



## WOODLAND JOINT UNIFIED SCHOOL DISTRICT

### Associated Student Body Club Accountability Contract

In order to maintain the authenticity of club organizations, the following guidelines have been established as the basic minimum requirements. Unless these standards and obligations are maintained, the club is not able to exist.

#### Clubs and Trust Accounts

- All clubs need to be approved, even activity clubs, for liability reasons.
- Each club must have a certificated club advisor assigned to it.
- A formal application should be completed that includes:
  - Title, powers and duties of the officers, with manner of their election
  - Scope of proposed activities
  - Name of organization
  - Endorsement by a certificated club advisor
  - Approval of new clubs by student council and principal
- Funds held in trust by student council.
  - ASB constitution or bylaws should state what happens to funds of inactive clubs
  - Define what an inactive club is, such as 18 months.
  - If constitution or bylaws silent, would revert to general ASB account.
  - Try to spend money for same reason it was raised.
- ASB accounts should not be used as pass-through or clearing accounts. The only money that should be deposited in ASB are actual ASB funds that will be used for appropriate ASB purposes.

**ASB Advisor General Responsibilities** -- Each student club will have an advisor (this is in addition to the activities director, who is responsible for the general student council). Every ASB advisor, whether for a specific student club or the general student council, must be an active participant to guide club members and:

- Act as a liaison to the faculty, administration, student body and community in matters relating to ASB, keeping the principal/school administrator and staff apprised of the organization's activities.
- Acts as the principal/school administrator's designee for day-to-day ASB functions.
- Must be a CERTIFICATED employee of the Woodland Joint Unified School District.
- Must supervise and attend every club meeting, fundraiser and activity planned for the club, on and off campus. After any club sponsored activity, the advisor must remain until all students have left the school premises. Advisors are expected to lock any rooms or buildings used by the club.
- Works directly with students on a day-to-day basis, supervising their activities.
- Monitor club behavior, verifying that all requirements are fulfilled.
- Assist students in making their own decisions, helping them to clarify their goals, to work through problems and to plan activities that are continually evaluated for success.
- Assists the students in preparing the annual budget: Requires that a budget is in place and approved BEFORE the club enters into any commitments (i.e., spends or raises any money).
- Assists the students in preparing revenue projections for fundraisers.
- Ensures that all budgets are revised as necessary.
- Ensures budget carryover is not excessive: the students raising the funds should experience the spending of funds.
- Ensures that all fundraisers are appropriately approved per Education Code prior to occurrence; students should be raising funds to purchase extras for their own educational experience.
- Ensures that the only donations that ASB accepts are for appropriate ASB expenditures -- they can't be required or mandatory or a prerequisite to participate in a program or activity.
- Approves expenditures along with students and board designee.
- Ensures that only those that are authorized to sign contracts under district board policy are the only individuals signing ASB contracts.
- Ensures that the student council and each club is meeting and keeping a record (minutes) of each meeting and action taken in them, including details of proceedings, actions taken, and reflecting that policies and procedures are followed by ASB. Clubs must turn in minutes of all formal meetings held on a regular basis, but no less than monthly. Any financial information that is approved in the minutes must be noted in the minutes, and all forms turned in before an activity takes place. A template is provided for minutes.
- Reviews with the students all budgets, financial reports and transactions.
- Ensures all laws, policies and procedures are followed that affect ASBs, including those specific to district policies and procedures, so that responsibilities are understood and followed.
- Familiarize themselves with all forms pertaining to student activities, financial transportation and maintenance requests.

- Be responsible for reserving any necessary facilities or equipment at least two weeks in advance of their planned event. Approval must be obtained one month in advance for off campus school activities, and two months advance for overnight, as well as school board approval).
- Ensures that adequate internal controls are in place for all transactions.
- Overseeing the nomination/election/selection of officers, members and committee chairs, as well as ensuring that they understand and carry out their duties.
- Ensuring that every organized club has a constitution in place and follows it. Ensure that students are making decisions, co-approved by appropriate adults, and that decisions are recorded in official minutes from formal meetings.

#### **Club General Responsibilities:**

- Represent themselves at monthly meetings.
- Submit an Annual Approved Club Information Sheet, once approved.
- Submit an annual budget for approval, and revise that budget as necessary.
- Submit Club Accountability Contract on an annual basis.
- Submit fundraiser approval forms prior to event.
- Follow the student code of conduct by being honest, responsible, and showing good will.
- Maintain a minimum membership of 5 active members.
- Have a minimum attendance at club meetings, which is 50% of the roster, plus 1.
- Hold at least two meetings, activities or fundraisers each month.
- Attendance by the Club President, or designee, at regularly scheduled Student Council meetings.
- Must use all district approved forms, which cannot be altered without district approval.

#### **New clubs:**

- Find a certificated staff member who will serve as the club advisor.
- Fill out and submit the Application for New Student Club Form, attaching to it a club constitution and a proposed budget. This Club Accountability Contract must also be signed and returned.
- Placed on a one-year probation period, if the club is approved. During this time, the club will be observed by the Student Council to ensure policies and procedures are appropriately completed.
- Chartered if the new club meets all requirements during the probation year.
- Complete an Annual Information Sheet once a club is chartered.

#### **Collecting money/deposits:**

- Deposits must be turned in to the Banker, or into the drop safe, immediately (the same day, collected by the end of the day). If the event will be held over several weeks, the deposits must be made as cash/checks collected rather than held somewhere and turned in at the end of the event/fundraiser.
- Deposits must be kept in a school site safe until brought to the bank by the banker. Funds should never be left in a room, desk drawer, file cabinet or taken home. Funds should never be left unattended on a desk.
- Student organizations must secure any cash collected after hours and on non-school days in a school safe.
- Proper cash control procedures must be established and followed at all times. All back up paperwork must be maintained for at least one year, including tally sheets, copies of order forms, tickets, etc.
- All money must be appropriately run through ASB if it is actually an ASB event (approved as an ASB event).
- Adequate planning and internal controls must be established; all funds are to be properly accounted for and given to the Banker with all the necessary paperwork at the end of the event.
- Proper cash handling and physical chain of custody for all cash receipts must exist.
- Commingling of receipts from separate events should never exist.
- All event proceeds should be immediately delivered to the Banker.
- Cash boxes should be used during fundraisers to keep money safe.
- Cash controls must be used for all fundraisers, such as pre-numbered receipt books, tally sheets or tickets.
- Pre-numbered tickets and receipt books must be stored in a safe place.
- Cash must never be counted alone: dual cash counts required.
- Cash Count Form/Deposit Slip must be countersigned by both people counting the cash.
- Overages and shortages must be reported and investigated.
- Revenue Potential forms must be completed for all approved fundraisers.
- Inventory control must exist for vending machines, stores, and concession stands.

#### **Spending funds:**

- In order to spend money, adequate funds must exist in the club's account.
- All purchases must be pre-approved (prior to shopping or ordering) by the club advisor, a student representative and the board designee.
- Only valid expenditures can be made and authorized from the different clubs' funds.
- A check request is not a purchase order. The check request form is filled out after the items/service has been received. The purchase order happens prior to the check request. They are two separate actions.
- If you are purchasing something for the whole club (i.e. pizza), you must list the students' names who ate the pizza on the receipt.

- NO preapproval (i.e. no purchase order) means NO reimbursement. NO receipts with the check request also means NO reimbursement.
- Purchase orders must be completed prior to purchase or ASB/school is not obligated to pay for the expenditure.
- Expenses cannot be paid out of cash receipts.
- Payments will be made only if original documents/proof of purchase exists.
- Service/product must be received and authorized prior to making payment.

**General Finance and Budget:**

- Budgets must be in place for each club.
- All budgets, financial reports and transactions must be reviewed for accuracy.
- Any suspected fraud or abuse must be reported to the district's business office.
- Accounts cannot go into deficit (red). The club must have funds in order to issue a purchase order.
- Failure for a student to fundraise or send in donation cannot affect their ability to participate. Either the whole group enjoys the benefit, or none do.
- Special privileges cannot be given to those students or families who purchase items or fundraise.
- Student council and each club must prepare and maintain an annual binder of all approved minutes for the year.

**Events/Fundraisers:**

- Clubs as a whole should be discussing and approving events, and record that approval in the monthly minutes.
- All events must be properly chaperoned and supervised, including by a certificated staff member, to ensure student safety and compliance during ASB events and activities.
- All events and actions must be preapproved using the appropriate form, have followed all necessary procedures, and are checked against the master calendar to ensure not in conflict with other approved events. The only events that do NOT need to have a separate form filled out are for regularly scheduled club meetings.
- If an event elicits funds in any way, it is considered a fundraiser, whether or not a profit will be made. All appropriate cash controls must be followed.
- Fundraisers are not only a way to earn revenue, but should also serve as a student's learning opportunity.

**Advertising:**

- All club announcements, flyers, posters, etc. must be approved by the appropriate individuals.
- Publicity must be approved prior to posting.

**Field Trips:**

- Permission slips must be obtained when necessary and kept on file for the year.
- Transportation requests and approvals must occur before arranging transportation.
- Liability insurance must cover requested field trip and/or a determination made whether additional insurance will be required.

**Club Penalty Policies:**

The following consequences will apply to any club that fails to fulfill the guidelines in this contract, including using district approved forms:

- 1<sup>st</sup> Strike: The club will be officially notified in writing and given a specific time to remedy the situation. It is the club's responsibility to provide proof the issue has been corrected.
- 2<sup>nd</sup> Strike: If the situation/issue is not remedied within the given time frame when the first strike occurs, or a second offense occurs within one school year, a second strike will be issued. A club with a second strike will be considered on probation and will be visited by ASB club commissioners during regular club meetings.
- 3<sup>rd</sup> Strike: Upon receiving three strikes in one year, or failing to correct issues that have been previously brought to attention, a club's approval/constitution will be cancelled for the remainder of the school year.

Clubs that are dissolved may apply as a new club for the next school year. If a club is dissolved two consecutive years, it may not reapply for three years.

**By signing below, I agree to abide by the rules and requirements stated above. I agree to comply with the terms stated above, and I understand that violation of these guidelines will result in stated consequences:**

**Submitted and Approved by:**

	Name	Signature	Date
Student Club Representative			
Club Advisor			

Principal/School Site Administrator			
Activity Director			

Recorded in ASB Student Council Minutes on (date): \_\_\_\_\_