

Step by Step Instructions for Club Advisors/Coaches

How to Establish a New Club or Renew a Club:

- Fill out Club Charter
- Write your own or fill out Club Constitution
- Read and sign Club Advisor check list
- Type and attach club Roster to Club Charter
- Fill out Club Minutes form
- Hand them all to ASB Advisor for ASB Approval

How to make ASB Requisition ready:

- Hold a club meeting with the approval of the expenses.
- Club advisor confirms that funds are available in the club account.
- The expense should be detailed and approved in the club minutes.
- Confirm that all expenses are only for student use/consumption. No services or products are for adults or for instructional use.
- Club advisor and club Treasurer must print their names and sign the club minutes.
- Attach club meeting roster to club minutes or type the student who attended the club meeting.
- Complete Requisition form.
- Attach original invoice and club minutes on Requisition.
- For goods/services over \$1500, club advisor should obtain three quotes.

How to fill out ASB Requisition form:

- Fill out the school Name
- Fill out the club name
- Fill out the account number (4-digit club number)
- Fill out the date
- Indicate full description of the item and reason of purchase
- Write the amount

Who needs to fill out the Requisition?

- Only Club advisor who is a certificated staff or Club treasurer.

Who should sign the Requisition form:

- Person who is requesting a check
- Club advisor
- Club treasurer
- Financial Clerk
- Principal

How to prepare Fundraiser Request form:

- Plan four weeks in advance of a fund raising activity.
- Prepare Club meeting.
- The fundraiser must be detailed and approved in the club minutes.
- Attach club minutes to fundraiser form.
- Fill out the Fund-Raising Request form. (Please be very specific).
- Club advisor and club treasurer should print their names, sign and date the form
- If applicable, club advisor creates and maintains a list of participating students, with the products given to each student clearly detailed. The advisor provides a copy of this list to the financial clerk.
- Only Advisor or student with a certificated supervision collects the money and writes receipt for each transaction.
- Please write cash when you receive cash.
- Please write check with check number if you receive checks.
- Hand out Fundraiser form with club minutes to ASB advisors for ASB approval.
- After ASB approval Finance clerk will review and submit the form to principal for final approval.
- Clubs cannot start a fundraiser without Principal final approval.
- ASB will inform the club advisor after final approval.
- All fundraiser activity must be finished in month May. Deadline will be announced via email.

How to Deposit Money after a Fundraiser:

- Count the deposit and fill out the deposit sheet
- Write your club name and account number on deposit sheet
- Write the deposit day on the deposit sheet
- Write the reason for this deposit on deposit sheet
- Prepare revenue potential
- Follow steps on the revenue potential
- Use your receipts/invoices if you spend money on a product to fill out the revenue potential
- Please count the money and fill out all necessary paperwork before you go to finance office.
- Advisor and club treasurer deliver payments with receipt book, deposit sheet and revenue potential to finance office.
- Financial clerk will count and confirm the amount with receipt book and deposit sheet.

About Receipt book:

- When Collecting fundraiser money a receipt book must be used.
- Only advisor should check out a receipt book from finance office.
- All pages are numbered please use accordingly.
- Write on the green sheet and give it to the students as a receipt
- Please keep the pink sheet on the receipt book. (Don't Tear) District auditors need to review pinks sheets to match with club deposits.
- In the case of a mistake write void on the Green page and both sheets should stay attached to the receipt book.
- Return all receipt books in Month May to finance office

Club Accounts:

- Club funds should be used only for students.
- Club funds can be used for extra curriculum activities, things that students can take home and keep such as:
Club T-Shirt, Sweat pants, Socks.
- Club funds can be used for field trip buses, or a trip meal, or hotel only if students do a Fundraiser specifically for these expenses and mention in their club minutes.
- Club accounts should not be used for instructional material such as:
Purchasing books, printer, ink, paper, team uniforms and more

Donations:

- Donations received from parents or outside companies should be with a letter of intent.
- Donors can write their own letter of intent or use the school donation form.
- Donors should specify where clubs or team can spend the donation.

For example:

I (Name of Donor) will donate \$1000.00 check# 8888 to Madison softball team.

The team can use the donation for t-shirts, sweat-pants and pay for officials.

The \$1000.00 should be used for only these three items.

- If Donor wants to donate for any instructional supplies, financial clerk will send the check to the Madison budget analyst to deposit the check to the Madison budget string.
- Club advisor will provide a quote/ invoice for financial clerk.
- Financial clerk will create an E-pro and use the donation amount in specific budget string.

- Make sure you plan ahead of the time. It will take six-eight weeks to receive your supplies.

Athletic Account#2530 known as AK!:

- This account is only for all sport teams at Madison High.
- Each team will receive a certain budget in depending on team needs and activities.
- This fund will only be used for supplies that stay at school, **such as uniforms and sport supplies**
- Coaches should take an inventory by the end of the season and make sure that all students return their uniforms and supplies.

Official Fee request form

Before Coaches return the Official fee request form to finance office verify the completeness of the information provided by the consultant:

- Press hard and use a pen. There are three copies of the ASB consultant form and accounts payable at district office receives the pink copy.
- **Officials don't receive a copy.**
- Form must be legible in order to ensure input of earning data and vendor information.
- **Full legal name- first and last name, no initials.** The name must match social security administration records.
- **Full Social Security Number or Federal Tax ID**
- Physical address-**Post office boxes are not permitted.** The Internal Revenue Service requires a physical address on 1099 forms.
- Note phone number of consultant at top of form
- Include complete description of services and the date performed.
- Include the amount paid for services and make sure it is legible.
- Make sure consultant signs and dates the form.

