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*Organization of Clubs*

*2019-2020*

*Advisor/Coordinator*

*Handbook*

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Should be updated for the 2019-20 school year and submitted for BOC approval, along with meeting minutes with officer names. NO FUNDRAISERS OR EXPENSES CAN BE MADE BEFORE PAPERWORK IS SUBMITTED.

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2. ASB Funds
	1. Fiscal Crisis & Management Assistance Team (FCMAT) – 2015 ASB Accountant Manual and Desk Reference <http://fcmat.org/wp-content/uploads/sites/4/2016/09/2015-ASB-Manual-w-9-2016-updates-final-interactive.pdf>
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Introduction

The Knight High School Advisor’s Handbook is presented as an aid to advisors in working with student clubs and classes. Questions and requests should be directed to the following people:

|  |  |  |
| --- | --- | --- |
| Title | Name | LocationPhone Extension |
| Director of Activities/ASB Advisor | Kara Johnson | Room 145/249Ext. 145 |
| Site Accounting Technician | Margo Lequin | Administration OfficeExt. 177 |
| Student Store Clerk | Mayra Santana | Student StoreExt. 146 |
| ActivitiesVice Principal | Mike Ybarra | Activities OfficeExt. 187 |
| ActivitiesSecretary | Danielle Goree | Activities OfficeExt. 187 |

Please utilize this resource throughout the year and share its contents with your club officers. A copy of the minutes from each meeting your club/class holds throughout the year needs to be kept in the event of an audit. This should be the responsibility of the club/class Secretary. You will also need to include a copy of your minutes with all expenditures. (You can attach the minutes to the purchasing requisition.)

*Tracking A Tradition Of Excellence*

*In Hawks Activities*

**Leadership Vision**

All KHS Students will be given the opportunity to be involved, participate and enjoy extra curricular and school activities that will enhance their high school experience.

**Leadership Mission**

We believe that all students deserve to have leaders that represent what is right and in their best interest even when faced with those who challenge their person, goals, judgments and credibility.

Pete Knight High School has established an activities program that promotes excellence. It is important to relate what an effective activities program encompasses. It must be designed to complement the school’s academic program. The establishment of a strong program is based on the development of a team in which everyone is pulling together as one. Team unity contributes significantly toward attainment of the school’s goals. Its primary contribution lies in the area of teaching good citizenship by providing the means whereby students may experience self-direction, privileges, and responsibilities with well-defined limits under faculty guidance.

Two important factors are the vision and commitment of the administration and staff to a comprehensive co-curricular program. Unless the administration and staff of a school have the vision to develop comprehensive objectives for the total student activities program and the commitment to invest their time and energy to achieve those objectives, the program will be limited in scope and in its impact on the student body. Our goal is to promote academic excellence and to have every student involved in at least one co-curricular activity.

Your role as a KHS Club or Class Advisor will be to assist in making the activities program a successful learning process for our students. You are encouraged to guide your officers and members into wise decision-making and to help them see that membership and involvement in campus organizations can be creative, stimulating, fun, and rewarding. As an advisor, your role is very important to the establishment of future success of our students. Research performed by College Entrance Examination Boards and Educational Testing Services have concluded that participation in activities is a much better indicator of overall college performance than other yardsticks. It found that having a high SAT score did not necessarily indicate success. Teens that were active in school activities were more likely to succeed at their chosen profession and make creative contributions to their communities.

The purpose of the handbook is to provide some insight into the many phases of coordinating the activities program; the obligations of students and advisors, the use offacilities, and the rules and regulations prescribed by district, state, and local policies. It is hoped that this summary, together with suggestions and sample copies of forms, will be helpful to you as an advisor.

The Activities Office welcomes the opportunity to be of service to faculty members and students. Suggestions for the greater effectiveness of the Hawks Activities Program are always appreciated and considered. Thanks for your willingness to support the students of Pete Knight High School.

ADVISOR DUTIES

AND

RESPONSIBILITIES

General information for all advisors:

1. Advisors are requested to work in collaboration with the entire KHS activity program.

2. Submit each year, in writing, your intent to serve as an advisor-use the Club/Class Advisor Contract form.

3. Complete and submit your first club meeting minutes which is to include a list of Club/Class Officer form at the beginning of each school year.

4. Maintain appropriate record keeping methods.

5. Ensure that the constitution, minutes of meetings, facility use forms, budget and financial transactions, requisition, purchase orders, fundraiser and activity requests, fundraiser revenue projection forms, and competitive food sales request forms are submitted in a timely manner.

6. Ensure that a ticket system is used for all activities for which an admission price is charged. Tickets and cash boxes must be requested from the Student Store Clerk and picked up from the Site Accounting Technician.

7. Ensure that an adult supervises all sales. Parent/student permission forms must be on file for all student sales. In addition, parent permission forms must be on file along with an emergency contact card for all school activities and trips (especially those that are off-campus events that are considered to be a school activity). When a student will miss class time for an activity, teacher permission forms must be completed. It is the advisor’s responsibility to ensure that all students have met the school’s eligibility requirements (including a minimum 2.0 G.P.A.) and a list of the students involved in a school activity is submitted to the attendance office for proper clearance. Reminder: submit a bus roster to the attendance office so that there is an accurate record of which students actually went on the trip.

8. Ensure that any borrowed equipment is returned immediately and that proper cleanup occurs after an activity.

9. Ensure that approval for any school activity or fundraiser is secured from both the ASB Board of Control and the Director of Activities.

10. Sign all bulletin/PA announcements and posters and have them approved by the Director of Activities or the Activities Office. Approval of posters/fliers will be in the form of the “Activities Office” stamp on the front of the poster/flier.

11. The advisor must be present at all meetings, practices, activities, and any major function of the organization such as dances, assemblies, car washes, concessions, fundraiser, etc. including set-up and clean-up. The advisor is also responsible to make sure that all students involved in the activity have been picked up by their parents.

12. Advisors are responsible for seeing that all policies and procedures established for the club or class are observed.

13. Advisors are responsible for training their students and allowing them to conduct their meetings. Advisors are responsible for guiding officers and members in the basic operation of:

* Parliamentary procedures
* Handling of cash and checks
* Roles and responsibilities of club and class officers
* Communications with membership
* Responsibilities of planning and running of events and fundraisers

14. Advisors are responsible for the handling of club or class funds through an account within the KHS Associated Student Body accounting system. All funds are considered a part of the Associated Student Body accounting system. Separate bank accounts are not allowed.

15. All new advisors are required to attend a training session with the Site Accounting Technician. No financial services will be available until the training session has been completed.

16. All club and class transactions must be approved in writing by the advisor. Transactions include: facility requests, purchase requisitions, deposits to club account, calendar date requests, bulletin announcements, competitive food sales requests, fundraiser revenue projections, and publicity fliers. Advisors must approve and sign all transactions.

17. Review Extra/Co-curricular “Code of Ethics” and Extra/Co-curricular Activities Participation Agreement forms with all officers and students in your club.

Conducting a fundraiser at KHS

1. Submit “**Request for Activity/Fundraiser**” form to the Activities Office at least two weeks prior to desired date of fundraiser. Club Minutes with the approved fundraiser must be attached to Request. (Submit by lunch on Thursday to be placed on agenda for Friday BOC meeting.)

2. If an on-campus facility will be used, submit an online “**Application for Use of Facilities**” to the Activities Office.

3. Submit “**Purchasing** **Requisition**” form for any items that will be purchased for fundraiser to the Activities Office at least two week prior to start date of fundraiser. (Submit by lunch on Thursday to be placed on agenda for Friday meeting.)

***It is highly recommended that all three of the above items be turned-in at the same time to speed-up the approval process. “Requests” and “Requisitions” are approved at Board of Control meetings, which are generally held every Friday morning. (DO NOT STAPLE THEM TOGETHER!)***

4. Once items are purchased, turn in original invoice or receipts to Site Accountant Technician so vendor can be paid in a timely manner.

5. Club receipts (depending on type of fundraiser)

A. Receipts should be written to individual students (i.e. buying a shirt – receipt book should be picked up from accountant prior to fundraiser)

B. A single deposit should be submitted at the end of the day of sales and one receipt for the deposit will be given to the club (i.e. lanyards, buttons)

6. If needed, **cash box** and/or **tickets** (for admission fees) **should be requested from the Student Store Clerk** a few days in advance. **Cash boxes and tickets should be picked-up from the Accounting Office**

7. Using a “**Deposit Slip**”, funds from sales should be turned-in to the Student Store Clerk or Site Accountant Technician in a timely manner (daily or the week following the sale—depending on type of fundraiser). Please plan accordingly as you are to wait and count the deposit with the Student Store Clerk or Site Accountant Technician and receive a receipt. **Club deposits should not be made on Wednesdays or during peak hours of the student store (i.e. snack and lunch)**.

*The above timelines are in accordance with KHS ASB needs. If you are purchasing items from a company that will be shipping items, you may need to submit paperwork earlier than what is listed above in order to receive items in time.*

8. Complete the final revenue potential report with the ASB Advisor (Kara Johnson) in room 145 to close out the fundraiser. **If not done, no new fundraisers for the club will be approved or allowed to begin.**

9. Blank forms are available in the Accounting office.

***Special reminder:***

Under no circumstances are you to use money collected from a fundraiser to pay for supplies (or additional items to sell). This is an audit exception and will put your club in jeopardy of no further fundraisers for the year.

**Questions regarding fundraisers can be directed to:**

**Kara Johnson, ASB Advisor-room/ext. 145**

**Mayra Santana, Student Store Clerk-Student Store-ext. 146**

 **Margo Lequin, Site Accountant Technician-Accounting Office-ext. 177**

Knight High School

On-Campus Publicity Guidelines

* All fliers posted on campus must be approved and stamped with the ACTIVITIES OFFICE stamp.
* Masters should be stamped **prior** to running additional copies.
* Approvals may be obtained from the Activities Office during non-class times.
* Fliers may be posted on designated wooden boards located throughout campus and fastened with staples or blue painter’s tape.
* Fliers may be posted on doors or windows outdoors using blue painter’s tape only.
* No fliers may be posted on walls or on the plexi-glass of the display cases throughout campus.
* **Organizations are responsible for removal of fliers and fastening material once their activity has been completed.**
* Absolutely NO DUCT TAPE
* Variations to the above guidelines will be considered.
* Please see the Activities Vice Principal or ASB Advisor for approval.

CLARIFICATION OF IMPORTANT INFORMATION

***MINUTES OF MEETINGS***

The club advisor must be present at all meetings of the organization. Minutes of every meeting must be kept and should reflect a report of business as described below, as well as a list of students who are present at the meetings. This is important to establish records, which can be used as an audit trail for financial transactions of the organization.

The minutes should include details of proceedings, including financial matters pertaining to the budget, approval of fundraising ventures and expenditure authorizations.

Each motion must be reported in the minutes, and include the motion as stated, the person who made the motion, the person who seconded it and the result of voting.

(See the sample form for meeting minutesin the back of this handbook. This form can be obtained from the site accountant.)

***RAISING FUNDS AND CLUB EXPENDITURES***

**Purpose:** The basic purpose of raising and expending money by a student body organization is to promote the general welfare, morale and educational experiences of the students within the organization.

***PROHIBITED EXPENDITURES***

In addition to the Education Code that addresses the use of student body organization funds, it should be noted that certain expenditures are prohibited:

* Equipment, supplies, forms and postage for curricular, classroom use, or for district business
* Repairs and maintenance of district-owned equipment
* Salaries or supplies which are the responsibility of the district
* Articles for the personal use of district employees
* Gifts, loans, credit or the purchase of accommodations for district employees or others

*\*\*\*(Gifts or recognition certificates for district employees costing less than $10.00 per person per year are acceptable expenditures.)\*\*\**

**NOTE:** Raffles, games of chance, and bingo are illegal fundraisers as stated in penal code 319 and 326.5.

**FOOD SALES: Food sales are restricted by law.** In general, food for saleis not to be prepared on the premises (heated) and cannot come from a home source. Items competitive with the cafeteria and service products sold by the cafeteria cannot be sold without the permission of the Food Services Director. (Food sales must be approved by the cafeteria manager.)

**TICKET SALES:** If a club is selling tickets, the tickets must be issued from the student store. All monies and ticket sales must be recorded on the Box Office Report form. See Box Office Report in the back of this handbook.

***ADVISOR PROCEDURES***

**REQUISITIONS:** The Board of Control (BOC) meeting is held only once a week. All requisitions for club/class expenditures and purchasesmust be turned in to the Activities Director by Friday afternoon, to be considered for Tuesday’s BOC. ***Plan ahead.*** If items are ordered or purchased without prior approval and proper paperwork, you can be held personallyresponsible for payment.

Requisitions must have the club/class minutes attached showing approval for expenditures. **Requisitions for checks or Purchase Orders must be filled out completely or your request will be returned. Forms must be completed as outlined below:**

**Vendor:** Include vendor name, address (with zip code), and phone number. If it is a new vendor not used before, you mustlist the address for accounting records and for check mailing purposes. If the vendor is an individual (such as a DJ), you must include the person’s social security number for tax purposes.

**Descriptions:** Be specific. Describe what is being ordered ***in detail*.**  The more information you have, the better. If it is for a reimbursement, you must include what items were purchased **and** why. For example: “Reimbursement for drinks purchased for club day sales.” If it just says “reimbursement”, the requisition will be returned to you for more information.

**Price:** Make sure you have verified with the vendor the correct amount. Remember we must pay sales tax, even if the vendor says we don’t. Also, remember to include shipping/handling if applicable. Ask your vendor for a good estimate on shipping and handling charges. These charges can be quite high.

**Signatures:** All approving signatures, (advisor and club/class officer), must be obtained before turning in a requisition for BOC approval. Your requisition will be returned if either the advisor or officer has not signed it. Also, indicate the name of your organization. The accounting office will provide the account number.

**Check/P.O./Transfer:** Remember to check the appropriate box.

**Date Needed:** Please put a date if you need the check on a specific day. Since the Req.’s are approved on Thursday the check or PO will be ready by the end of the day on Friday.

**Back-up Documentation: (Entry Fees)** Two copies of the entry form must be completed and attached.

**Purchase Orders:** If available, a copy of all order forms must be attached. After items are delivered, please verify that all items were received, then date and sign the packing slip and send it to the accounting office. Payment will not be made until thepacking slip and the original invoice are received.

**Invoices:** After all items are received, please sign and date the invoice and send it to the accounting office so payment can be made. No invoice - No payment.

**Request for check:** If the check is for an item to be purchased, the check must be picked up on the day of purchase and receipts must be turned in within the next two school days. The check must be signed for at the accounting office prior to release of the check.

**Reimbursements:** Requisitions must be completed and approved by the Board of Control **before** any items are purchased for which you need to be to be reimbursed. You must list the items to be purchased and what they will be used for on the requisition. After the requisitions are approved, you may purchase the items. Bring the receipts to the accounting office so they can be attached to the original requisitions so reimbursement can be made.

**Remember:**  All requisitions must have appropriate back-up documentation (invoice, packing slip, receipts, entry form, etc.) before payment can be made. This is an audit requirement. **If you misplace the back-up paperwork, it is your responsibility to contact the vendor for a copy**.

***FUNDRAISER REQUISITIONS***

When requesting approval for a fundraiser, a Fundraiser-Activities Request Packet must be completed. When requesting a food sale on campus, the Competitive Food Sales Request must also be completed and signed by the Cafeteria Manager and the Director of Food Servicesbefore it is turned in to the Student Store. If a fundraiser requires any purchase, (i.e. beef-jerky, calendars, etc.), a requisition must also be completed and accompany the Fundraiser Packet. Minutes of club/class meeting approving fundraiser are also required. Again your fundraiser will not be considered for approval until the above requirements are met.

***SCHOOL POLICY REQUIRES THAT EACH STUDENT WHO SELLS ANY ITEM FOR ANY FUNDRAISER MUST COMPLETE, SIGN AND HAVE THEIR PARENT OR GUARDIAN READ AND SIGN AN AGREEMENT TO SELL FOOD AND/OR MERCHANDISE.* If you do not have an agreement on file for each student selling you can be held responsible for any funds and or food/merchandise the student does not turn in at the end of the fundraiser. (This form may be picked up at the site accountant’s office.)**

If a club is selling tickets, the tickets and cash box must be issued from the site accountant. All monies and ticket sales must be recorded on the Box Office Report form (see Box Office Report form in the back of this handbook). After any fundraiser, a “Fundraising Revenue Analysis” form (see Fundraiser Revenue Analysis form in the back of this book) must be filled out and turned in to the Accountant for club files. This is an Audit requirement. Also, any charges for anystudent with an outstanding balance that represents monies due or merchandise due should be recorded on a student charge form (see Student Charge form in the back of this book) and submitted to the Site Accountant.

***DEPOSITS***

Please have an Activity Deposit Slip filled out completely and signed by both the class officer and advisor. The advisor must verify monies turned in for accuracy and have receipts attached. All money collected from students must be turned in and accounted for each day. **(Cash collected from a fundraiser cannot be used to purchase other items; all cash must be deposited intact.)** Please call Margo Lequin in the accounting office so she can be ready for you when you come in to make a deposit. Checks are not accepted to pay for any food or merchandise, spirit packs, student store items, student charges, athletics, textbook/library fines or any other purpose that is not a private donation or scholarship.Money orders are acceptable.

If your club receives a donation of $500.00 or more,from any source, it will be recorded as a ***donation*** and held in a special account, until it is accepted / approved by the Board of Control and the Board of Trustees at the A.V.U.H.S.D. office. Once accepted, it will be transferred into the club’s account for its use. If funds received are not really from a donation, please do not say that they are. The real reason for receipt must be listed.

***RECEIPT BOOKS (limited use)***

**Receipts must be issued to each student whenever a student gives you money or merchandise.** This is for your protection as well as the students. The receipt must contain the following information: name of person giving you money, amount, description of items (candy, uniform, tickets, etc.); type of funds received (cash or money order); and signature of person collecting the funds. All receipt books contain three copies: the white copy goes to the student turning in the cash, the yellow copy gets turned in with the deposit slip and the funds, and the last copy (usually pink) stays in the receipt book. This last copy is the auditor’s copy and must remain in the book.

All used receipt books must be returned to the Site Accountant at the end of the school year and before a new book can be issued. Only district approved receipt books can be used. Books will be returned to the club at the beginning of the new school year.

***SKU’s***

The site accountant can set-up a SKU for any items that the students are turning in money for. This is our preferred method of collecting money from students *(this will ensure all students receive a receipt*).

***ACTIVITIES***

Clubs and organizations may plan special activities with the approval of their advisor, the ASB Board of Control and the Vice-Principal of Activities. A facility use form (see Facility Use form in the back of the book) must be submitted to the Vice-Principal of Activities for clearance on the school calendar (can be done online). Then, at least two weeks prior to the desired activity, the form is submitted for approval to the Board of Control. The advisor is responsible for the students and liable for **all** activities of the organization, both on and off campus.

It is the responsibility of the advisor to make sure a Use of Facilities request, proper work orders, band contracts, request for snack bars, and chaperone agreements, are submitted to the Activities Office for all activities. Bulletin notices must be submitted to the activities secretary. ***Campus security is required at major activities, such as dances, drama productions, etc. Security wages must be paid by the organization sponsoring the event and a requisition must be submitted to cover these costs. A Dance checklist is available from the Activities Office. The items on this list should be accomplished before scheduling a dance. Also, sometimes a custodian is required at the minimum coverage of four hours, which is $120.00 for weekends. A requisition must be submitted to cover this cost, as necessary.***

If the event is during a school day, our normal custodial coverage is used and there will not be an additional charge. Some activities will require special planning and/or approval of the school board. Please make sure adequate planning is done at least one month in advance. Trip requests must be turned into the Athletics Office and requisitions to cover transportation costs, buses or vans, must be submitted in the regular timely manner for Board of Control approval.

Approved student organizations may advertise in the bulletin. They can also advertise through the ASB Wednesday announcements by contacting the ASB advisor (kjohnson@avhsd.org or x145) before the end of A lunch on Tuesdays. Holiday scheduling differs, so it’s important that you always plan far enough ahead to experience maximum advertising. Please complete the bulletin notice, which requires the Advisor’s signature, and submit the form to the activities secretary. Posters/handouts may be used but must be approved and stamped in the Activities Office. It is your organization’s responsibility to xerox, and it would be greatly appreciated if the original could be approved prior to making copies. Do not post flyers without stamped approval from the Activities Office and/or the permission of the Teacher in the classroom environment or offices. There are numerous bulletin boards placed around campus for posting flyers. **Flyers may not be put on glass (windows) or painted surfaces (walls or doors). Painting tape only** is to be used for postings.

No student organization may advertise off campus without written approval of the Vice-Principal of Activities. This includes press releases to local newspapers and or radio/cable TV stations. **Only designated administrators are allowed to talk to the press.**

Any activity planned that involves a large number of the students (i.e. dances, talent shows, etc.) needs additional approval from the Vice Principal of Activities. It is very important that no contracts or agreements with vendors, DJ’s, or outside businesses be signed without prior approval from the Vice Principal of Activities. **Only the Vice-Principal of Activities can sign contracts.**

***STUDENT ELIGIBILITY REQUIREMENTS***

**Responsibility of the Advisor:** GPA of 2.0 or greater, no more than two unsatisfactory citizenship marks, no student charges to Library or ASB, good attendance and parent/teacher approval are required when students must miss classroom instruction or attend an off-campus event.

***FACILITY USE***

All facility requests are processed online through the Activities Office. Facility requests should be emailed to Danielle Goree. Any after school meetings, which require the library, **classrooms**, cafeteria, gyms, stadium, track or parking lot require a facilities request. It is especially important that classroom usage is recorded because the community uses the facilities also. Sunday usage or events that include students require A.V.U.H.S.D. Board approval from the District Office.

***GUEST SPEAKERS***

Guest speakers must be approved with the Vice-Principal of Activities.

***DANCES***

Chaperone agreement forms are available in the Activities Office. Chaperones must be District approved. Dances require the approval of the Vice-Principal of Activities and a facility use agreement form on file. Security is required at all dances, and the club/class sponsoring dances must submit requisitions for Board of Control approval to pay for security for the event. The cost of security varies and includes the various taxes and withholdings.  **Estimate your security costs at about $30.00 per hour.**

***OTHER CLUB/CLASS ADVISOR RESPONSIBILITIES***

The Club is responsible for selling all merchandise. The student store is not responsible for selling left over merchandise. Please plan responsibly to ensure you have no leftovers.

Submit each year, in writing, your intent to serve as an Advisor.

Maintain appropriate record keeping methods.

Familiarize yourself with all policies and procedures related to fundraising and financial responsibilities.

Ensure that an adult always supervises sales. Parent/student permission slips must be on file for all student sales of candy, spirit items, etc.

Parent permission slips must be on file, along with an emergency contact card for all school activities and trips (especially those, which are off-campus events that will be deemed a school activity). When a student will miss other non-related class time for an activity, teacher permission slips as well as parent permission slips must be completed (see Agreement to Sell Food/Merchandise in the back of this handbook). It is the advisor’s responsibility to ensure that all students have met the school eligibility requirements and a list of the students involved in a school activity is submitted to the attendance office for proper clearance. When the activity involves a field trip or off-campus event, a trip request and requisition to cover transportation costs are needed and a roster must be submitted to the Attendance Office after the event. Note: the Attendance Office needs to know who actually went, and not just who was cleared to go on a trip or to participate in an activity.

Students are not to handle monies/merchandise for student disbursement or returning money/merchandise, without adult supervision.

***Ensure that any borrowed equipment is returned***

***immediately and proper clean up occurs after an activity.***

***(If an Advisor is using a classroom, other than their own,***

***please be sure to return all furniture in its place,***

***pick up any trash, and return any borrowed equipment.)***

Ensure that approval for all school activities has come from both the Activities Office and the ASB Board of Control.

Never take cash received from a fundraiser and spend it for something else needed. All funds must be deposited into the club’s account intact and accounted for as income.

Xeroxing of needed forms and checking student eligibility requirements is the responsibility of the Advisor, but you can obtain assistance from the Activities Secretary.

\*\*\*\*\* Boosters!! Please do not affiliate yourselves with your prospective booster clubs. The school is to have no involvement in booster matters. Do not give the schools name, address, or phone number to any business or organization dealing with your booster club. ASB, the school, or any school employee will hold no responsibility in regard to any and all booster affairs. \*\*\*\*\*

Knight High School

CLUB ADVISOR CONTRACT

2019 – 2020

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, advisor to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club/Class, have read and understand the Club Advisor’s Handbook and have attended an annual orientation meeting. I agree to follow the guidelines set forth herein. If I have a question with any part of the handbook, I will seek advice from the Vice Principal of Activities, or the ASB Advisor, or the Site Accounting Tech. Please read and initial the following listed items, which have audit implications.

* I understand that I or any club member **MAY NOT** place an order with any vendors without prior approval. Approval requires a completed ASB Requisition form submitted to the Activities Office, and approved by the Club Officer, Yourself, and The VP of Activities (with dates). I understand that if I do not have the appropriate approvals I will be responsible for payment of items received. \_\_\_\_\_\_\_\_\_\_
* I understand that all reimbursements must also have ***prior*** approval. No one will be reimbursed for monies without prior approval. \_\_\_\_\_\_\_\_\_\_
* I understand that my club **MAY NOT** begin **any** fundraising activities on or off campus without prior approval. Approval requires a completed ASB Requisition form submitted to the ASB Bookkeeper, and approved by the ASB Board of Control. Any unauthorized fundraisers will result in funds being confiscated by ASB and your club being put on probation. \_\_\_\_\_\_\_\_\_\_
* I understand that Booster clubs cannot conduct fundraising activities on campus. Booster clubs are a parent organization and students cannot participate during school hours in booster fundraisers. All monies and candy/supplies will be confiscated by ASB and your booster club could lose its charter. \_\_\_\_\_\_\_\_\_\_
* I understand when I am collecting money I must write receipts, and that I must make my deposits in a timely manner. I also understand that deposits must be made intact and cash from a deposit cannot be used to make any other purchases. \_\_\_\_\_\_\_\_\_\_
* If my club is planning a trip which requires a bus, a Trip Request and an ASB Requisition form must be completed to cover the costs. ASB will be billed for this trip and the Bookkeeper must know (before the trip is taken) if funds are available, so the funds can be encumbered. Six to 8 weeks lead time is required. \_\_\_\_\_\_\_\_\_\_
* I understand that I am responsible for advising club members of the rules and regulations stated in the Club Advisors Handbook. \_\_\_\_\_\_\_\_\_\_
* I understand that I, as the advisor, must be present at all functions including practices.

Club Advisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ASB Advisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VP Activities Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club/Class Officer List

School Year: 2019-2020

Club/Class Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club/Class Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club/Class Officers:

|  |  |  |
| --- | --- | --- |
| Title | Name | Signature |
| President |  |  |
| Vice President |  |  |
| Secretary |  |  |
| Treasurer |  |  |
| Senator |  |  |

Purpose of Organization:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_The above named Knight High School Club must have a current 2019-2020 Constitution on file with the ASB Board of Control to do any activity or exchange of funds. Any changes to the Constitution, thereafter, must be submitted to the Board of Control for approval. (Constitution not applicable to Class Officers and Advisors.)

Advisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

President Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ANNUAL CLUB/ORGANIZATION BUDGET

The purpose of a working budget is to assist with program planning and activities. It is a working **estimate** of funds to be expended for the purpose of the organization.

Fundraising is not an ends, but a means. Clubs and classes are to budget and spend what they need for the current year. Excessive carry-overs are discouraged. Deficit spending is not allowed. All expenditures must be done by ASB requisition; all fundraising must have ASB Board of Control approval. Cash is not to be kept by officers or advisors and every transaction must have a receipt. An account statement can be requested from the ASB Bookkeeper.

**ANNUAL BUDGET OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CLUB/CLASS**

 (CLUB NAME)

1. BEGINNING BALANCE: $**\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. PROPOSED INCOME/FUNDRAISING ACTIVITIES:

 **proposed income/activity amount**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Total Proposed Income:* $**\_\_\_\_\_\_\_\_\_\_\_\_\_**

Add line 1 & 2

1. PROPOSED EXPENSES/EXPENDITURES:

 **proposed income/activity amount**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Total Proposed Income:* $**\_\_\_\_\_\_\_\_\_\_\_\_\_**

Subtract line 3

1. PROPOSED ENDING BALANCE: (add line 1 & 2, then subtract line 3)………………… $**\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Note: Appropriated income must equal approximate expenses.*

Advisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Officer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Officer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A copy of this budget must be submitted to the ASB BOC before a club can be declared “active” for the school year. Additional copies should be kept by the treasurer of the organization, and the club advisor.**

**Knight High School**

VP Approval:

**Associated Student Body**

**Activity/Fundraiser Request**

**REQUEST FOR ACTIVITY/FUNDRAISER**

Club Name/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Acct #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We wish to sponsor a: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (description of activity; if fundraiser, ***be specific*** about items selling)

Start date: \_\_\_\_\_\_\_\_\_ Completion date: \_\_\_\_\_\_\_\_\_\_ Location of activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (school campus, stadium, community, etc)

Proceeds will be used for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (field trip, uniforms, banquet, dance, etc.)

Club Officer Signature: Advisor Signature:

***\* \* \* \* \* \* \* \* \* \* \* IMPORTANT INFORMATION \* \* \* \* \* \* \* \* \* \* \* \****

1. **This form must be completed and approved first by your club, then by the Vice-Principal of Activities, and finally by the ASB BOC for any fundraising activity involving** **Knight High School student organizations in support of Knight High School activities. All monies must be deposited in a timely manner, with receipts, to the Student Store or to the Accounting Office.**
2. **Requests must be received by the Activities Office on Thursday (by the end of lunch) before the ASB Call to Order meeting which is held on Friday of each week.**
3. **A representative need not be present at the meeting in order to present the fundraiser/activity request. The request will be approved or disapproved based on the information provided. The organization will be notified if fundraiser/activity is approved/disapproved via email after the BOC meeting.**
4. **Requests for any changes (i.e.: date change, times, prices, an extension of the sale, etc.) must be re-submitted through the Activities Office.**
5. **The following must be completed and turned in as well in order for any fundraiser to be considered:**
6. **Complete the Revenue Projection, with signatures by the Advisor and Student Officer.**
7. **For on-campus food sale, complete the Competitive Food Sales Request and have it signed by Site Food Services Manager. Fax to AVUHSD Director of Food Services for approval. They require this form no less than 5 days prior to event.**
8. **An ASB Requisition/Expenditure Request must also be completely filled out to get approval for purchasing the items needed for the sale, signed by Advisor and Student Officer.**

**If any of the above is not completely filled out, this request will not be processed.**

**This procedure follows District Policy regarding Student Fundraiser activities.**

RECORDED:

ASB CALENDAR \_\_\_\_\_\_\_\_\_ ACCOUNTING \_\_\_\_\_\_\_\_

STUDENT STORE \_\_\_\_\_\_\_\_\_

**ASB BOARD OF CONTROL ACTION:**

APPROVED\_\_\_\_\_\_\_ NOT APPROVED\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ASB OFFICER SIGNATURE DATE

**Knight High School**

**Associated Student Body**

**FUNDRAISER REVENUE PROJECTION**

No. of Items Sale Price Potential

for sale: Item Description: X per Item: = Income:

\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

 TOTAL PROJECTED INCOME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of Items Cost of Total Cost

for sale: Cost Description: X per Item: = Expense:

\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

 TOTAL COST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROJECTED PROFIT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FUNDRAISER REVENUE ANALYSIS**

All Receipt Numbers and Monies collected:

Total Monies Collected from Sales Proceeds: TOTAL INCOME.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subtract TOTAL INCOME – TOTAL COST \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADD: Inventory on hand at sale price - (\_\_\_\_\_\_\_\_\_\_\_\_)

 \_\_\_\_\_ qty (must be available for physical count)

ADD: Monies outstanding by students at sale price (\_\_\_\_\_\_\_\_\_\_\_\_)

 (student charge cards must be filed)

ADD: Damage or theft at sale price (\_\_\_\_\_\_\_\_\_\_\_\_)

 (full explanation must be attached)

 (circle)

**Total short/over** (add "ADD" totals to INCOME – COST) SHORT/OVER **TOTAL PROFIT** **\_\_\_\_\_\_\_\_\_\_\_\_**

Give written explanation for short/over difference, if any.

Club Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club Treasurer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

KNIGHT HIGH SCHOOL

Fundraiser Permission Slip

AGREEMENT TO SELL FOOD/MERCHANDISE

We encourage organizations on campus in their effort to raise funds for the support of their various activities. In order for a student to participate in the selling of food or merchandise, Knight High School requires both the student and parent to read this, sign and return the following agreement.

\* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \*

**STUDENT:**

I understand that my participating in the sales of food or merchandise of (item) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the Class/Club\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, that I am responsible for turning in all monies from the sales, or returning the items not sold, that were checked out to me, within 20 calendar days of the date signed below. I understand that not turning in all the monies or the items not sold by this date will result in the debt being added to my student charges.

**PARENT:**

I have given my son/daughter permission to participate in this fundraiser. I understand that I am responsible to follow up with my student and ensure that he/she has met the responsibility of participating in this project.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

#  **Student Signature Date Parent Signature Date**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | Items | Amount Out | Student’sSignature | Amount In | ItemsReturned | Balance |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

 AVUHSD - FOOD SERVICES

COMPETITIVE FOOD SALES REQUEST

**Today’s Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (**Submit 10 days prior to start of sale**)**

**To: Joe Cook, Director Food Services**

**From: AVHS PHS QHHS LnHS HHS LHS KHS EHS SOAR HS**

**PHNX RRPHS DWHS SOAR PREP**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Club or Organization Sales Start Date and Time**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Advisor/Contact Person Sales End Date and Time**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Description of Fundraiser/Event Location of Sale**

**Items to be Sold: Sale Price:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Person to Contact Telephone Number/Email**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature – Site Administrator Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature – Site Food Services Manager Date**

**Food Services - Approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Denied\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature Date**

 **Faxed/Emailed Response \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PURCHASING REQUISITION**

## Associated Student Body of Knight High School

 37423 70th Street East, Palmdale, California 93552

***\* INCOMPLETE REQUISITIONS WILL BE RETURNED \****

To Date of Request

Address Date Needed

**Check Request**

**Intra-Account Transfer**

**Purchase Order (circle if OPEN PO)**

# **P.O. # Issued:**

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Notify Club Advisor when check is ready for pick-up at ext#

 Mail check directly to vendor. If you need something mailed with the check, please note and attach

 two copies, one to be mailed and one copy for school records.

THIS IS NOT A PURCHASE ORDER !

|  |  |  |  |
| --- | --- | --- | --- |
| **QUANTITY** | **COMPLETE DESCRIPTION OF ITEMS OR SERVICES** | **UNIT PRICE** | **AMOUNT** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **INCOMPLETE REQUISITIONS WILL BE RETURNED!****All requests for purchases must be approved by 1) your club and 2) the Vice Principal of Activities, before any monies are spent and before orders are placed with vendors. Requests for reimbursement must also be pre-approved. Failure to do so will result in you donating your money for those items. All Purchasing Requisition Forms are to be submitted directly to the Activities Office. *California Sales Tax must be included on ALL orders.*** | **Sub-Total \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Sales Tax @ 9.5% \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Shipping @ 7%** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***TOTAL*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Club’s Name Acct# (attach meeting minutes where expenditure was approved)

Club Officer’s Signature Date

Club Advisor’s Signature Date

V.P. Activities Signature Date

***Accounting Office Use Only***

***ASB Board of Control Approval***

 A.S.B. B.O.C.

Treasurer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approval Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Motioned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Second \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved Denied

PARTICIPATION TRIP CONSENT AND EMERGENCY CARE AUTHORIZATION

I hereby give my consent for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to participate with

 (Student name AND ID #)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and go with a representative of the school to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Students will leave at \_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_ and return at \_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_.

 (Time) (Date) (Time) (Date)

I certify that my child is in good medical health and can travel to participate in the above stated activities. Parents are responsible for picking their student up at school upon return.

The AVUHSD does not carry individual student insurance. Individual insurance policies are available which the parents may purchase through the school. The AVUHSD does not accept responsibility/liability for injuries or accidental death. All students going on trips will be expected to board and leave via school transportation at school. Exceptions to this rule are by the trip waiver signed by a parent for **their student only, to ride home with their own parent.** This form is available in the activities office.

# AUTHORIZATION AND CONSENT TO TREATMENT

Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone:(\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Work Phone:(\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:(\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Insurance Carrier \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Policy #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The undersigned, legal custodian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby authorizes the principal or designee, into whose care the above mentioned minor pupil had been entrusted, to consent to any x-ray examination, anesthetic, medical or surgical diagnosis, treatment and/or hospital care to be rendered to said minor upon the advice of any licensed physician and/or dentist.

This authorization is given by provisions of Section 25.8 of the California Civil Code, and shall remain effective for the full school year unless revoked in writing and delivered to said agent(s). I understand that the AVUHSD, its officers, and its employees assume no liability of any nature in relation to the transportation, hospitalization, and any examination, x-ray, or treatment provided in relation to this authorization shall be borne by the undersigned.

X

*Signature of Parent/Guardian Date*

# **I understand that I need to follow all school policies, as outlined in the KHS school planner.**

X

*Signature of Student* *Date*NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STUDENT ID #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MEDICAL INFORMATION**

(Please circle Yes or No.)

Are there any health conditions that would impact your student on this trip? Yes / No

*If yes, please explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Will your student require any assistance with taking medication during this field trip? Yes / No

(**Please arrange any medication needs with the Health office technician prior to trip date.)**

List any drug sensitivity or allergy and detailed reaction:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

X

*Signature of Parent/Guardian Date*

ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOME PHONE (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_WORK PHONE (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMERGENCY CONTACT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PHONE: (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TEACHER APPROVAL

THE SIGNATURE BELOW INDICATES THAT THE STUDENT LISTED ABOVE HAS HIS/HER TEACHER’S PERMISSION TO ATTEND THE CONFERENCE/TRIP LISTED ON THE REVERSE SIDE OF THIS FORM.

 CLASS TEACHER SIGNATURE

Period 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period 3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period 4 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period 5 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period 6 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***All teachers’ signatures are required.***

Knight High School

Associated Student Body

Sound System Request Form – KHS Clubs

Date of Request

Date Needed Time Needed

Type of Activity

Location of Activity

Club/Group Name

Adult Advisor

Contact Person

Contact Phone Number

Contact e-mail

Will a fee be charged for this event?

Please note: If a fee is charged for the event you will be charged $25 for the first 2 hours and $10 for each additional hour. This fee is to help offset upkeep costs on the sound system.

**ASB BOARD OF CONTROL ACTION:**

APPROVED\_\_\_\_\_\_\_ NOT APPROVED\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ASB OFFICER SIGNATURE DATE

RECORDED:

ASB CALENDAR \_\_\_\_\_\_\_\_\_ ACCOUNTING \_\_\_\_\_\_\_\_

STUDENT STORE \_\_\_\_\_\_\_\_\_

ASB Member Assigned to Work

ASB Member’s Contact Information

Knight High School

Associated Student Body

New Club Packet

To become a recognized part of the Associated Student Body organization, a club must be composed entirely of students enrolled in AVUHSD schools. All clubs must be open to all students wishing to involve themselves. Any group of students may apply for permission to form a club by submitting for approval to the ASB Board of Control the following:

**1. Club Application form**

a. Name of proposed club

b. Purpose of the club

c. Titles, powers, and duties of the officers and the manner of their election

d. The scope of proposed activities

e. Minimum of seven charter members who want to join the club

f. Name of the certificated AVUHSD employee who will act as the advisor

**2. Club Constitution**

**3. Student(s) submitting application form must attend the Board of Control meeting in which the Club Application is being discussed.**

Knight High School

Associated Student Body

Drafting a Club Constitution

The following elements must be included in the new club’s constitution:

**Knight High School**

**Name of Club**

**PREAMBLE: Purpose**

The preamble consists of a brief statement of the aims and purposes of the club.

**ARTICLE I: Name**

State the name of the club

**ARTICLE II: Membership**

Define the general requirements necessary for membership, keeping in mind:

1. No club can be exclusionary

2. Members must be a Student Body member

3. Grade point average (if required)

**ARTICLE III: Officers**

Include details of:

1. List of offices (Do not include specific names of students)

Each club must have a President, Vice President, Secretary, Treasurer, and Senator

2. Selection process for officers

3. Length of term of office

4. Qualifications for office

5. Duties of each officer

**ARTICLE IV: Meetings**

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

**ARTICLE V: Amendments**

State the method for amending the constitution and of the vote required for such amendments.

The ASB Board of Control must ratify all constitutional amendments.

**ARTICLE VI: Schedule**

State the date when the constitution becomes effective. (Plan the date for after BOC approval.)

Knight High School

Associated Student Body

Club Application Form

**Name of proposed club**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Purpose of proposed club**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All clubs must have a President, Vice President, Secretary, Treasurer, and Senator.

**List additional officer positions** (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Charter members of club** (minimum of 7):

**Name grade level student ID #**

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(additional names can be submitted on a separate page)

**Proposed dates, time, and location of club meetings**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposed activities**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Advisor acknowledgement:**

I am agreeing to act as the advisor to the above club throughout the current school year. I understand before the club becomes

an official ASB organization, I will be required to attend an advisor orientation with the ASB Advisor.

**Name of Signature of**

**certificated advisor**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **advisor**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Knight High School

STUDENT COUNCIL / CLUB MEETING MINUTES

Club Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The meeting was called to order by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of Meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and time of meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The minutes of the previous meeting were: \_\_\_\_\_\_ Read and Approved

 \_\_\_\_\_\_ Corrected & Approved as Corrected

The following requisitions were submitted for approval:

 *Vendor Purpose Amount*

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Motion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Moved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Seconded by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Communication and Reports: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Old Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

New Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Attendance: \*Please list attendees on back \*

Respectfully Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Club Secretary

*Please continue on back of this form or attach additional information if needed.*