



# **ASSOCIATED STUDENT BODY ACTIVITIES HANDBOOK**

**CLUBS, FUNDRAISING AND CLASS  
COMMITTEES**



**Dear Don Lugo Staff!**

**Thank you so much for your dedication to our school and our Conquistador students! This handbook was designed to assist you in understanding your responsibilities as a club or class advisor, and can assist coaches too! While clubs are referred to predominately in this handbook, this is also meant to assist not only athletic coaches in fundraising and following correct financial protocol but expectations and checklists for class advisors. This reference can be shared with your student leaders too.**

**Thank you Lugo Nation for all you do!**

**-Mrs. Farrah Rigo-Witt**

**Activities Director**

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# Coaching and Club/Class Advisor Organization Handbook

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## **GETTING STARTED**

### **YOUR CLUB HAS BEEN APPROVED WHICH MEANS:**

- A certificated club advisor has been assigned
- An application was completed that includes:
  - Title, powers and duties of the officers and the manner of their elections
  - Scope of proposed activities
  - Name of organization
  - Endorsed by a certificated club advisor
- The club was approved by the Associated Student Body, the Activities Director and the Principal

### **RESPONSIBILITIES OF THE ADVISOR:**

- You have volunteered to be their advisor. You will provide assistance, advice and co-approval
- You have at least 3 club officers (President, Vice President, Secretary/Treasurer and ICC Representative-the ICC Rep can be separate or the president, vice president or secretary/treasurer may be the representative.)
- You have at least another 7 students who attend the meetings regularly
- You meet at least once a month
- You have submitted a Constitution and Club Charter
- You have a budget (this means you can have fundraisers and spend that money)
- You have a representative that attends meetings when organized by ASB
- You have your students publicize your club events
- You must be present at all club meetings and functions
- You must know what your club has planned on the calendar
- You must approve all activities and fundraisers
- You must arrange for all field trips
- You must sign their minutes
- You must help prepare and sign the budget each year
- You must sign all check requests and make sure they are included in the minutes
- You will not allow any monies to be spent without proper approval
- You will make sure all monies collected are submitted daily to the student store with the proper deposit slips

## **CLUB GUIDELINES**

- A club is composed of currently enrolled students at Don Lugo High School
- A certificated employee of the school district must be the advisor
- Students MUST play a major role
- Students are the primary authority when making decisions
- A club must have an approved constitution
- A club must have Elected officers
- A club must have a budget if wanting to fundraise and purchase items.
- A club must hold formal meetings
- A club must have minutes of all meetings and submit these to ASB
- All clubs have a representative attend meetings when organized by ASB
- Clubs can request Graduation Honor Cords the 2<sup>nd</sup> year that they have been a club. Cords are paid by the club or its members.
- If your club is going to award scholarships it must be listed in your minutes who will be on the selection committee, how many scholarships will be given and how many.
- It's all about students fundraising, participating, doing, learning, experiencing and making decisions!

## **CLUB FORMS**

A Minutes Form with attendance will be needed for Club Meetings Only.

**Minutes Form** – This needs to be submitted with the Post Activity Report as well as an attendance sheet, copies of Check Request (if approved) and Fundraiser request form (if approved). You may use the standard form or design one for your club but it must include the following:

- Meeting called to order and by whom
- Old Business
- New Business
- Fundraisers – attach a copy if you approved it at your meeting. The original will need to be submitted to the Activities Office.
- Finance/Expenditures– All check requests must be approved at a club meeting. The minutes with backup must be submitted to the Activities Office and the original check request submitted to the Finance Office
- Finance –Adjournment
- Signatures of Secretary, President and Advisor
- Attendance Sheet

**SAMPLE Draft of an**  
**Organization Constitution**  
**(You may find different examples that may work better for your organization)**

**Title**

Complete title of organization printed at the top of the first page with the word "Constitution" printed underneath it.

**Preamble**

Consists of a brief statement of the aims and purposes of the organization.

**Article I – Membership**

Defines the general requirements necessary for membership (for example):

1. Must be a Don Lugo High School student body member.
2. Must be an Activity Card Holder (ASB Card)
3. State grade point average such as a 2.0 ("C" average)

**Article II – Officers**

Contains a list of officers of the organization and determines the length of their office. It includes how officers are elected, who elected them, and what the qualifications of the offices shall be.

**Article III – Meetings**

State the time for regular meetings and provide a method by which special meetings may be called, and by whom.

**Article IV – Amendments**

Contains a statement of the method of amending the constitution and the vote required for amendments. The ASB Executive Board must ratify all amendments.

**Article V – Schedule**

State date on which constitution becomes effective.



## **Sample Meeting Minutes**

**Club Name:**

**Date of Meeting:**

**Meeting called to order at** \_\_\_\_ (time) \_\_\_\_ **by** \_\_\_\_ (name) \_\_\_\_

**Members present:**

**Members not present:**

(attach a sign in sheet if possible)

### **Reading of Agenda**

Motion: To approve the agenda for (date of meeting)

Vote:

Motion carried:

Resolved: Agenda for the meeting on (date) approved without modification.

\* Or list any additions or modifications made

### **Approval of Minutes**

Reading of the previous meeting (date) minutes by (name)

Motion: To approve the minutes for (date)

Vote:

Motion carried

Resolved: Minutes from the meeting on (date) approved without modification.

\*Or list any additions or modifications

### **Business**

President or designee should read through the agenda items.

(Write each agenda item here under business)

Make notes of any decisions/motions made with a vote count for each item.

**Meeting adjourned at (time).**

### **WHAT IS INTER CLUB COUNCIL (ICC)**

Inter Club Council is commonly called I.C.C. The council consists of all clubs on campus. There are meetings conducted by the ASB executive board.

The Inter Club Council Commissioner is an elected position on the ASB Executive Board and their duties include:

- Represent ASB chartered organizations at the Executive Board Meetings.
- Call and preside over all the I.C.C. meetings.
- To maintain records describing the purpose of each recognized organization or club.
- Enforce the provisions of the A.S.B. By-Laws, policies, and regulations related to club activities.
- Review annually the charter of each recognized club or organization and recommend its renewal or suspension.
- Assist the Director of Activities in preparing and maintaining a Master Calendar of Activities.
- Attend meetings of various campus clubs and organizations, offering ideas and suggestions on efficient organization.

### **POINT SYSTEM FOR CLUBS (Examples)**

Club of the Year- Points will be given for different activities, meetings and events that your club is involved with. Points are given for the following:

- **ICC Meeting** – The ICC Representative and/or President attends the monthly ICC Meetings with a **typed written club report**. 30 points per club
- **Activity Request Form** – These will be matched up with your Post Activity Request Form/minutes/attendance sheets for the full points. If this is not attached you will be deducted 10 points.
- **Post Activity Report and Minutes** - Points will be given upon turning in your Post Activity Request Form with your Club minutes and attendance attached. Point Examples are listed below for the various types of activities:
  - Club Meetings (50% attendance) = 20 points
  - Event that involves a large percentage of the school population = 50 points
  - Event/conference/convention that involves your club and an outside school club = 50 points
  - Event that includes 2 or more clubs on campus = 40 points
  - Event that includes just your club = 30 points
- **Club Week** – This is held at the beginning of each semester - 20 points for each day that you set up a booth and advertise your club. (Max = 80 points)
- **Homecoming Game Banner and Participation in pregame parade** – 50 points
- **Future Freshmen Night** – This is held in the Spring (20 points)

## **PUBLICITY**

These are different ways your club/organization can publicize their event.

### **BULLETINS**

These are the announcements that are broadcasted over the intercom during 2<sup>nd</sup> period. The form can be found in the ASB room or online. These must be turned in by Noon the day before you want the announcement read.

### **POSTERS**

You must have all posters approved by the Activities Director before they can be posted on campus. If your club needs poster paper you can check it out from the ASB room. Paintbrushes and paint will need to be provided by your organization. Please make sure all posters are taken down after your event and they are checked daily to make sure they are still in good condition

- If putting posters on the wrought iron fence outside or the chain link fence at the student parking lot please follow these rules:
  - reinforce the corners with duct tape on the poster itself
  - punch a hole in the corner with the reinforced duct tape
  - hang using string, ribbon or twine
- If putting posters on the walls
  - place blue tape (roll into a loop to make it double sided) on the back of the posters
  - If larger poster you can tape around the entire poster

### **FLYERS**

You must have all flyers approved by the Activities Director before they can be posted on campus. Please make sure all flyers are taken down after your event and that they are checked daily to make sure they are still in good condition

- Do not put flyers on fences or our flag poles.
- When putting flyers on the pillars in the ASB quad and other places on campus
  - Place blue tape (roll into a loop to make it double sided) on the back of the posters and make sure that if necessary you get the corners.

### **SOCIAL MEDIA**

Forms can be found in the ASB room or online. Be sure to note the dates you want it posted on our school website or Facebook Fan Page. You may also email Mrs. Rigo-Witt in a pinch.

### **SCHEDULE AN ACTIVITY AND SECURE THE VENUE**

If your group is going to have an activity you must complete the **Activity Request Form** and submit to the ASB Office. The forms can be found in the ASB Office or online. Go to [www.donlugo.com](http://www.donlugo.com) click on Athletics/Activities, then Associated Student Body, then Permission Forms and School/District Docs and print what you need.

In addition, when your activity is approved you will have to secure (request) the facility or venue that you will be using by seeing the AP secretary over facilities. This is Michelle Lyndes.

### **REQUESTING SOUND AT AN EVENT**

If you need the sound system for your event you will need to request audio. Make sure you receive an approval back from ASB that sound can be provided depending on the venue and the event. Please email Debbie Longerot-Martini or Farrah Rigo-Witt in ASB. There are 3 types of services we provide:

- MPR sound.
- 
- Soundboks Bluetooth speakers.
- ASB student needed with sound system during the regular school day (this means you are requesting ASB to help run sound for you).

More information regarding these services can be found on the Audio Request Form.

Please note that there are times that ASB will not be able to supply the sound system for your event.

It is very important to let the ASB office and Mrs. Rigo-Witt about any sound needs at least 48 hours prior to your event.

## **PLANNING A FIELD TRIP**

### ***Types of Field Trip***

There are two types of field trips. Listed below are the types and forms that need to be submitted depending on the type of field trip you will be taking:

- Field trip with an overnight stay or traveling in excess of 250 miles (one way).

Use the STUDENT TRAVEL REQUEST FORM. Board approval is required so make sure it is submitted at least a month in advance.

- Single Day Field Trip. Use the SINGLE DAY FIELD TRIP REQUEST FORM.

This requires site approval.

### ***Waiver and Medical Authorization***

•The student must have their parent sign the FIELD TRIP/EXCURSION WAIVER AND MEDICAL AUTHORIZATION FORM for all field trips. Advisors will take forms on the field trip with them.

### ***Transportation - How do we get there?***

#### **1. Bus Transportation**

- If you are requesting a bus or van you must fill out the REQUEST FOR SPECIAL TRANSPORTATION FORM.

- Turn the form into the Activities Office for a budget number. Make sure the name of club/organization is written on the form so it can be billed properly.

#### **2. Riding in a Private Vehicle**

- Parent Drivers, Student Passengers & Waiver Forms

- 1) Parent drives their own child(ren) only:

- a) Complete form 1465

- 2) Parent drives own vehicle, transporting a student other than their own:

- a) Driver must be a Designated Driver on file with Risk Management. See next page for complete process

- b) The student driving with a designated driver must complete form 680

### ***List of Attendees and Itinerary***

The In School Class Release Form must be given to each student 48 hours ahead of time to give teachers notice of a student's absence. You may find this online under "Athletics/Activities" and Associated Student Body on [www.donlugo.com](http://www.donlugo.com). A list of students and their STUDENT ID numbers will need to be submitted to the Attendance Office for class excuses. The Student ID number is not the number on the student ID card. The correct number can be found on your roll sheet. A copy of your itinerary with phone and address of field trip location will need to be submitted to attendance for emergency purposes as well.

## **DESIGNATED DRIVER**

This will allow you to drive your own children as well as other children to school events with written permission from that child's parent. This information will be submitted to the district office and is valid from 7/1 – 6/30 each school year. If at any time your Driver License or Insurance becomes expired you will need to resubmit that information to the ASB office and then to the district.

### **Items Needed – These items will need to be submitted to the ASB Office**

- Copy of California Driver License
- Copy of Automobile Insurance
- Copy of your DMV Print out

### **How to order your DMV PRINT RECORD**

There is a \$2.00 charge to print out your DMV Record.

\*Please note: You will need to have your Driver License with you to complete this request\*

Go to the DMV Website: <http://www.dmv.ca.gov/portal/home/dmv.htm>

Then follow these steps:

- Click on ONLINE SERVICES (located on the top of the page under the DMV header)
- Then Click on DRIVER RECORD REQUEST (1<sup>st</sup> item on second list)
- Then under LOGIN/REGISTER (located on the right side of the page) click on REGISTER HERE
- Create your own USER ID
- Create your own PASSWORD
- Issue date on Driver License is usually located in bottom right corner of your license.
- When completed click on REGISTER
- You will then make you payment and receive your DMV RECORD

## **FUNDRAISER GUIDELINES**

Fundraisers provide much needed supplemental income to all school sites. The Activities Office would like to assist all Don Lugo organizations in processing the paper work for these events as quickly as possible.

### **APPROVAL PROCESS**

- An **APPROVAL APPLICATION FOR NON-EXEMPT FUND RAISING** (Fundraising Request Form) must be filled out, approved by the club and signed by Activities and Principal and approved by the district before you can have the fundraiser as well as publicize the fundraiser
- Include the fundraiser dates on the request for approval. Fundraisers generally begin on Monday for one week
- Submit all copies of the form to the Activities Office for processing. We will obtain the Principals signature and forward the form to the District

As mentioned about all fundraisers must be approved in advance by the Board of Education. Fundraisers are only approved during designated Board Meetings. A list of the deadline Due Dates for each Board Meeting will be available online or in the Activities Office. Please plan accordingly.

After Board approval, a copy of the request will be placed in your mailbox

It is recommended that these forms be completed in May of the following year so that you know the fundraiser is approved and that there is not a conflict with another organization. If the May deadline cannot be met, please submit the request for approval at least 30 days prior to the Board of Education meeting, which precedes the start of the fundraiser.

### **APPROVAL TO PURCHASE ITEMS FOR THE FUNDRAISER**

In addition to completing the **APPROVAL APPLICATION FOR NON-EXEMPT FUND RAISING** form your club/organization will need to fill out a **PURCHASE ORDER/CHECK REQUESTS** to cover expenses for your fundraiser and submit to the student store for ASB approval. Make sure that the CHECK REQUEST was also approved at the club meeting and listed in your minutes.

## **COLLECTING MONIES**

Monies from your fundraiser must be submitted in a timely manner to the student store using a **DAILY SALES REPORT**. It is suggested that if it is a large fundraiser you make daily deposits. Advisors will not leave monies in their room or take it home. The advisor will ensure that all cash and checks are turned in each day to the Student Store for deposit.

Receipts must be attached to this form. The student store will supply a triplicate receipt book.

The triplicate copies are issued as follows:

- One copy is given to the person making the purchase or turning in the money
- One copy is turned in with the cash and Daily Sales Report
- One copy remains in the book as the historical record

Receipts must always be issued in sequential order.

On each receipt the students need to note the following items:

- The date
- The description and number of items sold
- The total cash collected
- The name of the person who received the goods
- The name of the person who prepared the receipt

If a mistake is made on the receipt, the student should mark the receipt void. For voided receipts, two copies remain in the book, and one copy is turned in with the cash.

## **REVENUE POTENTIAL**

Upon completion of your fundraiser, a **REVENUE POTENTIAL / FINAL SALES** report must be completed and turned in to the Finance Office. This should also be included in your club minutes.



## **REVENUE POTENTIAL / FINAL SALES REPORT**

The Revenue Potential/Final sales Report Form is divided into four (4) sections to be completed before, during and after any fund raising activity.

SECTION A: This section shall be completed of the sale as soon as details are known.

SECTION B: This section shall be completed at the end of the sale. It is imperative that all items ordered for the sale be accounted for. An explanation is required for any funds not collected, items lost or stolen or given away.

SECTION C: This section shall be completed after all proceeds have been collected. Cash differences must be noted and explained.

SECTION D: This section shall be completed when all proceeds have been collected and all expenses paid. An explanation is required if the fundraiser resulted in a loss. If the loss is due to proceeds not collected, details of attempts to collect must be provided.

The Final Sales Report Form must be turned into the Finance Office as soon as the fundraiser is completed.

**ORGANIZED STUDENT BODY**  
**COMBINATION PURCHASE REQUISITION/CHECK REQUEST**

This is the form which is used to obtain pre-approval to spend money from your trust account. There is a 2 week turnaround for approval of your request. Purchase Requisition/Check requests can be submitted in May for the following school year so all your requests will be approved before school starts.

- All expenditures must have a pre-approval in place prior to spending any money. Each request submitted for approval must be accompanied with supportive paperwork showing proof of cost (a sales order quote, an email, a menu, etc.) The district office needs to see where you came up with your numbers for approval.

Three types of requisitions on the form

**PURCHASE REQUISITION**

- This is a Pre-Approval to spend money from your trust account. It is also known as an *Open Purchase Order*.
- After you have an approved *Open Purchase Order*, you submit a CHECK REQUEST with the approved purchase order number on it with the invoice.

**CHECK REQUEST**

- This is used when you know the exact amount and Payee for what you are purchasing you would also need to include backup to support the purchase amount.
- This would never be used if you have a quote which would follow with an invoice
- After you have an approved Purchase Order, you submit a check request with the approved purchase order number on it with the invoice.

**CASH PURCHASE ORDER** – This is not used on our site

## CASH DISBURSEMENT

### MANAGEMENT AND PROCEDURES

In general, cash disbursements should ensure that:

- All disbursements are for items that were included in the budget.
- All disbursements are for items that were authorized by the students, and recorded in minutes.
- The ASB Finance Clerk only pays for goods that were authorized and received.
- The ASB Finance Clerk maintains adequate records of all expenses.

Students and staff members should never pay for an expense out of cash collected from a fund-raising event; all of the cash must be deposited into the trust account.

The ASB Finance Clerk will pay for purchases out of the club account only if the purchase has been approved in advance from the Finance Office, using a *Check Request Form*.

Club members, teachers, and advisors understand that they cannot obligate ASB funds until a check request/purchase order has been approved. For example, if an advisor/student places an order for materials without an approved check request/purchase order, the advisor/student is responsible for paying for the goods.

You will know when your check request/purchase order has been approved when a stamped "Approved" copy has been returned to the advisor.

Below are the guidelines once you have received the Purchase Order or Check Request back in your box and stamped Approved.

#### **Invoice Payments and Product Reimbursements:**

- You must submit an itemized receipt for **ALL** reimbursements. *This is a San Bernardino county office audit requirement.* Reimbursements will not be paid off a credit card receipt only.
- If the receipt shows a product number only, then the product description must be hand written on receipt.
- **Invoices must be accompanied by a packing slip signed "Received" along with your signature and dated.** If no packing slip was included in your shipment, you must bring the Invoice to the Finance Office for approval.

- NO PAYMENTS WILL BE MADE FROM AN ORDER FORM OR PACKING SLIP.

**Tournaments and Student Conference Reimbursements - when traveling with students:**

- **Original Parking/Shuttle receipts** - showing the parking company name with the date and the parking cost.
- **Prepaid Registrations** - completed registration form and confirmation receipt from the vendor showing payment.
- **Hotel check out statement** - showing the room cost with the taxes. The hotel check out statement must show the per day itemization. Room internet usage needs to have been prior approved.
- **Meals** – do not throw any meal receipts away. Please turn in the original itemized receipt.
- **ALL ORIGINAL RECEIPTS NEED TO BE SUBMITTED FOR REIMBURSEMENT NO LATER THAN 2 WEEKS AFTER EVENT.**

## **DEPOSITS**

You now have had a fundraiser or an activity that has earned you money. Now what? You need to deposit ALL funds into your student body trust account. Accounts are set up as soon as you become a club and have a fundraiser approved. In some cases, where you take over a club from a previous advisor, there will already be money in an account for your club. Check with the finance clerk if you are not sure if you have an account already in place.

### **COLLECTION OF MONIES**

Once you have had a fundraiser, you need to make deposits in a timely manner – daily is preferred. It is illegal to use this money to reimburse yourself or any other person who may have purchased items. It is also illegal to use this money to purchase more supplies. Deposit it and use a pre-approved check request/purchase order form to get reimbursed.

### **DAILY SALES REPORT**

- Money should be brought to the Finance Office to be counted and deposited.
- When you submit a deposit you must have the Daily Sales Report with the receipts for the deposit. Receipt #'s should be in a sequence. (Receipt books can be checked out from the student store - you must use an Don Lugo receipt book) When the receipt book is filled turn it back into the student store
- When submitting deposits with enough coins to make a roll, please turn in the coins rolled. Coin rolls can be obtained from the Finance Clerk.
- When submitting large deposits they need to be broken down as the kids turn in the money. Turning in a \$15,000 deposit at one time is unacceptable unless it was for one single event for collection. (For example; taking deposits from Key Club for a jacket). The money needs to be safely stored in the vault, not in your living room or classroom.
- Once a deposit has been verified, you will receive the yellow copy of the receipt. Keep these to verify all your deposits later.

<b><u>Roll Breakdown</u></b>		<b><u>Cash Breakdown</u></b>	
Pennies -	50 cents	Ones	\$25 (25)
Nickels -	\$2	Fives	\$100 (20)
Dimes -	\$5	Tens	\$200 (20)
Quarters -	\$10	Twenties	\$500 (25)

## **BUDGETS**

Every ASB club must have a budget for purchasing, selling anything and of course fundraising. A budget is an estimate of what your revenue and expenditures will be for the year. If the budget goes off-track during the year, REVISE IT. Keep a copy of your budget for your own records.

Budgets are due to the finance clerk twice a year.

- Preliminary budget due in April (for the following school year).
- Adopted Budget due at the end of September (for the current school year).

The preliminary budget can be as simple as using the current year actual revenue and expenditures. Students need to participate in the budget process.

Your budget needs to be in place and approved BEFORE the club enters into any commitments (i.e., spends any money). No Budget = No Spending! Without these forms submitted you will not be able to use your trust account or hold fundraisers.

## **UNDERSTANDING YOUR ENCUMBRANCE REPORT**

**Account:** Your account number

**Date:** Date transaction completed.

**Beginning Balance:** Money in account beginning July 1 of current school year.

**Purpose:** Description of transaction.

**Income Column:** Income deposited to account.

**Expense Column:** Expenses coming out of account.

**Transfers Column:** Transfers made into or out of account.

**Balance Column:** Current balances after transactions are posted.

**Actual Closing Balance:** Amount of money in your account.

**Open Purchase Orders:** Provided the money is available in the Actual Closing Balance, this is the approved amount of money to spend on the transactions stated in the purpose.

**Projected Current Balance:** Amount in the Balance column of this section is the amount that would be left in the account if the entire amount of the purchase orders were used.

**Total Other Accounts: Grand Totals-** including Balance with used purchase orders. **\*\*This ending balance is not the *ACTUAL CLOSING BALANCE*, or actual amount of money in the account.**

**TRANSFER NOTES:** Negative amounts are shown in parenthesis ( ). Positive amounts are not in parenthesis. You can see this reflected in Balance column on the line item of the adjustment. It will either be higher or lower depending on the adjustment. An adjustment that is positive and negative on separate lines cancels the transfer out to zero. In this case you will see either another transfer for a positive deposit or nothing at all depending on the reason for the transfer.

### **CARRYOVER OF UNEXPENDED BALANCES**

Carryover is the amount of money the club has at the end of the year once all of the bills have been paid. It is also called the ending balance.

**The advisor should ensure that the funds that were raised by students during a given school year are spent on behalf of those students.**

You can use the money for t-shirts, sweatshirts, refreshments and meals for meetings, parties, supplies for club, etc. Make sure you have approved purchase orders or check requests prior to making these purchases. If you do not have club activities planned another option is to use that money for scholarships. This is something that would be approved by the members and there needs to be meeting minutes to support that decision. According to Board Policy there is only a 10% carry-over of total estimated budget allowed into the next school year.

Board Policy Regulation #3452, Section I – Student Fund Reserves:

“The Student Organization may carry a reserve account not greater than ten percent of the total estimated budget. By action of the Student Council and the approval of the Principal, a student organization may set aside money in the special amount for an approved project in excess of the 10% limitation. A special reserve account once approved and established may not be used for any other purpose. Should the purpose for establishing the no longer exist, these funds shall be transferred to the student organization general fund or the club of origin by action of the Student Council.”





# CLASS ADVISING

Don Lugo High School

FRESHMEN CLASS ADVISOR

As the Freshman Class Advisor you are their first experience with High School Leadership. It is during this time that your "Class" will begin to know who you are and the important part you will play in their lives in the next four years. Following is a list of the responsibilities and activities of the Freshman Class Advisor. Remember to always have fun! Ask questions of the other Class Advisors as needed. This is a team and we all work together.

### **RESPONSIBILITIES**

- Attendance at all Freshmen sponsored events.
- Once elected the freshmen class officers will have a meeting with you, learn how to hold meetings, prepare agendas and any other information that will be necessary to have a productive year. Make sure your officers check in with you weekly or daily if it's during an activity time. The class officers will be in 4<sup>th</sup> period ASB leadership with Mrs. Rigo-Witt and will gain training there also. During this class, officers will gain valuable experience to help the entire Freshman Class.
- Initiate all calendar date request forms, use of facilities forms and check request forms.
- Meet with class officers and organize/plan novelty gram sales. One idea is to sell picture grams to celebrate an event or holiday and not necessarily candy.
- Make sure Thank you notes are written to all those that helped out.
- If questions, ask Mrs. Rigo-Witt or other Class Advisors. Brainstorm with Mrs. Rigo-Witt regarding activities/concerns.
- Take pictures and/or video of the "Class". These are great for the "Class" to look back on during their Senior year.
- Attend the Homecoming game, Homecoming dance, Prom and other designated activities as you will be involved with these events for the next four years.

## **ACTIVITIES**

**Calendar Signing Party** –In the spring, ASB will hold a Calendar Signing Party for all sports, clubs and classes. It is at this time that all fundraisers, activities, rallies and special events are put on the calendar. It is very difficult to find an empty space on the calendar after this time. In addition, our facilities are used not only for Don Lugo, but the community as well. Be at this meeting with your officers. All Use of Facility Forms, Fundraiser Requests, and Calendar Entry Forms will be available.

**Class Committee** – Develop a Class Committee. This Committee is composed of any freshmen students. The committee provides opportunities for students to develop a sense of belonging. Also, it creates a work force for rally and class activities.

**Homecoming Float** - The "Class" will need to construct a float for the night of Homecoming. Each class has a trailer and a hitch that can be all be pulled my hand. The float should be done here at school with an advisor in attendance. The Float will be involved in the parade at the beginning of the game. This can be very time consuming so get started early.

**Publicity** - This is important to any successful activity. Communication is an essential ingredient to success. Do not rely on the daily bulletin to spread the word, do not rely on just posters, use a combination of different things including social media Butcher paper and paints should be ordered for your class to use.

**Fundraisers** - All fundraisers must have Board approval prior to the event. A fundraiser should have been put on the calendar at the calendar signing party for a candy sale or some other fundraiser. If one was not, check on the calendar availability and pick up an Activity Request Form. Start planning early and get the word out. Complete a Fundraiser Request Form for approval. Complete a Daily Sales Report and turn in funds to the ASB Finance Clerk. At the end of the fundraiser, fill out a Fundraiser Closing Financial Report. If a cash box is needed please request one from the ASB Finance Clerk at least 48 hours in advance.

**Rallies** - There will be five rallies throughout the year. Before each rally a theme will be picked for each "Class." It takes a lot of work and all classes help to make each one a success. You will be responsible for decorating your student section. Check in on your class officers to make sure that decorations are being completed in a timely fashion.

**Prom** - You need to be present at the Prom as you will be in charge in future years. It's fun to see the students dressed up and it is nice to get your "feet wet".

**Senior Retreat-**

It is always a great thing to be a part of Senior Retreat! This tradition is unique to Don Lugo and is always fun to see the seniors bond and start thinking about their future in the “real world”.

**Banquet**

At the end of the year it is time to celebrate your year together with your student leaders. We will have a banquet for all ASB officers and the leadership department. It is a special evening with a lot of awards and usually a dinner.

## **SOPHOMORE CLASS ADVISOR**

As the Sophomore Class Advisor you have been through one year of being an advisor. You made it! Many of the same activities you did during the Freshmen year will be done again. Communication is still the important issue.

### **RESPONSIBILITIES**

- Attendance at all Sophomore sponsored events.
- Make sure that once Class Officers are elected, they have a meeting with you, learn how to hold meetings, prepare agendas, or any other information that will be necessary to have a productive year. Make sure your officers check in with you weekly or daily if it's during an activity time. The class officers will be in 4<sup>th</sup> period ASB leadership with Mrs. Rigo-Witt and will gain training there also. During this class, officers will gain valuable experience to help the entire Sophomore Class.
- Initiate all calendar date request forms, use of facilities forms and check request forms.
- Meet with class officers and organize/plan novelty gram sales.
- Make sure Thank you notes are written to all those that helped out.
- If questions, ask Mrs. Rigo-Witt or other Class Advisors. Brainstorm with Mrs. Rigo-Witt regarding activities/concerns.
- Take pictures and/or video of the "Class". These are great for the "Class" to look back on during their Senior year.
- Attend the Homecoming game, Homecoming dance, Prom and other designated activities as you will be involved with these events for the next four years.

### **ACTIVITIES**

**Calendar Signing Party** –In the spring, ASB will hold a Calendar Signing Party for all sports, clubs and classes. It is at this time that all fundraisers, activities, rallies and special events are put on the calendar. It is very difficult to find an empty space on the calendar after this time. In addition, our facilities are used not only for Don Lugo, but the community as well. Be at this meeting with your officers. All Use of Facility Forms, Fundraiser Requests, and Calendar Entry Forms will be available.

**Class Committee** – Develop a Class Committee. This Committee is composed of any sophomore students. The committee provides opportunities for students to develop a sense of belonging. Also, it creates a work force for rally and class activities.

**Homecoming Float** - The "Class" will need to construct a float for the night of Homecoming. Each class has a trailer and a hitch that can be all be pulled my hand. The float should be done here at school with an advisor in attendance. The Float will be involved in the parade at the beginning of the game. This can be very time consuming so get started early.

**Publicity** - This is important to any successful activity. Communication is an essential ingredient to success. Do not rely on the daily bulletin to spread the word, do not rely on just posters, use a combination of different things including social media Butcher paper and paints should be ordered for your class to use.

**Fundraisers** - All fundraisers must have Board approval prior to the event. A fundraiser should have been put on the calendar at the calendar signing party for a candy sale or some other fundraiser. If one was not, check on the calendar availability and pick up an Activity Request Form. Start planning early and get the word out. Complete a Fundraiser Request Form for approval. Complete a Daily Sales Report and turn in funds to the ASB Finance Clerk. At the end of the fundraiser, fill out a Fundraiser Closing Financial Report. If a cash box is needed please request one from the ASB Finance Clerk at least 48 hours in advance.

**Rallies** - There will be five rallies throughout the year. Before each rally a theme will be picked for each "Class." It takes a lot of work and all classes help to make each one a success. You will be responsible for decorating your student section. Check in on your class officers to make sure that decorations are being completed in a timely fashion.

**Prom** - You need to be present at the Prom as you will be in charge the following year. Your Sophomore Class Officer (or newly elected Junior Class Officers) will work the registration booth. Usually they do not go to the Prom because they are still sophomores. Sometime during the winter or spring you and your officers will need to select a Prom site for next year. Contact Mrs. Rigo-Witt for ideas.

**Senior Retreat-**

It is always a great thing to be a part of Senior Retreat! This tradition is unique to Don Lugo and is always fun to see the seniors bond and start thinking about their future in the "real world".

**Banquet**

At the end of the year it is time to celebrate your year together with your student leaders. We will have a banquet for all ASB officers and the leadership department. It is a special evening with a lot of awards and usually a dinner.

## **JUNIOR CLASS ADVISOR**

You have now successfully made it through two years. As Juniors you will find that the officers begin to work on their own. They have matured, begun driving and hopefully you have some officers that helped in the past--knowing what to expect can be helpful. This is the Prom year. Get started early on training your students. Require your Officers to be accountable for all their actions, decisions and ideas.

### **RESPONSIBILITIES**

- Attendance at all Juniors sponsored events.
- Once elected the junior class officers will have a meeting with you and you will need to make sure that they are comfortable with how to hold meetings, prepare agendas and any other information that will be necessary to have a productive year. Make sure your officers check in with you weekly or daily if it's during an activity time. The class officers will be in 4<sup>th</sup> period ASB leadership with Mrs. Rigo-Witt and will gain training there also. During this class, officers will gain valuable experience to help the entire Junior Class.
- Initiate all calendar date request forms, use of facilities forms and check request forms.
- Make sure Thank you notes are written to all those that helped out.
- If questions, ask Mrs. Rigo-Witt or other Class Advisors. Brainstorm with Mrs. Rigo-Witt regarding activities/concerns.
- Take pictures and/or video of the "Class". These are great for the "Class" to look back on during their Senior year.
- Attend the Homecoming game, Homecoming dance, Prom and other designated activities as you will be involved with these events for the next four years.

### **ACTIVITIES**

**Calendar Signing Party** –In the spring, ASB will hold a Calendar Signing Party for all sports, clubs and classes. It is at this time that all fundraisers, activities, rallies and special events are put on the calendar. It is very difficult to find an empty space on the calendar after this time. In addition, our facilities are used not only for Don Lugo, but the community as well. Be at this meeting with your officers. All Use of Facility Forms, Fundraiser Requests, and Calendar Entry Forms will be available.

**Class Committee** – Develop a Class Committee. This Committee is composed of any sophomore students. The committee provides opportunities for students to develop a sense of belonging. Also, it creates a work force for rally and class activities.

**Homecoming Float** - The "Class" will need to construct a float for the night of Homecoming. Each class has a trailer and a hitch that can be all be pulled my hand. The float should be done here at school with an advisor in attendance. The Float will be involved in the parade at the beginning of the game. This can be very time consuming so get started early.

**Publicity** - This is important to any successful activity. Communication is an essential ingredient to success. Do not rely on the daily bulletin to spread the word, do not rely on just posters, use a combination of different things including social media Butcher paper and paints should be ordered for your class to use.

**Fundraisers** - All fundraisers must have Board approval prior to the event. A fundraiser should have been put on the calendar at the calendar signing party for a candy sale or some other fundraiser. If one was not, check on the calendar availability and pick up an Activity Request Form. Start planning early and get the word out. Complete a Fundraiser Request Form for approval. Complete a Daily Sales Report and turn in funds to the ASB Finance Clerk. At the end of the fundraiser, fill out a Fundraiser Closing Financial Report. If a cash box is needed please request one from the ASB Finance Clerk at least 48 hours in advance.

**Rallies** - There will be five rallies throughout the year. Before each rally a theme will be picked for each "Class." It takes a lot of work and all classes help to make each one a success. You will be responsible for decorating your student section. Check in on your class officers to make sure that decorations are being completed in a timely fashion.

**Prom** - When you plan ahead this can be a great fundraiser. Remember that you are looking toward a goal for money for Graduation and Senior Activities. The preparations for the Prom are varied and demand close cooperation by all concerned. The Class Officers and Advisor must work together. Work begins in May of your sophomore year to find a place to hold prom. Appoint a Prom Committee. Some areas of concern are listed below. There are many items that need to be decided about Prom and deadlines that need to be met. It is important that you assist the students in this venture. Areas of concern in prom preparation are: DJ selection (sign contract), schedule date for Prom, Selection of Prom site (distance from school, rental, food service, room capacity, available parking, feasibility for choosing theme and decorations.) Theme, Decoration, Publicity, Ticket Sales, Prom Fashion Show Photographer Ticket sales, invitations, favors, chaperones, and cleanup. You will work closely with the Senior Class Advisor as he/she has already completed it and can give you some great advice! You will work closely with Mrs. Rigo-Witt also.

### **Senior Retreat-**

It is always a great thing to be a part of Senior Retreat! This tradition is unique to Don Lugo and is always fun to see the seniors bond and start thinking about their future in the "real world".

### **Banquet**

At the end of the year it is time to celebrate your year together with your student leaders. We will have a banquet for all ASB officers and the leadership department. It is a special evening with a lot of awards and usually a dinner.



## **SENIOR CLASS ADVISOR**

You have made it to your last year. The past 3 years have been a great experience. Your officers have done wonderful things that you should be proud of. This year gets easier because the students seem to do things on their own. Second semester is a little busier because you must be involved in what is being planned such as Graduation. Train these officers in organizational skills and how to meet deadlines, as they will have major responsibilities for Graduation and Senior Week. Hopefully the past 3 years of fundraising have been successful and you have a sizable balance in your account. This will make the year go by so much smoother if you are not out here doing tons of fundraisers. Senior Retreat and senior sweatshirts are big fundraisers for you.

### **RESPONSIBILITIES**

- Attendance at all Senior sponsored events.
- Once elected the senior class officers will have a meeting with you and you will need to make sure that they are comfortable with how to hold meetings, prepare agendas and any other information that will be necessary to have a productive year. Make sure your officers check in with you weekly or daily if it's during an activity time. The class officers will be in 4<sup>th</sup> period ASB leadership with Mrs. Rigo-Witt and will gain training there also. During this class, officers will gain valuable experience to help the entire Senior Class.
- Initiate all calendar date request forms, use of facilities forms and check request forms.
- Make sure Thank you notes are written to all those that helped out.
- If questions, ask Mrs. Rigo-Witt or other Class Advisors. Brainstorm with Mrs. Rigo-Witt regarding activities/concerns.
- Take pictures and/or video of the "Class". These are great for the "Class" to look back on during their Senior year.
- Attend the Homecoming game, Homecoming dance, Prom and other designated activities, as you will be involved with these events for the next four years.
- Be at all Senior/graduation activities.

## **ACTIVITIES**

**Calendar Signing Party** –In the spring, ASB will hold a Calendar Signing Party for all sports, clubs and classes. It is at this time that all fundraisers, activities, rallies and special events are put on the calendar. It is very difficult to find an empty space on the calendar after this time. In addition, our facilities are used not only for Don Lugo, but the community as well. Be at this meeting with your officers. All Use of Facility Forms, Fundraiser Requests, and Calendar Entry Forms will be available.

**Class Committee** – Develop a Class Committee. This Committee is composed of any sophomore students. The committee provides opportunities for students to develop a sense of belonging. Also, it creates a work force for rally and class activities. Develop a way to track involvement to create a class committee cord honor.

**Homecoming Float** - The "Class" will need to construct a float for the night of Homecoming. Each class has a trailer and a hitch that can be all be pulled my hand. The float should be done here at school with an advisor in attendance. The Float will be involved in the parade at the beginning of the game. This can be very time consuming so get started early.

**Publicity** - This is important to any successful activity. Communication is an essential ingredient to success. Do not rely on the daily bulletin to spread the word, do not rely on just posters, use a combination of different things including social media Butcher paper and paints should be ordered for your class to use.

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**Rallies** - There will be five rallies throughout the year. Before each rally a theme will be picked for each "Class." It takes a lot of work and all classes help to make each one a success. You will be responsible for decorating your student section. Check in on your class officers to make sure that decorations are being completed in a timely fashion.

### **Senior Retreat-**

It is always a great thing to be a part of Senior Retreat! This tradition is unique to Don Lugo and is always fun to see the seniors bond and start thinking about their future in the "real world". It will be an emotional event as you will begin getting ready to say your goodbyes to your class. While the activities director manages most of the logistics of the weekend, the senior advisors are the unofficial masters of ceremony, helping guide the seniors. You will work with Mrs.Rigo-Witt closely in preparing for this event.

### **Senior Week!**

At the beginning of the year your class officers, you and the activities director will meet to plan Senior Week events. This includes a field trip, graduation items and a senior meal. You will want to make sure that all purchase orders will be approved for everything you may need for the year; including vendors for your senior meal.

### **Senior Sweatshirt-**

Help design and advertise senior sweatshirts. They have the names on the back. They are not printed until the first week of 2<sup>nd</sup> semester to make sure transferring seniors have

### **Banquet**

At the end of the year it is time to celebrate your year together with your student leaders. We will have a banquet for all ASB officers and the leadership department. It is a special evening with a lot of awards and usually a dinner. their names on them.

**Graduation Announcements** – Sometime during the first few weeks of school you will meet with our graduation vendor to pick out graduation announcements.

**Senior Breakfast/Brunch/Dinner:** This meal is traditionally held during senior week. The Seniors present their own awards to each other, sign yearbooks, the class Valedictorians will be introduced, a Senior slide show will take place and they enjoy the time with each other. Sometimes the meal is a breakfast; other times it is a dinner. It is up to the class. Taking a survey of the class may help.

**Class Song:** It has been a tradition at Don Lugo to have the seniors pick a song that is a reflection on them and a way to begin creating the bond for them. Usually this is a sentimental song. It isn't mandatory, but a nice thing to use throughout the year at Senior Retreat and Senior Activities.

**Senior Trip/Field Trip** –Also during Senior Week a field trip, picnic or outing needs to be planned. Examples: Disneyland, Knott's, Universal Studios, beach day.

**Graduation** – As advisor you will assist in the organization of seniors during the graduation ceremony. You have been their leader for several years now and you are an important part of walking students into the ceremony and celebrating with them. You will have your classes covered the last week of school to make sure you are there with the seniors every step of the way.