

Central's Class & Club Advisor Meeting

ASB 2018-19

Class & Club Paperwork

All **continuing** clubs need to submit:

1. Club Application
2. Expected Budget

All **new** clubs need to also submit a club constitution.

Disbursements

ALL purchases must be pre-approved
by the club members and ASB.

** Items bought without approval may not be reimbursed **

Paperwork must include:

*Completed disbursement (in ink) with vendor info., Student and Advisor signature

*Copy of club meeting minutes (attach a copy to each disbursement)

*Quotes, prices, supporting documents, etc.

Purchase Orders

Once disbursement requests have been approved by ASB in a meeting, Mrs. Lopez (Student Accounts Office) will generate a purchase order.

Please return original receipts, packing slips and invoices to the Student Accounts Office.

=>Online Purchases **MUST** be shipped to the school address

Local Purchase Orders: Costco, Wal-Mart, Home Depot, Smart & Final, Staples, local vendors

School Checks: Dollar Store, Party City, Lowes

IF you must make a purchase that does not accept purchase orders, please complete the disbursement paperwork for a check.

Expected Budget

Part 1: Revenues

Quantity	Fundraiser	Estimated Profit	Potential Profit
50	Fall Dinner Plate Sale (50 x 5 each)	\$5	\$250
100	Club Booth at Bell Game Street Fair	\$5	\$500
100	Spring Open House gram fundraiser	\$3	\$300
			\$1,050

Expected Budget

Part 2: Expenses

Quantity	Expense	Estimated Cost	Estimated Total
30	Club shirts	\$10	\$300
100	Gram fundraiser supplies	\$2	\$200
2	Club Field Trips (van gas, food)	\$400	\$800
			\$1,300

Expected Budget

Part 3: Ending Balance and Carryover

Difference between total revenues and expenses: $\$1,050 - \$1,300 = \underline{-\$250}$

Plus carryover (ending year balance) from prior year: \$0

Projected ending balance: -\$50 ← naughty naughty, musn't do

Please plan ahead to ensure the expected expenses are balanced with expected revenue

*Money fundraised during the school year must be spent this school year UNLESS there is a letter submitted specifying money is being raised for a purchase another year.

Fundraisers

All fundraisers must be pre-approved.

Please turn in forms at least 2 weeks ahead of anticipated selling window.

Fundraisers can only be requested for 2 weeks. You can request an additional 2 weeks with a new fundraising form.

ALL FOOD fundraisers must be approved by the **cafeteria** before submitting forms to ASB. No chocolate bar fundraisers will be approved this year.

Only **2** fundraisers may overlap regardless of items being sold.

****Please include sales tax in your estimates (even if not charged by out of state vendor)**

Facility Requests

www.spartansnet.net

Top navigation bar:

→ About Us → Facility Calendar → District Use - Facility Request

(Facility Requests must be approved by possibly 4 different people; please plan ahead)

Please submit 2 weeks ahead of date. Be prepared for a bill from District for facility if weekend or overtime hours for maintenance/Security are requested.

Central Class & Club Council

ASB would like to meet with all club officers to stay informed with events on campus. We will establish the Class Council* and Club Council to meet on designated days in the MPR (during Advisory). A calendar with council dates will be sent out in September.

CLUB FAIR: Wednesday, September 12 during both lunches

The **Class** Council* will meet Sept. __ in the MPR during advisory.

The **Club** Council will meet Sept. __ in the MPR during advisory

*Class Council = Class of 2019, '20, '21, '22 elected officers

Advisor Handbook

The Advisor Handbook is in the shared Club Document Folder in Google.

Please plan ahead to avoid unnecessary stress or emergencies.

ASB meetings are on Tuesdays. Please turn in all paperwork to the ASB office by Fridays to allow time for review.

E-mail bulletin announcements to Janet in the ASB office:

janetgonzalez@cuhsd.net

E-mail fundraiser or disbursement inquiries to Vero in the ASB office:

vlopez@cuhsd.net

Fall BBQ

ASB is organizing a BBQ plate sale for October 16.

Clubs can sell tickets and keep part of the profit without having to work at the event. Tickets will be issued to each interested club and all money (along with unsold tickets) must be turned in to the ASB office by October 5.

****Clubs are asked to only request a quantity they can sell (start small) up to 50. (each ticket printed costs \$0.10)**

ALL money needs to be turned in by students to the ASB office. Advisors collect receipts and unsold tickets.

→ A list of charges for outstanding tickets will be due to ASB on Oct. 8