.e., yearly. Write 3-5 sentences that explain the purpose and goals of your club and a list of what you want to accomplish.)

ACHIEVING YOUR PURPOSE: (How will you achieve your club's goals? What actions will you take to work toward its purpose? List your ideas for achieving your goals. Explain how those ideas relate to the purpose of the club.)

A large, empty rectangular box with a thin black border, intended for the student to write their response to the 'ACHIEVING YOUR PURPOSE' question.

CLUB AND THE COMMUNITY: (How will your club impact the school and/or the community? What things can the club teach, share, assist with, or use to engage with the student body and/or the community? Be creative in writing down what your club can do to positively impact your school and community.)

A large, empty rectangular box with a thin black border, intended for the student to write their response to the 'CLUB AND THE COMMUNITY' question.

AFFILIATION: (Is your club affiliated with an outside nonprofit or charity organization? If these organizations will be beneficiaries of club fundraising proceeds, please list the name(s) of these organizations. All beneficiaries must be approved by the district board of education.)

| |
|--|
| |
|--|

ACTIVITIES AND FUNDRAISERS: (Again, be creative! Activities should be fun, related to the club, and you should learn something new from them. Activities can be a field trip or a fundraiser. Write down a list of ideas for activities and fundraisers for a 12-month period.)

| Activity/Fundraiser | Approximate Date |
|---------------------|------------------|
| • | |
| • | |
| • | |
| • | |
| • | |
| • | |
| • | |

ARTICLE II – Membership

MEMBERSHIP QUALIFICATIONS: (Write down the qualifications required to become a member.)

| |
|--|
| |
|--|

RECRUITING: (Write down your ideas for promoting the club and recruiting new members. List the various forms of media your school has to assimilate information.)

ARTICLE III – Meetings & Guidelines

Clubs shall structure meetings with the club advisor to fit the needs of the club and to fulfill the goals that have been established. Meetings should be held at least once a month and minutes taken and forwarded to the leadership class. Meetings must be held on campus.

Meeting Day: _____

Time: from _____ to _____

ARTICLE IV – Club Officers

ELECTION OF CLUB OFFICERS: (Explain how and when officers will be elected, who elects them, how long they will hold office, and what the qualifications for office shall be.)

- President: _____ email address: _____
- Vice President: _____ email address: _____
- Treasurer: _____ email address: _____
- Secretary: _____ email address: _____

ARTICLE V – Financial Responsibility

FINANCIAL RESPONSIBILITY: (In accordance with Education Code Section 48932, all groups that fundraise must define their needs and their plans for fundraising. Complete the attached Club Budget Plan form, listing the expected revenue from dues, fundraisers, and donations, along with the estimated expenses of the club.)

ARTICLE VI – Amendments

AMENDMENTS: (Write down the process by which the bylaws may be amended, e.g., who can recommend a change and what percent of a vote is required.)

FOR OFFICE USE ONLY:

Approved: Yes No

Comments: _____

Student Body Advisor's Signature: _____ Date: _____

Administrator's Signature: _____ Date: _____



CLUB OFFICERS' DUTIES

President

- Preside over all meetings
- Plan and prepare agenda for all meetings, working closely with the club advisor
- Know the basic rules of parliamentary procedure
- Facilitate group discussions by summarizing and clarifying
- Conduct himself/herself with academic integrity and in an exemplary manner

Vice President

- Assist the president and serve in his/her absence
- Assist in planning meeting agendas
- Know the basic rules of parliamentary procedure
- Help facilitate group discussions
- Conduct himself/herself with academic integrity and in an exemplary manner

Secretary

- Notify members of upcoming meetings
- Distribute meeting agenda
- Take attendance at meetings
- Keep accurate minutes of all meetings, attach the agenda and attendance report, and keep on file
- Report minutes of previous meetings
- Handle all club correspondence
- Conduct himself/herself with academic integrity and in an exemplary manner

Club Treasurer

- Work closely with club officers and club advisor to prepare an annual budget
- Ensure all expenses are approved prior to purchasing
- Assist with fundraiser profit and loss analysis statements
- Maintain a complete and accurate record of all club receipts and disbursements
- Conduct himself/herself with academic integrity and in an exemplary manner

CLUB MEETING PROTOCOL

1. Call to Order:

- President: "This meeting will now come to order"
- Secretary: Records the time meeting was called to order for the minutes and circulates a sign-in sheet.

2. Minutes of Previous Meeting Approval:

- Secretary: Reads minutes of previous meeting and asks for a motion to approve and a second to the motion. If there is a correction to the minutes, the motion is to "approve the minutes as corrected." Names of the motion makers must be documented in the minutes.

3. Committee/Officer Reports:

- President: Calls upon officers and/or committee chairs for updates or information.
- Secretary: Documents the information in the minutes.

4. Treasurer's Report (if a fundraising club):

- Treasurer: Provides a list of approved expenditures and asks for any new requests for expenditures. The requests are voted on by the club using the motion protocol. The new request(s) are submitted to the ASB bookkeeper and administration for approval on a Request for Check/PO form.
- Secretary: Documents expenditures, approved and new, for the minutes, noting the motion makers and the outcome of the vote.

5. Old Business:

- President: "Is there any old business to discuss?" This is the forum for following up on previous meeting issues or events. If voting is required, the motion protocol should be used.
- Secretary: Documents the discussion in the minutes, noting the motion makers and outcome of the vote.

6. New Business:

- President: "Is there any new business to discuss?" This is the forum for new issues or events to be decided on. If voting is required, the motion protocol should be used.
- Secretary: Documents the discussion in the minutes, noting the motion makers and the outcome of the vote.

7. Announcements/Presentations:

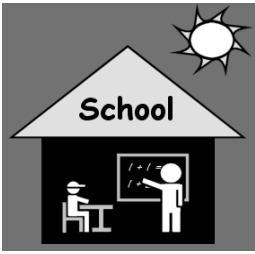
- President: Shares any announcements or introduces any presenters to the club.
- Secretary: Takes notes and documents in the minutes.

8. Adjournment:

- President: "This meeting is now adjourned."
- Secretary: Records the time of adjournment for the minutes.

9. Finalization:

- Secretary: Club minutes should be finalized on the Club Minutes form with the sign-in sheet of members attached. A copy of Club Minutes form and sign-in sheet should be forwarded to the ASB Student Council within a week of the meeting. A copy of the Club Minutes form and sign-in sheet should also be retained on file for the club.



CLUB MINUTES

CLUB NAME: _____

Meeting Date: _____ Meeting Time: _____ Meeting Place: _____

The meeting was called to order by: _____

The minutes of the last meeting dated _____ were read and approved/corrected and approved.

Motion to approve by: _____ Seconded by: _____

Committee Reports:

Treasurer's Report (if a fundraising club):

The following expenditures were approved by administration:

-
-
-

The following new expenditures were submitted:

-
-
-

Motion to approve by: _____ Seconded by: _____

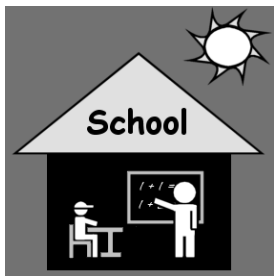
Old Business:

New Business:

Club Secretary: _____ Date: _____
(Signature)

Club Advisor: _____ Date: _____
(Signature)

Attached: Sign-in sheet of club meeting attendees

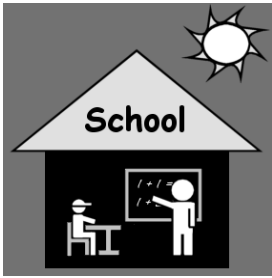


CLUB DONATION COLLECTION PROCEDURE

Although a membership, or any other kind of payment, cannot be required under the law from students enrolled in public school, a club may request a donation. All requests must clearly state that the donation is not required for participation in the club or club activities. All donations must be collected during a club meeting with the club advisor present. Students must never collect money outside of a supervised club meeting. (Refer to the *FCMAT Associated Student Body Accounting Manual, Fraud Prevention Guide, and Desk Reference* for more detailed information)

PROCEDURE

1. Any requests for donations should be made in the form of a letter or email that can be sent home to parents explaining the reason for the request.
 - a. Request should have a deadline for submission
 - b. Club members should be instructed to bring the donation to a club meeting
 - c. All donation requests must be in compliance with district rules and policies (i.e. some may require principal approval prior to being sent out)
2. All donations must be documented on a spreadsheet by member name. Donations should be balanced to the spreadsheet and forwarded to the ASB bookkeeper in a timely manner.
3. The ASB bookkeeper will deposit the donations in the club's student body account.



FUNDRAISER PROCEDURE

Fundraisers must be approved by the school administration before they are held. Administrators will consider appropriateness, safety, and compliance with Education Code when reviewing and approving fundraisers. (Refer to the *FCMAT Associated Student Body Accounting Manual, Fraud Prevention Guide, and Desk Reference* for more detailed information)

TYPICALLY ALLOWED FUNDRAISING EVENTS

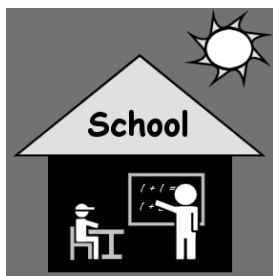
- Concession/Food Sales (Refer to the *FCMAT ASB Manual* for nutrition regulations)
- Entertainment
- Advertising
- Publications
- School Logo items
- Tournaments
- Car Washes
- Book Fairs

UNALLOWABLE FUNDRAISING EVENTS

- Raffles or games of chance
- Activities that pose liability, safety or risk concerns such as,
 - Mechanical or animal rides
 - Use of darts or arrows
 - Objects thrown at people

PROCEDURE

1. Complete a Club Event/Fundraiser Approval form and a Fundraiser Budget form. The Club Event/Fundraiser Approval form must be signed by a club representative and the club advisor and approved in the club minutes.
 - a. Forward the completed Club Event/Fundraiser Approval form and Fundraiser Budget form to the ASB bookkeeper.
 - b. After the fundraiser is reviewed by administration, the club advisor will be notified whether the event was approved or not.
 - c. If the fundraiser is approved, the Cash Control for Fundraisers procedure (see below) must be followed.



CASH CONTROL FOR FUNDRAISERS

A cash box must be requested if cash will be accepted at a fundraiser, and it must be under the control of an adult at all times. Sound cash control procedures are essential from the time cash is collected until it is deposited in the bank. This not only deters fraud, but protects all parties from accusations of wrongdoing. (Refer to the FCMAT *Associated Student Body Accounting Manual, Fraud Prevention Guide, and Desk Reference* for more detailed information)

PROCEDURE

1. Cash box request should be made to the ASB bookkeeper at least 24 hours before a fundraising event:
 - a. Request for Cash Box form is completed by the ASB bookkeeper once received
 - b. Cash is verified by both the ASB bookkeeper and the club advisor prior to releasing box
 - c. White and yellow copies of the form are placed in the cash box
 - d. The pink copy is retained by the ASB bookkeeper
2. During the event, at least two people should control cash sales using one of the following cash control documents:
 - a. Tally Sheet
 - Tally items as they are sold
 - Total sales on sheet
 - Count cash and complete Request for Cash Box form
 - Total sales and cash must balance
 - b. Ticket Sales Report
 - Write in beginning ticket number and ending ticket number for each pricing level of tickets
 - Calculate the total ticket sales on form
 - Count cash and complete Request for Cash Box form
 - Total ticket sales and total profit cash must balance on the form
3. If the fundraiser is a multiple-day event, a Cash Reconciliation form must be used at the end of each day. The cash must be counted by two people at the end of each day, and then recounted at the beginning of the next day. The two totals should match. On the last day of the event, the Cash Box form should be used for the final count.
4. The cash box should be returned to the ASB bookkeeper in a timely manner
 - Cash is verified by ASB bookkeeper and the advisor, and a receipt is given to the advisor
 - ASB bookkeeper deposits money in the student body club account