



**Club & Class Advisors
Handbook
2024-2025**

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Welcome From Vasquez High School ASB

Dear Club and Class Advisor:

Welcome to the Mustang Family & the wonderful world of Activities!

As a member of Vasquez High School ASB Team you will assist students and faculty in promoting positive learning experiences outside the classroom. The connection made with students in this capacity is one that will become a highlight of your career. Vasquez High School is an amazing place to be because people like you care enough to invest in our students.

The following handbook is designed to assist advisors and students with the most pertinent information required for proper Associated Student Body (ASB) constitutional procedure as dictated by the Department of Education of the State of California, California Association for School Business Officials, California Association of Directors of Activities, and the Action-Agua Dulce Unified School District Board Policies.

We hope you will find this handbook helpful. Have a very enjoyable and successful school year.

Thank you for your support and commitment to the Mustangs Family!

Kayla Walker
Student Activities Advisor

Activities Philosophy & Objectives

Vasquez High School values the development of extra-curricular activities and classes for their positive and meaningful contribution in the lives of our students. The student body of Vasquez High School relies upon the positive contribution of its advisors. Club and class advisors, in promoting their co-curricular agendas, engage in worthwhile activities that positively enhance the life and overall character of the Mustang student body. To that end, the welfare of co-curricular activities and clubs is extremely important. Every effort is made through the development of activity calendars, online calendars, available facilities, and transportation, to ensure the success of clubs and organizations.

The Activities program strives to:

- Provide the opportunity to develop socially by engaging in activities which develop and strengthen character, leadership skills, and social skills.
- Provide additional activities and experiences outside the classroom that broaden the interests, awareness, and knowledge of students in ways that would not otherwise be achieved.
- Participate in multiple kinds of co-curricular activities organized around the common interests of club members.
- Develop teamwork strategies through service to each other, the community, and the student body of Vasquez High School.
- Teach TRUST, RESPECT and RESPONSIBILITY at club meetings and events.
- Incorporate various school/class/club activities that reinforce AGENCY, COLLABORATION, WRITTEN AND ORAL COMMUNICATION.

Advisor Duties and Responsibilities

Club & Class Advisors promotes school spirit as a vital aspect of the district's educational mission. They help students identify class/ club goals as well as supervise activities. Club & Class Advisors encourage guidance and inspiration to help students profit for their participation. Advisors also keep the school administration informed about emerging issues.

- Develops a budget and an outline for the principal's approval.
- Requisitions program supplies and equipment.
- Ensures that the program is self-sustaining except for financial support authorized by the board or administrator.
- Upholds board policies and follows administrative procedures
- Promotes favorable image of the school district.
- Encourages community partnerships that enhance district programs and services.
- Coordinates activities with the school calendar.
- Promotes the proper use care of school property.
- Provides guidance to help students develop and promote program ideas.
- Seeks opportunities to involve all students in class/club activities.
- Supervises the election and installation of class/club officers.
- Encourages and facilitates student involvement in public service activities.
- Recruits, instructs, and supervises adult chaperones.
- Provides guidance, communicates high expectations, and shows an active interest in student progress.
- Promotes academic success as an important priority for all students.
- Maintains high standards and upholds the student conduct code.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Maintains accurate records and submits reports on time.
- Helps students determine reasonable fees and/or alternative methods to fund activities.
- Supervises approved fund raising projects from beginning to end.
- Ensures that all financial activities are processed through the proper student activity account.
- Arranges student transportation for sanctioned activities.
- Takes precautions to ensure staff/student safety. **Does not leave students unsupervised.**
- Monitors innovations, evaluates activities, and recommends program improvements.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serve as a positive role model for others.

Helpful Hints

- Set realistic goals for yourself and the class/club.
- Begin your class/ club by helping students make their own decisions, identify goals, plan projects, and evaluate outcomes.
- Respect the confidence of your students who might seek your counsel on personal issues.
- Field Trips are a fun part of club activities. Make sure you have submitted all paperwork including **Permission Slips**.
- **Never Sign** any contracts. All contracts must be completed and approved by the School Principal. No Exceptions. No other signature on a contract will suffice for expenditure of student body funds.
- Assist students in publicizing their event
- Listen to your students ideas and encourage them throughout every stage of planning. Even events that are not “successful” are wonderful opportunities for your students to learn

Existing Club Checklist

EVERY CLUB MUST DO THE FOLLOWING EVERY YEAR

- _____ Complete a *Club Request for Active Status* form. (APPENDIX A)
- _____ Revise/Approve/Sign and Date the *Club Constitution*. See Example (APPENDIX D)
- _____ Elect Officers and complete *Elected Club Officers*. (APPENDIX B)
- _____ Develop/Approve/Sign and Date the *Student Organization Budget* for the current year. (APPENDIX C)

Please file all of the above with ASB within the first three weeks of school

Financial transactions will not be allowed until the above steps have been completed.

How to Start a Club Checklist

- _____ Secure adult staff member who agrees to be the club advisor.
- _____ Pick up a *Petition for Organizing a New Club*. Please fill out completely. There must be a minimum of 15 members signed up. (APPENDIX F)
- _____ Present the petition to the ASB Board

Once the club has been approved by the ASB Board, the following needs to be completed:

- _____ Write and file the *Club Constitution*. See Example. (APPENDIX D)
- _____ Elect Officers and complete *Elected Club Officers* form. (APPENDIX B)
- _____ Develop/Approve/Sign and Date the *Student Organization Budget* for the current year. (APPENDIX C)

Please file all of the above with ASB.

If you have any questions please contact the ASB Advisor

All Club Reminders

Budget

A completed budget shows the expected course of action for the school year and serves as a guide for planning, operational control, and coordination. The budget should list all income sources and expenditures. In establishing revenue and expenditure estimates, it is difficult to anticipate all activities that will take place in a given year. A simple method of projection is to relate past performance to what is planned for the future. In other words, estimate next year's receipts and expenditures by relating them to the past years receipts and expenditures. See the ASB Advisor or ASB Bookkeeper for reports to help this process.

- Budgets can be updated at any time throughout the year.
- No club shall charge dues/fees as a membership requirement.
- No club, class or other ASB organization will be allowed to conduct fundraising events without a current budget and approved fundraising request form on file.
- Advisors and club officers are encouraged to consult ASB Bookkeeper if budget assistance is needed.
- Club financial statements that can be used to develop and/or monitor a club budget are provided quarterly and are available from the ASB Bookkeeper upon request.

Activities, Events and Fundraisers

(See Fundraising Section for more specific information on club fundraising)

Step 1 – Important – Make Your Request

- Submit an Activity Request (APPENDIX G) and/or Fundraiser Request (APPENDIX I) to the ASB
- Wait for written ASB Approval

All activities and/or fundraising events prepared, given, or sponsored, by a club or class will be considered school sanctioned activities. These activities are governed by established by Vasquez High School conduct codes and require prior approval. Prior approval can be secured by submitting activity request and/or fundraising request forms to ASB at least 3 weeks in advance. If the activity is a field trip, submit the required district Activity Request at least 3 weeks in advance. The Activity Request will be approved or denied subject to the availability of date, previously scheduled events, and facility availability. It is possible to have an event approved but have no facilities available. Administration and/or board approval are needed for some events. Plan early to avoid conflicts and ask questions/communicate. A signed copy of the Activity Request will be returned to you as soon as all of the necessary approvals are obtained. Do not hold your event or fundraiser until you have received your copy of the signed activity or fundraising request form.

Step 2 – Get to Work – Set timelines, get materials, delegate jobs

- No activity should take place unless class or club members are willing to carry out their responsibilities. Staff advisors are responsible for the completion of the activity. It is

imperative that club members and advisors assume responsibility for securing help needed for decorating, clean up, return of materials, and deposit of funds.

- See APPENDIX N for Grade level specific activity deadlines.
- Students are not permitted to be out of class to conduct club business. Special permission must be obtained from an administrator for any exception to this rule a minimum of one week in advance.
- During any school sponsored activity the staff advisors act as the representative for Vasquez High School and are the sole **adult responsible for the event**. The **staff advisor must be present at all on or off campus activities involving students, for the entire duration of the activity or event**.

Step 3 – Final Report

- At the conclusion of a fundraiser, submit a report of sales that identifies any discrepancies between the projected sales and the actual amounts collected. There are various forms available from the ASB Advisor to assist with this process.

Meetings/Meeting Minutes

The Associated Student Body (ASB) organization and each club within the organization are required to keep minutes for each meeting. The minutes should include details of all proceedings including financial matters pertaining to any expense to be incurred, all fundraising ventures, all account transfers, and approval of funds to be invested or loans to be made. Each motion must be reported in the minutes. The motion must be stated and the person who made the motion and who seconded the motion must be named. Copies of all minutes must be submitted to ASB on a monthly basis. Failure to do so may result in the club being placed on inactive status.

Advisor Responsibilities:

- Be present and not leave students unattended at any club meeting.
- Before Meeting: Get club binder ready.
- Take roll. Fill out a club Meeting Minutes form (APPENDIX E) and any other paperwork necessary. (MUST fill out at EVERY Meeting!)
- Ensure that accurate minutes are recorded and kept on file for each meeting. All fundraising decisions and approvals for purchases required to be recorded in the minutes. Email digital copies of all meeting minutes to ASB the first Tuesday of each month.
- Facilitate revisions to the budget as needed to add new activities and/or purchases. Submit the revisions to ASB upon club approval.
- Be present when cash is collected, counted, and documented by students. Receipts must be issued to purchasers and cash should balance to the receipt totals.
- Ensure that deposits are made intact and a financial summary is completed after the completion of fundraisers. Make same-day deposits & never secure money in classroom.

Student/Student Officer Responsibilities:

- Maintain constant communication with staff advisors about planned events and meetings. Notify and publicize meeting dates & times to the general student population.

- Elect or designate a person that will be responsible for the accurate recording of minutes at each meeting. Minutes should be approved by the club and include written record of approval for all fundraising decisions or purchases.
- Consider and refer to the budget when making financial decisions.

Field Trips

The purpose of an ASB field trip is to promote the social welfare of the club members and/or augment and enrich the instructional process. ASB field trips are usually scheduled to take place after school, on evenings, or weekends to not interfere with the instructional day. Any field trip must be approved through the school Principal.

Note: All school rules & the student code of conduct apply while on field trips and school sanctioned activities.

The following forms are required for all school sponsored field trips and are available in the ASB Room:

- ☐ Field Trip Activity Request Form
- ☐ Activities Request Form
- ☐ Transportation Request - if bus is needed
- ☐ Parent Consent Forms/Permission Slips (APPENDIX M) (if needed)

IMPORTANT

- Staff advisor must be present on all field trips.
- For any field trip it is recommend that there is a 15:1 student teacher (adult chaperone) ratio.
- Overnight field trips require a minimum of 1 male and 1 female chaperone, which would include the staff advisor, and are exceptional.
- Take attendance and submit list to the attendance office.
- If a student is found in possession of an illegal substance, the staff advisor is required to call the School Principal or designee immediately.

Driver Instructions

When using a vehicle to transport students on field trips or other school activity trips, please:

- Be sure that you have registered with the school district for such purposes and have a valid Driver's License and current liability insurance at or above the minimum amount required by law for each occurrence.
- Check the safety of your vehicle--tires, brakes, lights, horn, suspension, etc.
- Carry only the number of passengers for which the vehicle was designed.
- Obey all traffic laws
- Never use an electronic device while driving
- Require each passenger to use an appropriate child passenger restraint system or safety belt in accordance with law.
- If an emergency occurs, keep all the students together and call 911 and Vasquez High School (661) 269-0451

Clearing Students:

To clear students from class to attend a fieldtrip or event during school hours, fill out the Student Clearance Form and submit to the office. Failure to do so may result in students getting unexcused absences.

Purchases/Reimbursements/Check Requests

- In order to use club funds, you must submit a Request to Purchase through ASB
- Do not make any purchases prior to approval or you may not be reimbursed
- Once your Request to Purchase has been approved, you may make your purchase.
- To request reimbursement, you must fill out a Check Request/Reimbursement form and submit original receipts, invoices, and/or purchase orders. Keep a copy for your records.
- Checks will be issued within 2 weeks unless it is deemed an emergency.

Money Owed

It is strongly suggested for all staff advisors to send communication home with students explaining the fundraiser and how the money is going to be used. Keep accurate records of what is checked out and what is brought back.

- **All payments and purchases must be made directly with the ASB Bookkeeper**
- Require students to provide you their receipt.
- Once your fundraiser is over, turn in your “money owed” list to the ASB Bookkeeper.

Raising Funds

- ❑ All club activities occurring at the school site are designed to be free to the students attending.
- ❑ All clubs will prepare a simple budget for the year that determines need and then should stay within the projections of the budget.
- ❑ Various methods of raising money, acceptable within the school guidelines, are: food sales on Food Sale Days only, and various other forms of fundraisers utilizing an outside company's products.

How To Run a Fundraiser

Fundraising

Anytime items are sold, admission is charged, or funds are solicited in any way, the activity is considered a fundraiser. Outside groups may not solicit funds from students or conduct fundraisers on campus without the expressed written consent of Vasquez High School ASB. Chartered ASB Clubs may obtain permission to fundraise through the written permission of the ASB and administration.

Written permission must be obtained from ASB prior to any fund raising items being purchased or money changing hands. Written permission is obtained by submitting a completed fundraising request form (APPENDIX I).

Unapproved Fundraisers

If a club conducts an unapproved fundraiser or activity on or off campus, the following penalties shall be levied:

1st offense: A fine equal to 50% of money raised

2nd offense: All monies raised from sale with no limit, plus suspension of all club activities for ten (10) months

The following legal requirements will be taken into consideration when approving or disapproving fundraising requests:

- Fundraising events should be scheduled in a manner as to not conflict with other school related events and should place an undue financial burden upon students.
- No two clubs will conduct like fundraisers on the same dates.
- Fundraising events should be directed toward the attainment of specific goals and objectives of the club or organization.
- Fundraising should be planned and conducted in a manner to teach sound, ethical business practices.
- Fundraising may not take place without a current budget on file with ASB

Advisor Responsibilities

- Staff Advisors will make arrangements for cash boxes and securing funds with the ASB Advisor in advance of the scheduled fundraiser.
- The Staff Advisor, along with student organization, prepares preliminary revenue potential for the fundraiser.
- Student checks out inventory from Staff Advisor.
- Student submits money or tickets or inventory to Staff Advisor.
- Staff Advisor reconciles money and inventory and prepares activity collection report.
- Staff Advisor deposits money with the ASB bookkeeper on the same day as the fundraiser, who in turn, issues a receipt at the time of deposit. Keep copy of deposit.
- A final sales analysis is prepared and any discrepancy is explained.

- A copy of sales analysis is given to the ASB
- At no time should cash or checks be held in classrooms, cars or homes with the final deposit.
- Deposits should go to the ASB Bookkeeper immediately after collected.

Fundraising Restrictions & Considerations

★ Food Items

- No items can be offered that are in direct competition with the cafeteria.
- No sale of gum or food products that do not meet school standards.
- No sale of home baked items.

★ Due to state law and/or insurance stipulations, the following will not be conducted by any student group:

- Games of chance – lottery, drawing, raffle (Keep your game legal – See ASB more info).
- Others as determined by school administration

*****ALL ACTIONS MUST BE REFLECTED IN THE MINUTES OF THE CLUB*****

Fundraising Checklist:

- ☐ Contact ASB to discuss your fundraising ideas.
- ☐ Discuss ideas with your class/club. Make sure that the minutes from your meeting reflect the fundraiser.
- ☐ Send communication home with your students explaining the fundraiser and how the money is going to be used.
- ☐ Decide on a date for your fundraiser, no longer than two weeks. Also plan alternative dates just in case there is another group on campus who is holding a similar fundraiser.
- ☐ Fill out a *Master Calendar Request* form
- ☐ Fill out an *Activity Request* form (APPENDIX G)
- ☐ Fill out a *Request to Purchase* form. (APPENDIX H)
- ☐ See the ASB Bookkeeper if a cash box is needed for your fundraiser. Fill out the *Cash Box Request* form 48 hours prior to your event
- ☐ Once your items have arrived, inventory all items received against the invoice sent by the company.
- ☐ Keep accurate records of what a student checks out, what they sell, and what they return.
- ☐ Staff Advisors MUST have students sign for anything that is given to them to sell. Please fill out the Vasquez High School Fundraiser Sign-Out Sheet & turn into the ASB Advisor when your fundraiser ENDS.
- ☐ **Do NOT take money from students!!** Students MUST ALWAYS turn in money to the ASB Bookkeeper. If you need a record of students who have paid; students can give you a receipt or you can ask the ASB Bookkeeper for a list.
- ☐ Check with the ASB Bookkeeper every few days to obtain an updated list of money turned in.
- ☐ After the fundraiser is over, notify the ASB Advisor and ASB Bookkeeper.
- ☐ Complete the *Check Request* form to pay off your purchase order. (APPENDIX) Please keep your invoice/receipt and attach it to this form.

Purchases/Prohibited Expenditures/Contracts

Purchases

- All disbursements of ASB club funds must be made in accordance with an established system that encompasses sound elements of internal control, good accounting practices, and conformity with regulations prescribed by the school district Board of Education. (See Education Code 48933.)
- A Request to Purchase must be submitted for prior approval by the clubs & student council for purchases of merchandise or services.

Other matters to be kept in mind when purchasing is as follows:

1. Expenditures must be supported by invoices or other acceptable documentation.
2. Payment must be made only after evidence of receipt of the merchandise. Sign & date the invoice to indicate it is accurate & ready for payment.
3. All disbursements must be made with school issued checks. Never disburse cash.
4. Items purchased must be recommended by the site with an invoice presented to the ASB Advisor or payment will not be made.

Prohibited Expenditures

In addition to Education Code 48934, which deals with the use of Associated Student Body funds, it should be noted that certain expenditures are prohibited, namely:

1. Equipment, supplies, forms, and postage for curricular or classroom use or for school business
2. Repairs and maintenance of school owned equipment
3. Salaries or supplies which are the responsibility of the school
4. Articles for the personal use of school employees
5. Gifts, loans, credit, or the purchase of accommodations for school employees, students or others

Contracts

All contracts must be reviewed & signed by an authorized school contract signer. Submit your contract to the ASB Advisor for assistance. Written contracts are legal instruments binding two or more parties to a course of action usually involving money. Serious legal questions arise when an Associated Student Body enters into a contract. The law governing contracts is complex. Careful and prudent consideration should be given before entering into a contract. The monetary obligation may be beyond the financial ability of the organization to pay.

Posters, Fliers & Publications

- Posters may only be displayed in designated posting areas: exterior walls and fences using blue painters tape.
- Fliers, advertisements and posters must have prior approval by the Principal/Administrative Office/ASB.
- Prior approval must be received by administration to use the school name or official mascot on any item for distribution. This also applies to spirit wear. Written permission is required prior to placing an order for any item that will have the name of school, official mascot, or includes the likeness of the school image.

Appendix

School Forms and Sample Documents

APPENDIX A

Vasquez High School
CLUB REQUEST FOR ACTIVE STATUS

School Year

Submit completed form with estimated budget form to ASB

Name of Organization _____

Purpose of Organization _____

Membership is open to which students? _____

Advisor(s) _____

Elected student officers:

● President _____

● Vice-President _____

● Secretary _____

● Treasurer _____

As an organization chartered under Vasquez High School ASB Constitution, our members accept both the privileges and responsibilities of active status for this school year.

President's Name: _____

President's Signature _____ Date _____

Advisor's Name _____

Advisor's Signature _____ Date _____

.....

Request for active club status approved by ASB Executive Board on _____

ASB Clubs and Organizations Commissioner

ASB Advisor

APPENDIX B

Vasquez High School
ELECTED CLUB OFFICERS

School Year

Elected officers for _____ are as follows:

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

Historian (If one elected): _____

This petition has been approved by Vasquez High School ASB on _____.
(Date)

ASB President

ASB Vice President

ASB Secretary

Constitution of the club has been approved on _____.
(Date)

ASB Advisor

APPENDIX C

**Vasquez High School
STUDENT ORGANIZATION BUDGET**

School Year

Name of Club or Organization _____

Budget Year _____

_____ account as of July 1, _____ \$ _____

Estimated INCOME for current year: _____

Activity	Income
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
	TOTAL + \$ _____

Estimated EXPENDITURES for current year: _____

Purpose	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
	TOTAL + \$ _____

Estimated ENDING BALANCES as of July 30, _____: + \$ _____

Date of meeting at which budget was approved: _____

ASB President or ASB Treasurer Signature

ASB Advisor's Signature

APPENDIX D

SAMPLE: Club Constitution

New and emerging student clubs can use this example when developing a constitution specific to their club needs. Established clubs can use this when updates and changes.

1. ARTICLE I: NAME & PURPOSE

- a. **Section A: Name** – The name of this club shall be [name of club].
- b. **Section B: National Affiliation** – If the club is a member of a national or state organization, add the following statement and attach a copy of the national constitution as it will become part of this document.
- c. **Section C: Purpose** – The purpose of this club shall be:
[List in detail the purposes and objectives of the clubs.]

2. ARTICLE II: MEMBERSHIP

- a. **Section A: Eligibility** - Membership shall be open to [define membership qualification, i.e., majors in a particular academic area, etc.].

3. ARTICLE III: OFFICERS

- a. **Section A: Officers** – The officers shall be a President, Vice-President, Secretary, and Treasurer. [These are general officers, you may add officers specific to the needs of the club, if necessary.]
- b. **Section B: Eligibility** – Officers must be _____ [full-time students, carrying at least a 3.5GPA, etc.]
- c. **Section C: Election** – The officers shall be elected by ballot at a meeting in the 1st quarter by a majority of the vote cast for that office.
- d. **Section D: Term** – The officers shall serve for one year and their term of office shall begin at the following meeting.
- e. **Section E: Vacancy** – If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election.

4. ARTICLE IV: DUTIES OF OFFICERS

- a. **Section A: President** – it shall be the duty of the President to:
 - i. Preside at meetings
 - ii. Vote only in case of a tie
 - iii. Represent the club
 - iv. Appoint committee chairpersons subject to the approval of the Executive Committee
 - v. Serve as an ex-officio member of all committees
 - vi. Perform such other duties as ordinarily pertain to this office
- b. **Section B: Vice-President** – It shall be the duty of the Vice-President to:
 - i. Preside in the absence of the President
- c. **Section C: Secretary** – It shall be the duty of the Secretary to:
 - i. Record the minutes of all meetings in the club binder
 - ii. Keep a file of the club's records
 - iii. Maintain a current roster of membership
 - iv. Issue notices of meetings and conduct the general correspondence of the club

- d. **Section D: Treasurer** – It shall be the duty of the Treasurer to:
 - i. Receive all funds and process Request for Payment, Deposit Slip, and Officer Signature Forms
 - ii. Keep an itemized account of all receipts and expenditures and make reports as directed

5. ARTICLE V: MEETINGS

- a. **Section A: Meetings** – Regular meetings shall be held monthly during the regular school year.
- b. **Section B: Special Meeting** – Special meetings may be called by the President with the approval of the Executive Committee.
- c. **Section C: Quorum** – A quorum shall consist of [example: two-thirds (2/3)] of the membership. [The number required should be small enough to ensure that a quorum will usually be present but large enough to protect the club against decisions being made by a small minority.]
- d. **Section D: Parliamentary Authority** – Robert's Rules of Orders, shall govern this club in all cases to which they are applicable.

6. ARTICLE VI: EXECUTIVE COMMITTEE

- a. **Section A: Responsibility** – Management of this club shall be vested in an Executive Committee responsible to the entire membership.
- b. **Section B: Membership** – This committee shall consist of the officers as listed in Article III and the staff advisor.
- c. **Section C: Meetings** – This committee shall meet at least once between regular meetings of the club to organize and plan future activities.

7. ARTICLE VII: ADVISOR

- a. **Section A: Selection** – there shall be a staff advisor who shall be selected each year by the membership.
- b. **Section B: Duties** – The responsibilities of the staff advisor shall be to:
 - i. Maintain an awareness of the activities and programs sponsored by the student club.
 - ii. Meet on a regular basis with the leader of the student club to discuss upcoming meetings, long range plans, goals, and problems of the club.
 - iii. Attend regular meetings, executive board meetings as often as schedule allows.
 - iv. Assist in the orientation of new officers.
 - v. Explain and clarify campus policy and procedures that apply to the club.
 - vi. Maintain contact with ASB
 - vii. Provide direction in the area of parliamentary procedure, meeting facilitation, group building, goal setting, and program planning.
 - viii. Assist the club treasurer in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up-to-date account ledger.
 - ix. Inform club members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequence of said behaviors.

8. ARTICLE VIII: AMENDMENTS

- a. **Section A: Selection** – the constitution may be amended by a two-thirds (2/3) majority vote of the active members.
- b. **Section B: Notice** – All members shall receive advance notice of the proposed amendment at least five days before the meeting. [The time may be extended to the following meeting.]

APPENDIX E

Vasquez High School
Meeting Minutes

Vasquez High School _____ Meeting Minutes.
(Club/Class Name)

1. The meeting was called to order by: _____
2. Location of meeting: _____
3. Date and time of meeting: _____
4. The minutes of the previous were: Read & Approved _____ Corrected & Approved _____
5. The following requisitions were approved:

PO#	Vendor	Amount	Purpose
-----	--------	--------	---------

a. _____

b. _____

****Note: PO must be returned to the ASB Advisor & approved by ASB BEFORE purchase(s) can be made.***

Motion: _____

Moved by: _____

Seconded by: _____

6. The following fundraiser/activity requests were submitted for approval:

Fundraiser/Activity Date Brief Description

a. _____

b. _____

****Note: Fundraiser/Activity request MUST be approved by ASB at least 2 weeks prior to event.***

7. Communication and Reports (attach separate with both Old Business and New Business.

8. Those in Attendance (attach attendance sheet):

Respectfully submitted (*Note: Submit to ASB the first Tuesday of each month)

Secretary Club Advisor

Staff Advisor

APPENDIX F

Vasquez High School
PETITION FOR ORGANIZING A NEW CLUB

If it can be demonstrated that the need exists for a new club, and if enough students express sincere interest in inaugurating and maintaining it, if staff sponsorship can be secured, and if certain formal requirements are met, it is possible to organize a new club within the student body framework.

Two organizational steps are necessary:

1. This petition must be presented to the ASB Executive Board. The petition must state specifically the purpose, names, and membership requirements of the club. The petition must be subscribed to by at least fifteen members (in good standing) of the Associated Students of Vasquez High School.
2. After approval of the petition by the ASB Executive Board, the organizers must write a club constitution and file it and the petition with the ASB Advisor and the ASB Executive Board for approval.

A new club exists after these steps have been taken; it is duly constituted and becomes a contributing part of the student body organization.

The _____ Club is being organized for the purpose of _____; membership will consist of _____; and the club will be advised by _____.

The following students do hereby affirm that they will support and help maintain the above named club.

STUDENT NAME

APPENDIX G

Vasquez High School ACTIVITY REQUEST

Please submit to the ASB Advisor no later than 3 weeks prior to your event.

Date Submitted: _____ Organization/Club: _____

Activity Requested by: _____ Activity: _____
(Adult Advisor/Sponsor/Applicant)

Location: _____

**** Please remember to fill out and submit a Facility/Equipment Request form along with a floor plan.**

Date(s) of Activity: _____ to _____ Time: _____ to _____

If days and time vary:

<input type="checkbox"/> Sunday	Time: _____ to _____
<input type="checkbox"/> Monday	Time: _____ to _____
<input type="checkbox"/> Tuesday	Time: _____ to _____
<input type="checkbox"/> Wednesday	Time: _____ to _____
<input type="checkbox"/> Thursday	Time: _____ to _____
<input type="checkbox"/> Friday	Time: _____ to _____
<input type="checkbox"/> Saturday	Time: _____ to _____

Number Expected at Event: _____

OFFICE USE ONLY

Approved: _____
Administrator

Date: _____

Master Calendar: _____

Recorded by: _____ Date: _____

APPENDIX H

Vasquez High School REQUEST TO PURCHASE

Please submit to the ASB Advisor no later than one week prior to your event.

Name of Club: _____ Club Financial #: _____

Purpose of purchase? _____

Name of Vendor: _____

Item	Description	Quantity	Unit	Price	Tax %	Total
					Overall Total	

Purpose (check all that apply):

- ☐ Fundraiser
 ☐ Uniform/Team Gear
 ☐ School Event/Date _____
☐ Club Expense
 ☐ Other _____

Answer below if this purchase is for a fundraiser: Date(s) of Fundraiser: _____

Where will items be sold? _____

When will items be sold? _____ Time? _____

Projected Cost: \$ _____ Projected Income: \$ _____

Projected Profit: \$ _____

Club Representative: _____ Date: _____

Club Advisor Signature: _____ Date: _____

Athletic Director: _____ Date: _____
(Only if Athletic Expenditure)

ASB Representative: _____ Date: _____

ASB Advisor Signature: _____ Date: _____

Principal Signature: _____ Date: _____

APPENDIX I

Vasquez High School FUNDRAISER REQUEST

Please submit to ASB no later than two weeks prior to your event

Date Submitted: _____ Requested By: _____

Name of club: _____ Club Financial #: _____

What is being sold? _____

Date of fundraiser: 1st Choice: _____

2nd Choice: _____

Where will fundraiser take place? (Check one):

☐ On-Campus

☐ Off-Campus/Where will items be sold? _____

When will items be sold? Date(s) _____ Time? _____

Company/Club/Individual providing items: _____

Will a Cash Box be required for this event? Yes No

If yes, cashbox will be picked-up by _____ on the following date _____.

Cash box will be returned by _____ on the following date _____.

Denomination request (how many bills, quarters, etc.) _____.

Projected Cost: \$ _____ Projected Income: \$ _____ Projected Profit: \$ _____

☐ **Fundraiser Authorized**

☐ **Fundraiser Not Authorized***

Club Treasurer/Representative: _____ Date: _____

Club Advisor Signature: _____ Date: _____

ASB Treasurer: _____ Date: _____

ASB Advisor Signature: _____ Date: _____

ASB Bookkeeper: _____ Date: _____

Principal: _____ Date: _____

*Notes/Comments _____

Vasquez High School DEPOSIT REPORT FORM

**THIS FORM MUST ACCOMPANY ANY FUNDS BEING DEPOSITED WITH THE
VASQUEZ HIGH SCHOOL ASB FINANCIAL DEPARTMENT**

CLUB DEPOSITING FUNDS	DATE
DESCRIPTION OF FUNDRAISER	ADVISOR'S SIGNATURE

CHECKS

OF CHECKS _____ = \$ _____

CURRENCY**COIN**

\$100 X _____ = \$ _____

\$1.00 X _____ = \$ _____

\$ 50 X _____ = \$ _____

\$.50 X _____ = \$ _____

\$ 20 X _____ = \$ _____

\$.25 X _____ = \$ _____

\$ 10 X _____ = \$ _____

\$.10 X _____ = \$ _____

\$ 5 X _____ = \$ _____

\$.05 X _____ = \$ _____

\$ 2 X _____ = \$ _____

\$.01 X _____ = \$ _____

\$ 1 X _____ = \$ _____

CURRENCY SUBTOTAL: \$ _____

COIN SUBTOTAL: \$ _____

CURRENCY \$ _____

COIN \$ _____

CHECKS \$ _____

Verified Count:

ASB: _____

ASB BK: _____

TOTAL DEPOSIT:

\$

-----Office Use Only-----

Received By: _____ Date: _____

Receipt # _____

APPENDIX J (back)

CHECKS FOR DEPOSIT

LAST NAME	FIRST NAME	CHECK NUMBER & DESCRIPTION OF DEPOSIT	AMOUNT
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
		TOTAL AMOUNT :	

APPENDIX K

**Vasquez High School
CLUB PERMISSION SLIP**

_____ has permission to participate as a member of the
Student's Name

_____ at

Vasquez High School for the Student Body Organization during the 20____ - 20____ school
year.

A copy of the organization's constitution is on file and available for inspection ASB Room.

Parent/Guardian Signature

Date

ASB FUNDRAISER PARTICIPATION CONSENT

I give permission for my child to participate in fundraising activities sponsored by the club under the guidelines set forth by the Associated Student Body. I understand I/my child will be financially responsible for items released to them for sale and any funds they are to collect.

Parent/Guardian Signature

Date

I understand that, if I am to participate in fundraising activities sponsored by the club under the guidelines set forth by the Associated Student Body, I will be financially responsible for items released to me for sale and any funds I am to collect. It will also be my responsibility to follow all school and district policies regarding participation in and the organizing of fundraising activities as a member of a school sponsored club or organization.

APPENDIX L

Vasquez High School
STUDENT ACTIVITY CLEARANCE FORM

Please excuse the following students for: _____

Name of Location: _____ ON/OFF CAMPUS

Advisor Name: _____

Advisor Signature: _____ Date: _____

Last Name	First Name	Grade Level

APPENDIX M

**Vasquez High School
AUTHORIZATION FOR FIELD TRIP**

_____ has my permission to attend
(Name of Student)

(Activity/Event)

which will take place at: _____
(Facility)

(Location/City)

Date of Event: _____

Class/Group Attending: _____

Time of Departure: _____ AM/PM Time of Return: _____ AM/PM

Teacher or Advisor: _____

Method of Transportation: _____

→ I understand that all students going on this trip will conduct themselves properly, Be responsible to the bus driver, to teachers, and adult sponsors. It is further understood that students will go and return from the event in the transportation provided.

→ I understand that the Education Code Section 35330 provides, in parts, as follows: “All persons making the field trip or excursion shall be deemed to have waived all claims against the district or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion.”

(Parent or Guardian Signature)

(Date)

APPENDIX L

Vasquez High School CHECK REQUEST/REIMBURSEMENT

Check Payable To: _____ **Date:** _____

Address: _____

City _____ **State** _____ **Zip** _____

Phone: _____

Account Name: _____

Account Number: _____

Please Check One:

Mail Check to Vendor _____

Will Pick Up Check _____

Requesting Purchase Order, not to exceed _____ PO# _____

Quantity	Complete Description	Unit Price	Cost
		Sub Total	
		Tax	
		Shipping	
		Total	

If a club expenditure, this must be approved in a formal meeting of your club and included in your minutes.

Date _____ **(Student Signature)** _____ **(Advisor's Signature)** _____

ATHLETIC DIRECTOR
(only if Athletic Expenditure)

DATE

ASB REPRESENTATIVE _____

DATE _____

ACTIVITIES DIRECTOR _____

DATE _____

PRINCIPAL _____

DATE _____

****ALL REQUISITIONS FOR REIMBURSEMENT AND RECEIPTS MUST BE SUBMITTED WITHIN 30 DAYS OF DATE OF RECEIPT. ALL JUNE RECEIPTS MUST BE SUBMITTED BY LAST DAY OF SCHOOL**

Date Check Issued _____
Check Number _____

Vasquez High School
EVENTS PLANNED/ORGANIZED/SPONSORED
BY GRADE LEVEL

Grade 12

Registration support during class days
Senior Sunrise
Homecoming game class float
Prom
Powder Puff Game Participants
Grad Night
Senior Sunset
Class fundraisers

Grade 11

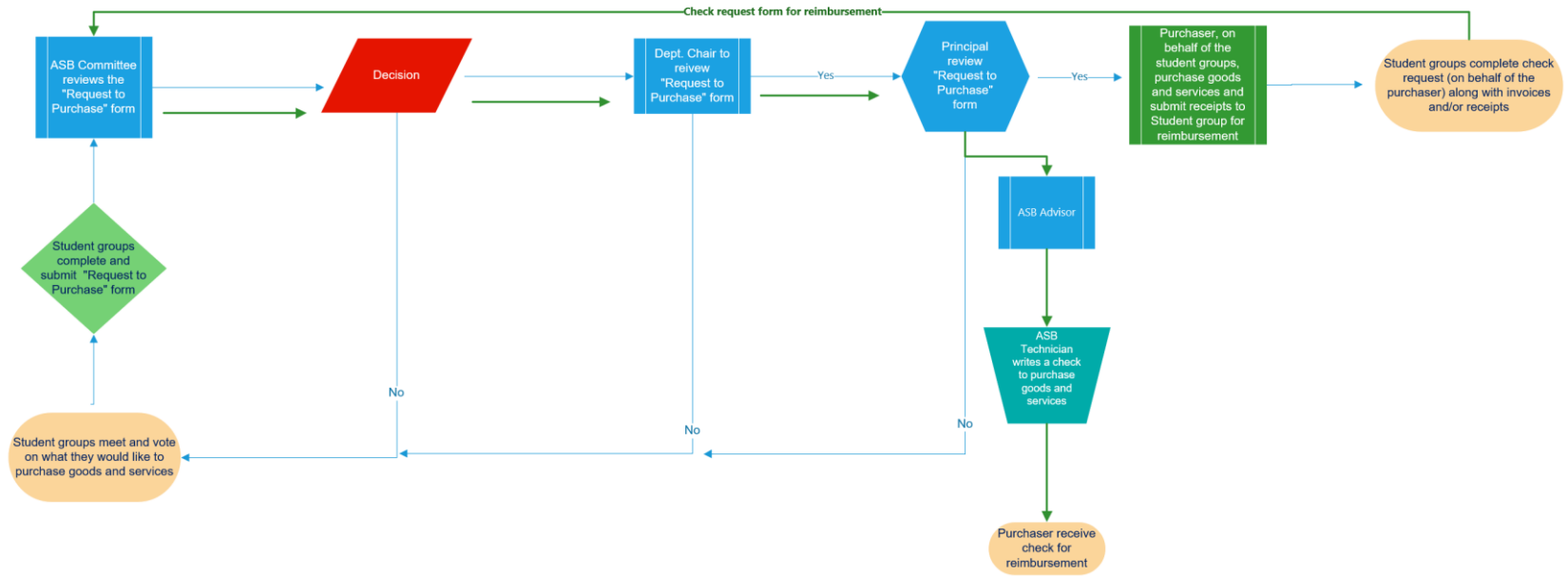
Registration support during class days
Homecoming game class float
College Trips support/signups
Winter Formal
Prom venue selection and booking no later than May 31 of Junior Year
Powder Puff Game Participants
Graduation fundraiser (water, leis, etc)
Class fundraisers

Grade 10

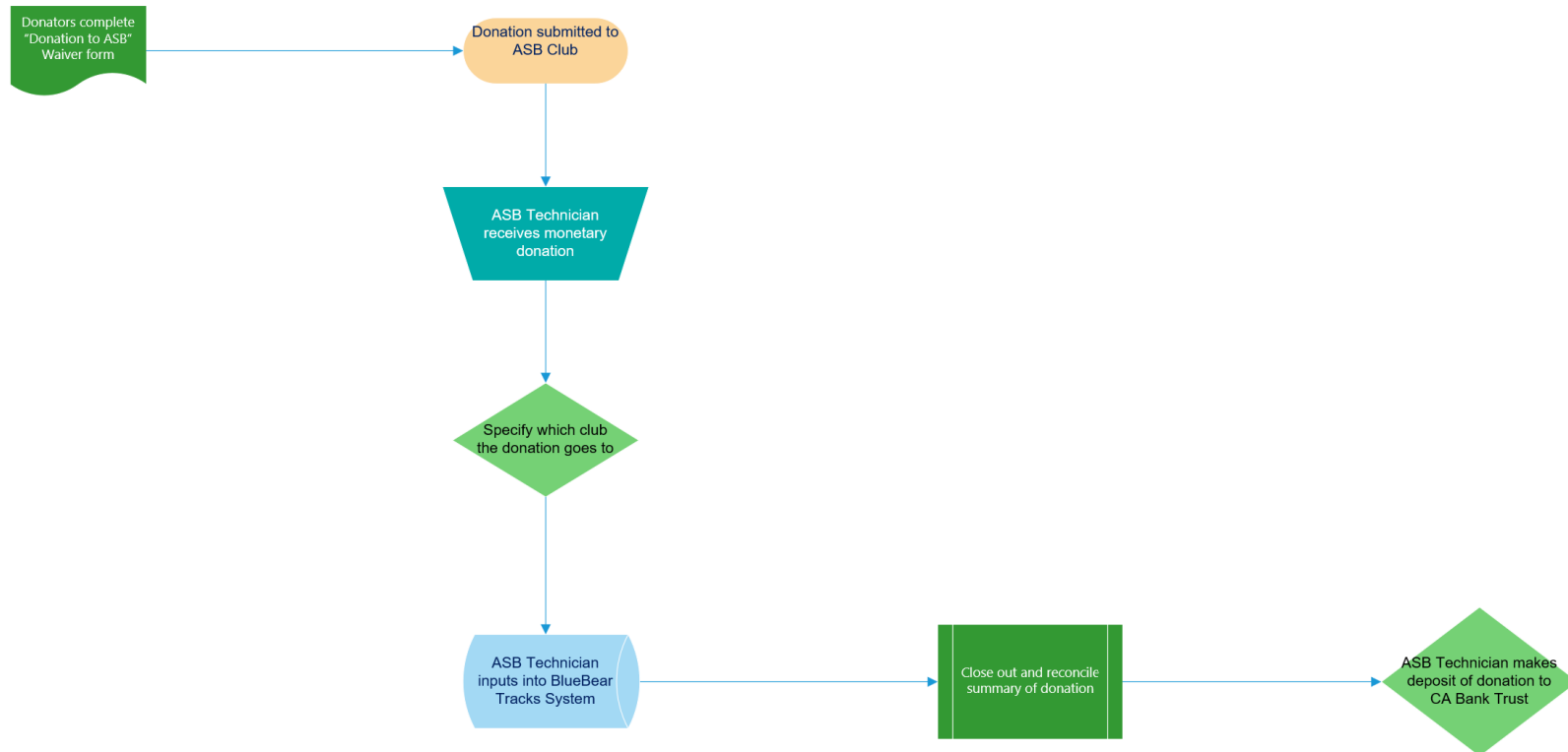
Registration support during class days
MORP dance support
Homecoming game class float
Powder Puff Game Participants
Class fundraisers

Grade 9

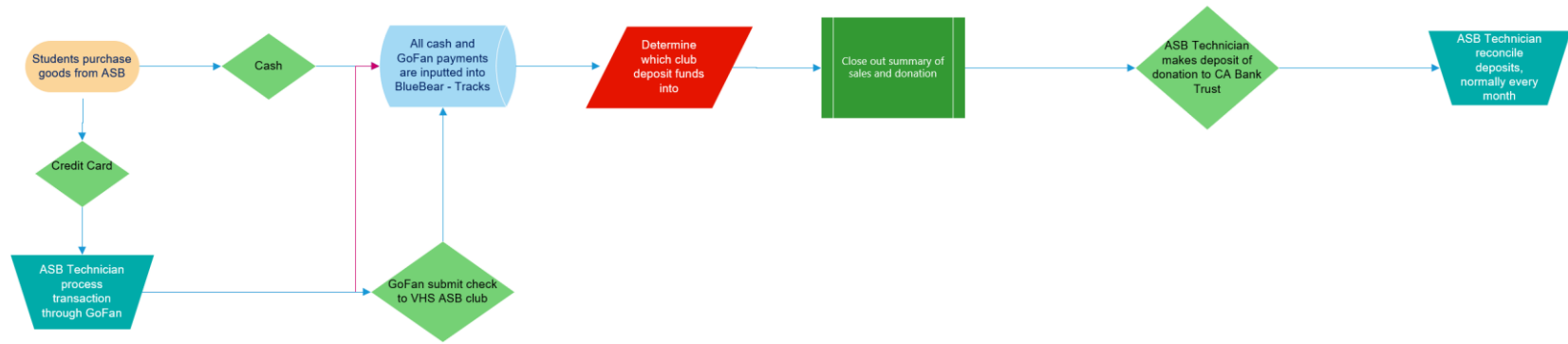
Homecoming Dance support
Homecoming game class float
Powder Puff Game Participants
Class fundraisers



Student Groups Request – Process Flow
March 14, 2025



Donation - Process Flow
March 14, 2025



**Purchase materials/supplies/goods from ASB – Process Flow
March 14, 2025**