



**LEIGH HIGH SCHOOL**  
Campbell Union High School District  
5210 Leigh Avenue  
San Jose, CA 95124

## Associated Student Body

### Club Accountability Contract

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

In order to maintain the authenticity of club organizations, the following guidelines have been established as the basic minimum requirements. Unless these standards and obligations are maintained, the club is not able to exist. All clubs need to be approved by the Associated Student Body (ASB), even activity clubs, for liability reasons. Each club must have a certificated club advisor assigned to it.

#### Club Accounts

- Funds are held in trust by ASB.
- ASB accounts should not be used as pass-through or clearing accounts. The only money that should be deposited in ASB are actual ASB funds that will be used for appropriate ASB purposes.

**Club Advisor Responsibilities** -: Each student club will have an advisor (this is in addition to the activities director, who is responsible for the general ASB). Every club advisor must be an active participant to guide club members and:

- Act as a liaison to the faculty, administration, student body and community in matters relating to their club, keeping the principal/school administrator and staff apprised of the organization's activities.
- Must be a CERTIFICATED employee of the Campbell Unified School District.
- Must supervise and attend every club meeting, fundraiser and activity planned for the club, on and off campus. After any club sponsored activity, the advisor must remain until all students have left the school premises. Advisors are expected to lock any rooms or buildings used by the club.
- Works directly with students on a day-to-day basis, supervising their activities.
- Monitor club behavior, verifying that all requirements are fulfilled.
- Assist students in making their own decisions, helping them to clarify their goals, to work through problems and to plan activities that are continually evaluated for success.
- Assists the students in preparing the annual budget: Requires that a budget is in place and approved BEFORE the club enters into any commitments (i.e., spends or raises any money).
- Assists the students in preparing revenue projections for fundraisers.
- Finalizes actual revenue at the conclusion of the fundraiser.
- Ensures that all budgets are revised as necessary.
- Ensures budget carryover is not excessive: the students raising the funds should experience the spending of funds.
- Ensures that all fundraisers are appropriately approved per Education Code prior to occurrence; students should be raising funds to purchase extras for their own educational experience.
- Ensures that the only donations that club accepts are for appropriate Club expenditures -- they can't be required or mandatory or a prerequisite to participate in a program or activity.
- Approves expenditures along with students.
- Ensures that only those that are authorized to sign contracts under district board policy are the only individuals signing contracts. (Currently for Campbell Union High School District, the authorized signor is Asst. Superintendent of Business Services) (See Activities Director for assistance)
- Ensures that the student council and each club is meeting and keeping a record (minutes) of each meeting and action taken in them, including details of proceedings, actions taken, and reflecting that policies and procedures are followed by ASB. Clubs must turn in minutes of all formal meetings held on a regular basis, but no less than monthly. Any financial information that is approved must be noted in the minutes, and all forms turned in before an activity takes place. A template is provided for minutes.
- Reviews with the students all budgets, financial reports and transactions.
- Ensures all laws, policies and procedures are followed that affect the club, including those specific to district policies and procedures, so that responsibilities are understood and followed.
- Familiarizes themselves with all forms pertaining to student activities, financial transportation and maintenance requests.
- Is responsible for reserving any necessary facilities or equipment at least two weeks in advance of their planned event. Approval must be obtained one month in advance for off campus school activities, and two months in advance for overnight, due to school board approval.

- Ensures that adequate internal controls are in place for all transactions.
- Oversees the nomination/election/selection of officers, members and committee chairs, as well as ensuring that they understand and carry out their duties.
- Ensures that the club has a constitution in place and follows it. Ensures that students are making decisions, co-approved by appropriate adults, and that decisions are recorded in official minutes from formal meetings.

**Club Responsibilities:**

- Represent themselves at monthly club council meetings.
- Submit an Annual Club Information Sheet, once the club is approved.
- Submit and maintain the Club Constitution and By-Laws.
- Submit an annual budget for approval, and revise that budget as necessary.
- Submit Club Accountability Contract on an annual basis.
- Submit fundraiser approval forms at least two weeks prior to event.
- Follow the student code of conduct by being honest, responsible, and showing good will.
- Maintain a minimum membership of 5 active members.
- Have a minimum attendance at club meetings, which is 50% of the roster, plus 1.
- Hold at least two meetings, activities or fundraisers each month.
- Must use all district approved forms, which cannot be altered without district approval.
- Submit Finalized Minutes to ASB.

**New Club Approval Responsibilities:**

- Find a certificated staff member who will serve as the club advisor.
- Fill out and submit the Application for New Student Club Form, attaching to it a Club Constitution and By-Laws, a proposed Budget, and the Club Accountability Contract.
- In the first year clubs are placed on a one-year probation period. During this time, the club will be observed by the ASB to ensure policies and procedures are appropriately completed.
- The club will be chartered if the new club meets all requirements during the probation year.

**General Finance and Budget:**

- Budgets must be in place for each club.
- All budgets, financial reports and transactions must be reviewed for accuracy.
- Any suspected fraud or abuse must be reported to the principal.
- Failure of a student to fundraise or send in donation cannot affect their ability to participate. Either the whole group enjoys the benefit, or none do.
- Special privileges cannot be given to those students or families who purchase items or fundraise.
- Club must prepare and maintain a binder of all approved minutes for the year and records must be kept for at least four years.

**Events/Fundraisers:**

- Clubs as a whole should be discussing and approving events, and record that approval in the monthly minutes.
- All events must be properly chaperoned and supervised, including by a certificated staff member, to ensure student safety and compliance.
- All events and actions must be preapproved using the appropriate forms. The only events that do NOT need to have a separate form filled out are for regularly scheduled club meetings.
- If an event elicits funds in any way, it is considered a fundraiser, whether or not a profit will be made. All appropriate cash controls must be followed.

**Advertising:**

- All club announcements, flyers, posters, etc. must be approved by the club advisor.
- All printed materials must be stamped by the Activities Director prior to posting.

**Field Trips:**

- Field Trip request form must be submitted at least one month in advance, and two months in advance for overnight due to school board approval.
- Permission slips must be obtained and kept on file for the year.
- Transportation requests and approvals must occur before arranging transportation.
- Liability insurance must cover requested field trip and/or a determination made whether additional insurance will be required.

**Collecting money/deposits:**

- Deposits must be turned in to the Banker, or Activities Director, immediately (whenever possible the same day). If the event will be held over several weeks, the deposits must be made daily rather than held somewhere and turned in at the end of the event/fundraiser.
- Deposits must be kept in a school site safe until brought to the bank by the banker. Funds should never be left in a room, desk drawer, file cabinet or taken home. Funds should never be left unattended on a desk nor given to students to secure until deposited.
- Student organizations must secure any cash collected after hours and on non-school days.
- Proper cash control procedures must be established and followed at all times. All back up paperwork must be maintained for at least four years, including tally sheets, copies of order forms, ticket recaps, etc.
- All money must be appropriately run through ASB.
- Adequate planning and internal controls must be established; all funds are to be properly accounted for and given to the Banker with all the necessary paperwork.
- Proper cash handling and physical chain of custody for all cash receipts must exist.
- Commingling of receipts from separate events should never exist.
- Cash boxes should be used during fundraisers to keep money safe.
- Cash controls must be used for all fundraisers, such as pre-numbered receipt books, tally sheets or tickets.
- Pre-numbered tickets and receipt books must be stored in a safe place.
- Cash must never be counted alone: dual cash counts required.
- Deposit Slips must be countersigned by both people counting the cash.
- Overages and shortages must be reported and investigated.
- Revenue Potential and Final Revenue forms must be completed for all approved fundraisers.
- Inventory control must exist for all item sales.

**Spending funds:**

- In order to spend money, adequate funds must exist in the club's account. Accounts cannot go into a deficit (red).
- All purchases must be pre-approved (prior to shopping or ordering) by the club advisor, a student representative, Activities Director and the Principal. Purchase Order Forms must be approved prior to purchase or ASB/school/club is not obligated to pay for the expenditure. Purchase orders must be large enough to cover full amount of the Check Request. NO preapproval (i.e. no Purchase Order) means NO reimbursement.
- Only valid expenditures can be made and authorized from the club's funds.
- If you are purchasing something for the whole club (i.e. pizza), you must attach a list the students' names who attended event.
- A Check Request is not a Purchase Order. The Check Request Form is filled out after the items/service has been received. The Purchase Order happens PRIOR to the Check Request. They are TWO separate actions. NO receipts with the Check Request means NO reimbursement.
- Expenses cannot be paid out of cash collected.
- Payments will be made only if original documents/proof of purchase exists.
- Service/product must be received and authorized prior to making payment.

**Club Penalty Policies:**

The following consequences will apply to any club that fails to fulfill the guidelines in this contract, including using district approved forms:

- 1<sup>st</sup> Strike: The club will be officially notified in writing and given a specific time to remedy the situation. It is the club's responsibility to provide proof the issue has been corrected.
- 2<sup>nd</sup> Strike: If the situation/issue is not remedied within the given time frame when the first strike occurs, or a second offense occurs within one school year, a second strike will be issued. A club with a second strike will be considered on probation and will be visited by ASB during regular club meetings.
- 3<sup>rd</sup> Strike: Upon receiving three strikes in one year, or failing to correct issues that have been previously brought to attention, a club's approval will be cancelled for the remainder of the school year.

Clubs that are dissolved may apply as a new club for the next school year. If a club is dissolved two consecutive years, it may not reapply for three years.

By signing below, I agree to abide by the rules and requirements stated above. I agree to comply with the terms stated above, and I understand that violation of these guidelines will result in stated consequences:

**Submitted and Approved by:**

	Name	Signature	Date
Student Club Representative			
Club Advisor			
ASB Student Representative			
Principal/School Site Administrator			
Activities Director			