

# KELSO SCHOOL DISTRICT



## ASB – Advisors & Coaches Procedures Manual

This manual is designed to provide a set of standardized guidelines and procedures for the administration of the Kelso School District and its Funds. District Administration, Principals, Secretaries, Teachers, Coaches/Advisors and other personnel are responsible for following the guidelines and procedures prescribed in this manual.

This manual is a working document and is subject to change. Please follow the most current update available @ [www.kelso.wednet.edu](http://www.kelso.wednet.edu)

This manual supersedes all prior publications regulating the administration of business procedures in the Kelso School District.

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## **ACTIVITY FUNDS (ASB)**

### ***Purpose***

The purpose of our Associated Student Body is to:

- Develop leadership skills in students
- Provide opportunities for students to practice management of finances and people.
- Educate students on the democratic process.

You are encouraged to keep these things in mind when planning your activities for the year. This will help give purpose and vision for your club. A trap that many advisors find themselves in is...the desperate drive to raise money to support their program instead of educating students how to be fiscally responsible. As you can see from the above statements, this is not the intention of the ASB. If you keep the three “purposes” in mind it will drastically change the workload that you create for yourself.

Students are to be encouraged to participate fully in all phases of club activities - from planning to record keeping; however, they cannot be expected to manage their clubs and activities without advisor supervision. An ASB club advisor job description is included in this manual. Potential advisors should read it carefully. Students must be apprised of correct ASB procedures and advisors must carefully monitor student use of these processes.

Advisors are to provide direction, counseling and guidance in the supervision of extracurricular activities. Advisors are also expected to be able to administer and implement school district policy and procedures so that student welfare is protected.

### ***WAC 392-138-010 Definitions***

Associated student body organization means a formal organization of students, including sub-components or affiliated student groups such as student clubs, which is formed with the approval, and operated subject to the control, of the board of directors of a school district in compliance with this chapter.

Associated student body programs means any activity which is conducted in whole or part by or in behalf of an associated student body during or outside regular school hours and within or outside school grounds and facilities, and is conducted with the approval, and at the direction or under the official designee to whom authority has been delegated to act on their behalf.

### ***Student Involvement***

The Associated Student Body was set up as an educational tool to teach students fiscal responsibility and management. All state law, district policies and procedures are established to support this concept.

For this reason, state auditors require proof of student involvement through the documentation of club minutes and appropriate signatures on such items as requisitions, fundraiser approvals, and fundraiser reconciliations.

As an interpretive body, the WASBO has also determined that A.S.B. is not tied to curriculum or funding responsibilities of the school district. This is why there are strict sets of criteria that limit the A.S.B. to the kinds of activities it does and funds. These can be summarized through the acronym, CARS. Cultural, Athletic, Recreational, and Social.

Cultural activities can be defined as bringing an awareness and appreciation for one's own culture as well as others that students may or may not be familiar with.

Athletic activities would be defined as sports teams or support teams (Cheer/Pep) that provide support for student athletes and athletic events/activities. Since fund raising is primarily done through ticket sales, these accounts don't reflect student minutes. Washington Interscholastic Athletic Association (WIAA) is also the governing body that deals with these specific issues. Title IX Federal law also requires "equity" in funding and opportunities based on gender. It is important to carefully consider donations and the impact they may have on gender specific sports. The athletic director and Title IX officer should be consulted in approving these requests.

Recreational activities are defined as relationship building opportunities for students. Most times, these activities are tied with Cultural as well as Social. Many times this category applies to reward or incentive activities.

Social activities are defined as special events that bring the student body together in a positive and constructive manner to build relationships as approved by the Activities Coordinator/Principal. ESD risk management pool is often conferred regarding safety concerns.

### ***ASB Budget and Fundraiser Approval Process***

Each spring, budgets for each club and activity is compiled by the ASB office and submitted to the District Business Office for review and final approval by the School Board. As part of this process, advisors and coaches are asked to project anticipated revenues (generally through dues and fundraisers) and expenditures. It is important to note that ASB budgets must be developed to maintain a positive balance.

Fundraisers included as part of the budget are also submitted for approval by the School Board. The Board is interested in knowing how clubs and various activities are generating their funds for their groups. *Fundraisers that are not included in the initial budget must be approved at a later date by the School Board. In addition to completing the required paperwork for a fundraiser as outlined in this handbook, a written request must be made from the ASB Coordinator to the Business Office for initial approval.*

### ***Managing Inventory***

It is the ultimate responsibility of the advisor to maintain records of all club inventories including sales, fundraisers or property. A complete accounting must be kept at all times and available for audit. No inventory or money is to be taken home as it increases the liability to the advisor and/or student. Many fundraisers come with inventory tracking documents. If not, a ***Project/Fundraising Product Check-Out/Check-In*** form is available from the ASB office.

Left over inventory from fundraisers should be documented in a memo and included with the reconciliation report at the end of the fundraiser. Non-perishable inventory items (clothing, merchant cards) should be stored in a secured location for future use or sale. Items that cannot be sold or used in the future should be disposed of according to district surplus procedures.

Attempts to sell perishable items (those with a limited 'shelf' life such as flowers, coffee, etc.), even at cost, should be attempted before discarding. A memo stating the disposal or discard of the perishable items should be included in the final reconciliation report.

### ***Handling Money***

It is the ultimate responsibility of the advisor to insure proper receipting of all transactions and deposits. Receipts must be given any time that money is given from one person to another. This isolates problems if there is a loss of money.

During school hours, all student payments and deposits will be done through the ASB office secretary. The Secretary will give a receipt to each student. The student is then responsible for showing his/her advisor the receipt so that s/he can document who has made payments/deposits. Advisors should not collect receipts from students. The ASB Secretary can provide advisors with a detailed accounting record of all deposits by students.

During off-school hours, advisors will be responsible for managing the receipting process. This will be done with a pre-arranged cash box and assigned receipt book issued by the Kelso School District Business Office.

No fundraising money or "loose change" or "Petty Cash" is to be kept at the teacher's station or on your person. For off-school hours the ASB office will arrange to make deposits at our "drop site" located at an area bank. A key must be issued and this is arranged through our fundraising request form.

### ***Cash Handling/Training***

Cash handling training will be provided to all personnel handling cash receipting and depositing.

Cash counting and deposits will be conducted within a secured office setting. No business will be conducted during cash handling and making of deposits. This includes work with students, staff, and parent/community.

Proper signatures and initials on reconciliation forms will be present at all times to verify proper controls are in place. The ASB administrator will conduct random checks to verify that proper procedures during reconciliation have occurred.

### ***Security of Vault(s)***

All loose cash will be bound and contained within a sealed container, envelope or bank bag within the vault.

The petty cash will be counted on a regular basis (at least twice a month) and tracked on a spreadsheet that documents the date of the count, person(s) performing the count, the amount of cash on hand and initialized by the ASB Secretary and/or ASB Administrator. It is advisable that two persons count and verify the vault.

Counting of the vault will occur whenever a qualified substitute or new employee gains access and use of the vault.

The vault will remain closed and locked whenever the ASB secretary is away from the main office.

During regular business hours and when the ASB secretary is present, the vault will remain at least closed, if not locked, with the latch in the closed position, and the outside cabinet doors closed and locked.

The vault combination will be stored in a secured location.

### ***Fiscal Control Procedures***

Fiscal control procedures and processes will be documented in written form, and will not be changed without the mutual consent and authorization of the Executive Director of Business and Operations and the ASB Administrator. All fiscal controls/business practices will be incorporated into this district-wide business practices manual.

### ***Student Discipline Issues***

When dealing with discipline, all participating students must receive “due process”. Athletics has a hearing system that is managed by the Athletic Director. Coaches are expected to communicate with the AD immediately regarding discipline issues. Activities/Clubs need to work with the Activities Coordinator in a similar fashion. The following is a guideline for the process:

Minor offense:

- Speak with student about behavior
- Speak with student about behavior + Contact parent/guardian + consequence
- Speak with student + Contact Parent + refer to administrator + consequence

Major offense (as defined in Student Rights and Responsibilities Handbook):

- Use of drugs/alcohol/Controlled substance whether in possession/use/distribution.  
Advisor/Coach must report to supervisor regarding the matter.
- Student Conduct
  - Any conduct that a Coach/Advisor feels is unacceptable behavior (insubordination, fighting, profanity, poor sportsmanship, etc.) Advisor Contacts Activities Coordinator.
    - 1<sup>st</sup> offense – short term suspension (3-5 school days) from the team/activity.

- If the incident is severe, continues to occur, long term suspension or dismissal from the team/activity may be invoked as applied by the principal, athletic director, head coach or advisor.

### ***Club Advisor Job Description***

Activity Advisors are to provide general supervision, guidance and counseling to student leaders of the sponsored activity.

#### **POSITION GOALS:**

- Provide adult supervision and direction to the sponsored activity
- Supervise club administrative requirements
- Support activity goals and objectives

#### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

- Coordinate and schedule activities
- Schedule meetings
- Serve as a resource person
- Supervise collection, disbursement and proper accounting of money
- Maintain inventory controls
- Supervise and chaperone activities
- Protect the school district by considering risk factors of certain events
- Supervise election of officers
- Supervise fundraising activities
- Supervise transportation arrangements
- Guidance in problem solving and conflict resolution
- Work with students, parents and administration regarding discipline issues as outlined in this handbook.

#### **QUALIFICATIONS REQUIRED:**

- Rapport with students
- Interest in activity
- Willingness to spend time and effort



## Advisor Resources

### ***Basic Things to Know***

- Activities conducted by ASB student groups with school approval or with district supervision on or off school premises are ASB and, therefore, all money raised must be deposited to the Associated Student Body Fund.
- All purchases/expenditures are to show evidence of prior student approval.
- Purchases are to be made with an ASB purchase order.
- Follow school district purchasing procedures for expending public funds.
- Bills are to be paid by school district warrant. All bills, receipts or invoices require a staff signature to indicate that merchandise has been received; in addition, a student signature is required in order to pay the bill from student funds. Follow district procedures for payment processing.
- All money received must be deposited into the school district depository bank account via the ASB Secretary. Receipts are required; they provide a record of responsibility, verify amounts and record whether money received was cash or check.
- Each activity is to maintain activity records. These records constitute the club history. Records are to be maintained and may be reviewed by the State Auditor's Office. Club minutes are permanent records; do not dispose of them!
- Each ASB club or activity is assigned an account number. This number is unique to the activity and is used on all deposit information and purchase orders.
- The school ASB Secretary is the building's ASB banker. Activities should compare their records with the bookkeeper's account balance periodically.
- Money can only be accessed through the purchasing system.
- If Summer Activities are being conducted, arrange to make summer deposits to the school district central business/accounting office. All summer activities are to be approved before conclusion of the school year while students are still in attendance.
- All district employees must be paid through the district payroll office; ASB will then reimburse the school district General Fund for services rendered.
- DJ's, bands, and other self-employed groups are required to complete a consultant's contract. Services must be provided before vendors can be paid. Contracts may only be signed and approved by the District. See the Activities Coordinator prior to arranging for any contract, fundraiser or otherwise.
- Do not operate, organize or maintain any monies (such as booster monies)! Once you do this, the money becomes ASB.
- Do not operate, organize or maintain fundraisers, activities, or any monies outside of district policies or procedures. ASB policies and procedures as outlined in this handbook should be followed.

### ***Web sites***

Washington Association of School Business Officials to a large degree is the governing and interpretive body used by the State Auditors and State law. Visit WASBO @ [www.wasbo.org](http://www.wasbo.org) . Go to the 'Resources' link and then 'Publications and Manuals' to find the ASB Procedures Manual and the Fundraising Coordination handbook to use as a resource.

### ***District Policies and Procedures***

Beyond State and Federal laws we are governed by our School District Board of Director's. The Board establishes District Policies and Procedures. All decisions are guided by these items. The following are just some examples that pertain to activities and clubs:

- Latex-Free environment. Kelso School District is committed to providing a latex-free environment.
- Overnight trips require a finger printed (10 finger) male and female chaperone.
- Travel/Activities that take place on a Sunday must be approved by the school board.
- All public school employees are expected to follow money handling procedures outlined in this handbook.

### ***Club Approval Process***

Each club must be formally recognized in order to operate as an ASB club. New clubs must adhere to the following process to be recognized:

- a. At least 5 students must show interest in becoming members;
- b. A club constitution must be developed along with by-laws if applicable;
- c. The club must be formally recognized and approved by the ASB Leadership Council;
- d. A letter must be submitted by the ASB Coordinator which requests formal Board approval. The letter should state the name, purpose, and potential activities of the club along with any request for advisor stipend or other financial requests. The request should be submitted to the Executive Director of Business and Operations;
- e. If an advisor stipend is being requested, it will be important to work with the Human Resources Director to involve the Kelso Education Association;
- f. The club must be formally recognized by the Kelso School District Board of Director's which will allow for a budget, and a capacity to fundraise and expend funds;

### ***Club Constitutions***

Each club is governed by a constitution that is approved by the General ASB Leadership. A constitution describes the role of club officers, the club's purpose, when meetings are held, club dues, member voting, etc.

### ***Sample Constitution***

#### ***Article 1: Name***

The name of this organization will be called the "International Club"

#### ***Article 2: Membership***

All students of the Ellen Ochoa Middle School (EOMS) are eligible to be members of the International Club.

#### ***Article 3: Supervision***

The International Club will be advised and overseen by one or two EOMS staff members.

#### ***Article 4: Officer Positions***

The officers of this club will be President, Vice President, Secretary, Public Relations and Treasurer.

#### ***Article 5: Officer Elections***

No person shall hold more than one office.

Elections are held by secret ballot.

Elections will take place no later than four weeks into the school year.

#### ***Article 6: Officer Job Descriptions***

President shall be responsible for the oversight and general management of the club and be involved in all aspects of this club's functions.

Vice President shall be responsible for the oversight of committees appointed by the president and take the place of the President in the event that s/he is unable to fulfill his/her duties.

Secretary will be responsible for taking minutes at all meetings of this organization and maintaining documentation of activities in an organized manner.

Public Relations will be responsible for advertisement of various functions, keeping club calendar up to date, and keeping membership up to date with information and activities.

Treasurer will be responsible for all transactions made by this club and the documentation thereof.

### **Article 7: Purpose of Club**

The purpose of the International Club will be to facilitate student body awareness of cultural and social diversity. The emphasis will be to create positive impressions and awareness of ALL cultures and social backgrounds.

### **Article 8: Meetings**

Meetings will be held the 2<sup>nd</sup> Tuesday of every month after school in the advisor's room.

Minutes will be taken for every meeting.

Special meetings may be called by the club president or at the request of the club advisor.

Club etiquette will follow Robert's Rules.

Members who have been present at all meetings may vote on motions/actions.

### **Article 9: Voting**

Club membership may determine, with the guidance of the advisor, a set of expectations that members must follow in order to vote.

Regular attendance is an example criteria for voting

The cabinet and advisor or a simple majority of the membership shall approve Activities/Fundraisers.

### **Article 10: Amendments**

A vote of three-fourths of the membership shall be required to amend this constitution.

### **Club Minutes**

Club minutes are THE MOST IMPORTANT ASPECT OF YOUR RECORD KEEPING! Club minutes reflect everything that auditors want to see...student involvement and approval of expenditures. The key is to keep good club minutes.

All of your purchases will need to refer to your club minutes for approval.

On the back side of this page you will find an example form that can be used to take minutes. You are encouraged to find what works for you and your officers.

Things your minutes must include:

- Date
- Members involved
- Discussion of activities

- Voting and approval of expenditures
- Hand written or typed with officer signatures at bottom.

ALL OF YOUR MINUTES WILL BE TURNED IN AT THE END OF THE YEAR. Your club minutes are official documents that must be kept on record for years to come.

Example of good minutes:

8/12/07 – 2:35 p.m. in Mr. Humphry's room

All club members present except: Josh, Marsha, Paul, Gary

PRESIDENT proposed a fundraiser that would help pay for our member's expenses to this year's conference. PRESIDENT asked for ideas. The list of fundraisers that we budgeted for this year are: candy sales and car wash. Mr. Humphry helped us through a decision making process about the benefits of each.

CLUB MEMBER made a motion to approve the candy sales with COMPANY to raise money for our trip to conference. It was seconded by CLUB MEMBER and approved by all members present.

***Sample Club Minute Format***

Club name: \_\_\_\_\_

Date of Meeting: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time of Meeting: \_\_\_\_\_ ☐ A.M. ☐ P.M.

Members Present: \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

Old Business:

New Business:

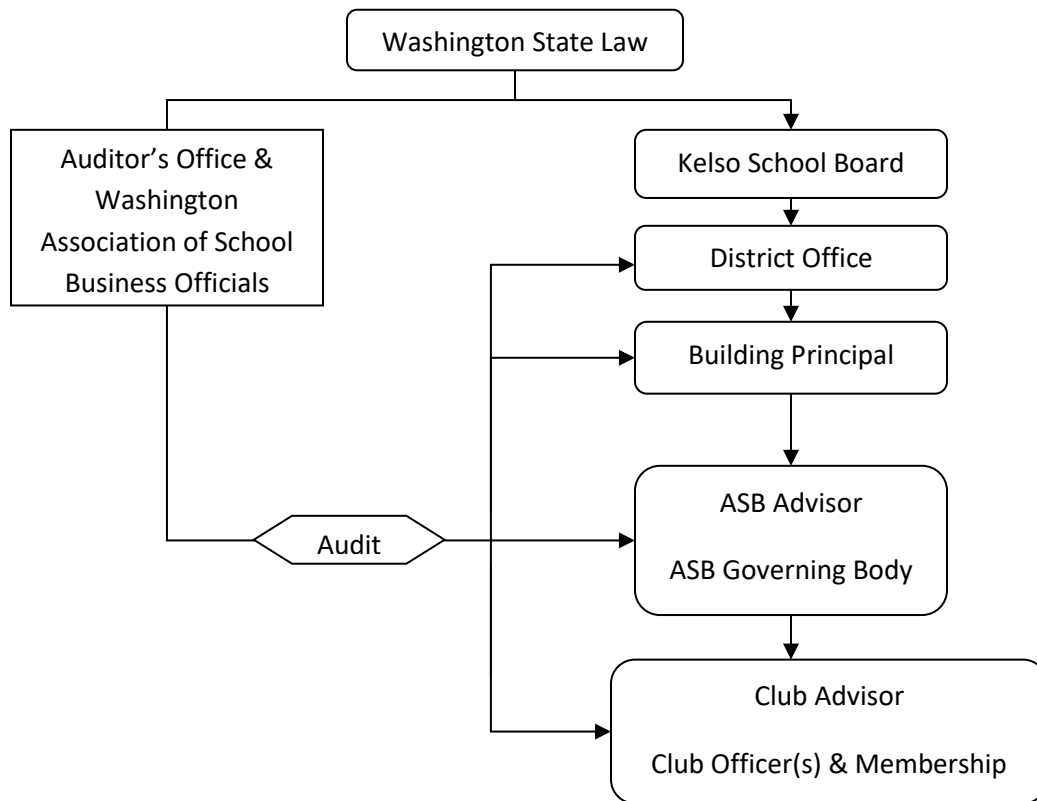
General Announcements:

Next meeting scheduled for: \_\_\_\_/\_\_\_\_/\_\_\_\_ at \_\_\_\_: \_\_\_\_ a.m./p.m. in room #: \_\_\_\_\_

Officer Signatures:

### ***ASB Governing Body Schematic***

State law specifically outlines the responsible parties when it comes to the Associated Student Body. The following is a diagram showing the chain of responsibility.



## **ASB Forms**

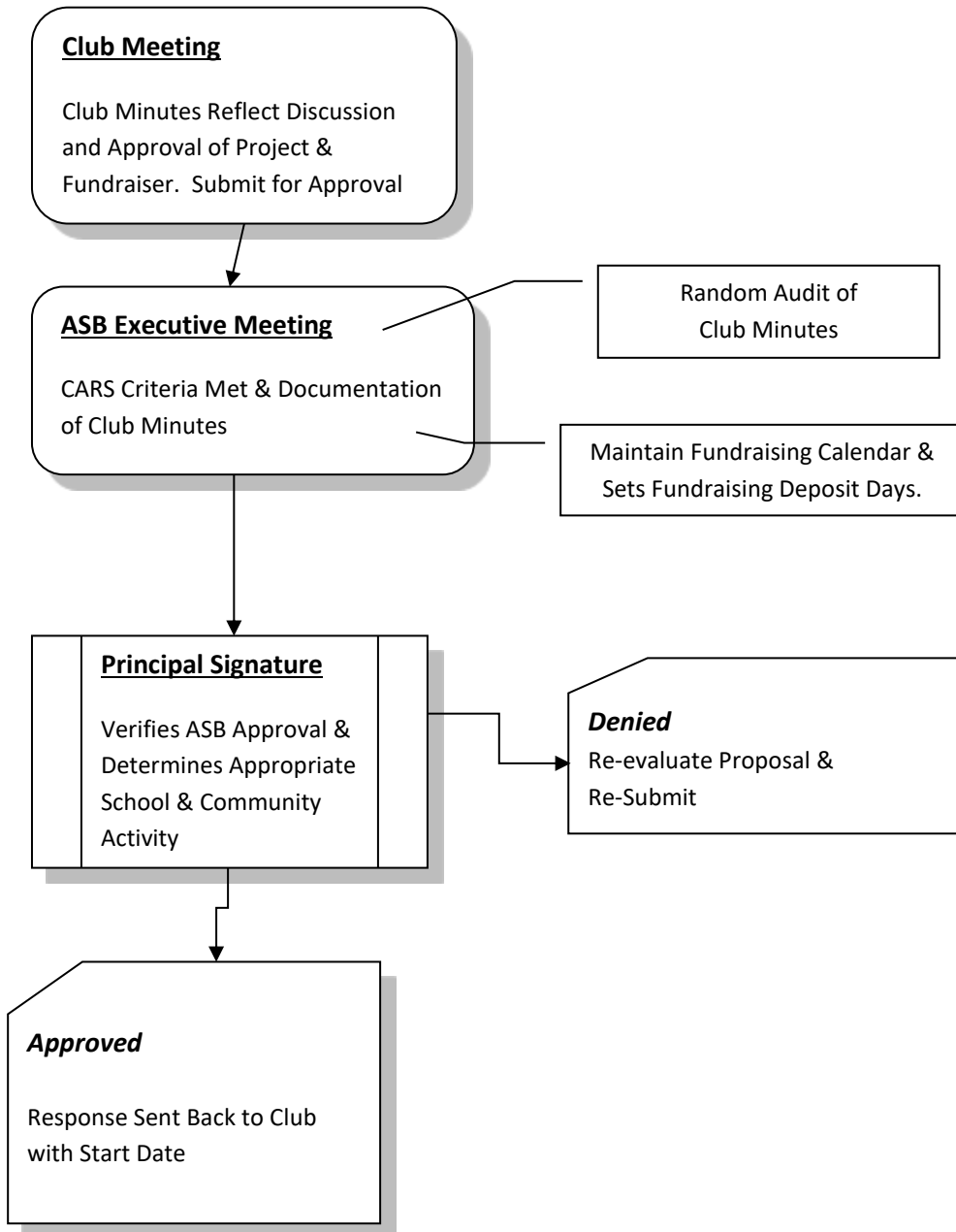
The forms listed below can be accessed for your use in the ASB office or through the Activities Coordinator.

- Fundraising Check-List – a step by step list to help you through a fund raiser.
- ASB Project/Fundraiser Approval Form – used to coordinate all ASB fundraisers with the calendar (to help reduce the number of conflicts), schedule ASB Secretaries time, ensure the protection of our clubs and advisors from errors.
- ASB Fundraising/Project Response – used by the ASB Executive Board to let clubs know that they have been approved for their fundraisers or that they need to make changes.
- Purchase Order Requisition – used to purchase items that clubs approve. Must have the date of the minutes in which students approved the purchase. These are randomly audited through the Activities office. When you do get an audit review, make a copy of your minutes that the PO refers to and submit it to the Activities office. The Activities office will then look for the approval of the expenditure within the minutes that contain: the date, members involved, voting counts and discussion.
- Project/Fundraising Product Check-out/in form – used to keep track of product and money checked out to each individual club or student. Documents any losses and who is responsible.
- Merchandise Checked Out & Not Returned or Unpaid Fees form – used to provide a list of students who have not returned product and require a fine slip, or those who may have returned product, but still owe money.
- Leftover Inventory/Merchandise form – used to record leftover product kept in inventory for future fundraisers/activities.
- Fundraising Final (Reconciliation) Report – required within two weeks of the completion of a fundraiser. Auditors specifically look for these reports. If not completed, your club/activity's account will be frozen and no purchases or fundraisers will be allowed. Please see the Fundraiser Process section for specific back-up items to include with the Final Reconciliation Report.



## ***Fundraisers & Projects***

### Fundraising Approval Schematic



### ***Approval Process***

All projects and fund raisers must be submitted on the “ASB Project/Fundraiser Approval” form available in the ASB/Activities office. The purpose of this form is to allow:

- Fair treatment of all clubs
- Insure state law compliance with budgeting and expenditures
- Verification of student involvement (minutes)
- Ensure limited fundraising conflicts between clubs
- Ensure appropriate time for depositing monies through our Point of Sale (POS) unit.
- Ensure appropriate financial and inventory record keeping forms and documentation in place to ensure a successful fundraiser or project.

### ***Private and Public Monies/Property***

#### Definition of Public Monies

- Any activities/fundraisers/projects that are operated, maintained or organized by a public school employee is considered to be “public monies.”
- If an activity/fundraiser/project takes place on school grounds, during the regular scheduled school day and involves students it is public money.
- If an activity occurs off school property and is organized, maintained or operated by a school district employee it is public money.

#### Private Monies (Booster Organizations)

- All activities and functions are the responsibility and liability of the booster organization.
- Must register with Kelso High School (available in the ASB/Activities office) by completing the Booster Organization Registration Form. The form helps identify the purpose and plan of the booster organization and contact information for booster officers.

#### Public Property

- Items owned by the school district are public property and cannot be used for the financial gain or benefit of an individual person.
- Use is governed by the Kelso School District through the Facility Use, Athletic Director, and Activities Director approval processes.
- Must be inventoried and retained by the Kelso School District
- All items donated by booster organizations, companies or other third parties to the Kelso School District must be approved before the donation occurs. This process is done by completing a Booster Organization Donation Acceptance Agreement form located in the ASB/Activities office.

## **FUNDRAISING PROCESS**

The following is a step-by-step process for doing a fundraiser. All steps must be followed in the order that they are given in order to successfully complete your project.

This process should be used for all fundraisers, which includes but are not limited to, candy sales, magazine sales, cookie dough sales, car washes, and just about any event resulting in the sale of goods or services to be used to fund club, athletic or other ASB activities. The Fundraising Process should also be used for activities such as collection of membership dues, rooter buses, club/team shirts/sweatshirts, and other activities where the collection of money occurs to fund specific activities.

- ☐ Complete the ASB PROJECT/FUNDRAISER APPROVAL FORM.
- ☐ Before ASB PROJECT/FUNDRAISER APPROVAL FORM can be submitted, the fundraiser must be budgeted for and approved during the Spring ASB budgeting process. Fundraiser may be approved outside the budgeting process on a case by case basis (contact Activities Coordinator or ASB Secretary). See 'ASB Budget and Fundraiser Approval Process' section of this handbook.
- ☐ Submit ASB PROJECT/FUNDRAISER APPROVAL FORM to the ASB Office for approval by the Executive officers. (Criteria: CARS, meets your stated goals, does not conflict with other activities/fundraisers, approval from ASB assistant principal.)

### ***If Fundraiser approved...***

- ☐ **All** contracts and agreements must be signed by Chief Financial Officer in Business Office and approved by the School Board.
- ☐ Request ASB Purchase Order (P.O.) to order the merchandise.
- ☐ Submit invoices and packing slips to ASB secretary so that payment may be made in a timely manner. Retain copy for your records & final report.
- ☐ Maintain adequate records:
  - ☐ Issuing merchandise order forms, scratch cards, donation forms, etc. (can use the PROJECT/FUNDRAISING PRODUCT CHECK-OUT/IN FORM)
  - ☐ Maintain adequate records for collecting unsold/bad/returned product.
  - ☐ Maintain adequate records for money deposited by students to the ASB office.
  - ☐ Do NOT keep student receipts. Lists can be provided by the ASB office. Return unsold/damaged product to the company for credit (must be done through the ASB office).
  - ☐ If not able to return product to company, document items on the Leftover Inventory/Merchandise form. Products left over should be kept in a secure location for potential future sales. **Should products require disposal, district surplus procedures must be followed (See ASB Office).**
  - ☐ Students should deposit collected money DAILY to the ASB office!

- ☐ If Fundraiser occurs off-site, see ASB Secretary for proper steps for collecting and recording monies.
- ☐ Complete and submit a FUNDRAISING FINAL (Reconciliation) REPORT to the Business Office within one month following the end of your fundraiser. Approval of future purchase orders and fundraisers will be denied until final reports are submitted. Backup paperwork should include:
  - ☐ Copy of Fundraiser Request Form and ASB Approval Form.
  - ☐ Copy of itemized cash receipts documentation (i.e. In-Touch Report).
  - ☐ Copy of invoice and purchase order.
  - ☐ Copy of Student Checkout Forms, if used.
  - ☐ Forms recording leftover inventory and/or disposal of product.
  - ☐ Documentation for product returns, if needed.
  - ☐ Documentation to support student fines, if needed.
- ☐ FUNDRAISING FINAL REPORT and supporting documentation sent to Business Office by ASB Secretary. ASB should keep a copy for records at building level.
- ☐ Business Office will review and approve Final Reconciliation Report and documentation. ASB office will provide necessary documentation in a timely manner if requested following submission of final paperwork.

*If Fundraiser not approved...*

- ☐ Re-evaluate and re-submit Fundraiser Approval Form for further consideration.

## ***ASB Fundraising Checks & Balances***

- ☑ All fundraisers and club activities require club approval and must be documented in club minutes.
- ☑ Purchases may only be made with purchase orders.
- ☑ Students will turn in money to ASB office for receipting of fundraisers.
- ☑ All monies received must be receipted by the ASB office.
- ☑ Money must be deposited daily.
- ☑ A parent permission letter informing parents that their student is responsible for all goods checked out to them should be done.
- ☑ The student council, school administrator and school board must approve all fundraisers.
- ☑ Contracts require district/school board approval. Do not enter into a contract. See the Activities Coordinator to arrange for approval.
- ☑ Financial documents to be used in the fundraiser (inventory forms, financial recordkeeping, sales information, etc.) should be included with your Project/Fundraiser Approval form.
- ☑ Fundraisers approval forms must be completed and approved prior to starting the fundraiser.
- ☑ Establish a timetable for fundraiser with beginning and ending dates.
- ☑ Count all inventory/products when received.
- ☑ Keep all inventory in a secured, locked up, place.
- ☑ Use an inventory checkout sheet for documenting all merchandise checked in and out. Student signature/initials are needed each time product is checked out or money turned in.
- ☑ Advisors will not collect student receipts from deposits. The ASB office can provide you with a printout of who's paid and how much.
- ☑ ASB money is never to be taken home, left in the classroom or put into a private bank account. NEVER!!! Make sure you have arranged for the depositing of money ahead of time. Pre-planning with Activities Coordinator and ASB Secretary is paramount for arranging for proper depositing.
- ☑ Final reconciliations are due one month after the end of your fundraiser. No purchase orders or fundraisers will be approved until this is completed.
- ☑ Make an inventory list of all students who have not returned product checked out to them and the amount due. Turn into ASB Secretary with final reconciliation so that a student fine can be issued.
- ☑ Unsold inventory must be stored in a locked area. Unsold inventory can be returned, sold at a later date, sold to another club or included in another fundraising event. Items cannot be given away although they may be sold at reduced prices. Keep separate records for a clearance sale. You must submit another fundraiser request form in order to sell unsold merchandise or inventory.
- ☑ Maintain a fundraiser file for every fundraiser. The file should contain:
  - Club minutes approving the fundraiser.
  - A copy of the purchase order.
  - A copy of the invoice and/or packing slips.
  - A copy of the ASB Project/Fundraiser Request form.
  - Student checkout sheets.
  - Deposit records from ASB office.
  - List of unsold merchandise to include item description & dollar value.
  - Receipt from UPS or post office for return of product.
  - Copy of transfer form if another club/activity purchases your unsold inventory.
  - Final Reconciliation Form.

## ***Purchasing***

### ***Approval Process***

Once your project/fundraiser is approved by the ASB, then you may use the purchasing process to acquire product/inventory or items approved (in minutes) by the club's members.

Complete a "Purchase Order Request" form, get student officer signature & advisor signature. Submit it to the ASB Secretary, Mrs. Gulers', mailbox (located in the main office by 8:30 a.m. on Tuesdays to be approved.

ASB executive council will review the request and make sure that the purchase:

- Fits the CARS criteria (Cultural, Athletic, Recreational, Social)
- The quantity and cost of the purchase is appropriate and responsible. "Gifts" must be of De Minimis value (approximately \$20-\$30), and must not be excessive.
- Has documented minutes references (may audit club at any time for minutes)
- Has the project title referenced

Once the ASB approves the purchase, it is delivered to the supervising principal for signature.

The ASB Secretary will then process the Purchase Order and order the product/items from the specified vendor.

### ***Receiving Process***

The product/items that you ordered will be delivered to the advisor. It is the advisor's responsibility to open the boxes and use the packing slips to verify that all order materials are present.

Make notes of anything that was not delivered as ordered. Sign the packing slip and deliver it to the ASB Secretary immediately.

### ***Payment Process***

Once the ASB Secretary receives the signed packing slip, she will place a "payment" order to pay the vendor.

## **Contacts**

We are all here to help you create a wonderful experience for students while protecting public trust, the students and you, the advisors. If you have any questions or need help with a particular aspect of running your club, please do not hesitate to contact one of us!

### **Kelso High School**

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