

# Central Union High School Service Clubs

And/Or Non-fundraising Clubs  
Advisor Meeting  
Sept. 5 & 6, 2018

## What paperwork does my club need?

If you are a CONTINUING club:

- Submit a club application for this school year
- Include an expected budget of \$0

-> Announce club meeting dates & times in the bulletin

→ Hold regular meetings and aim to keep 10 active club members

If you are a NEW club:

- Submit a club application
- Include an expected budget of \$0
- Complete a club constitution

-> Announce club meeting dates & times in the bulletin

→ hold regular meetings and aim to keep 10 active club members

## How do we recruit members?

ASB will be organizing a **Club Fair** during both lunches on **September 12**.

Tables will be set up in the quad. Club advisors, officers or representatives are invited to come display or hand out information about their clubs. ASB Commissioners of Clubs will ask for information to announce on the microphone and post on social media accounts.

Set regular meeting days and announce days in advance (ideally Monday reminders)

Bulletin announcements can be e-mailed to Janet in the ASB office 2 days in advance:

[janetgonzalez@cuhsd.net](mailto:janetgonzalez@cuhsd.net) \*\*announcements are copied and pasted so be clear & concise

## What if we decide to fundraise?

IF your club decides to fundraise you must submit an updated expected budget to reflect your anticipated expenses and revenues.

Vero in Student Accounts has the necessary paperwork:

- Green fundraising forms should be submitted at least 2 weeks in advance. All food fundraisers must be pre-approved by Norma in the cafeteria
- Blue disbursement forms should also be submitted at least 2 weeks in advance. Clubs must submit copies of minutes from meetings in which purchases are approved.
- Minutes of club meetings should have: date, location, members present, agenda of discussed items, purchase order or vendor information, purchase amounts, etc

## Do we have to fundraise to buy shirts?

No.

Can our club buy shirts?

Yes.

If your club does not want to fundraise they do not have to. If the club members want to pay \$10 for shirts, the best option is to pay at the student Accounts window so everyone gets a receipt. Collect receipts to count the number of shirts to order and submit a disbursement form for a purchase order. Once you get the PO you can order your shirts and submit the invoice to Vero for payment.

Do not collect money from students and NEVER buy items before receiving an official PO.

# Club council

Purpose: To establish communication with clubs and hear feedback.

Clubs are opportunities to have student led organizations.

Advisors lead and facilitate

3 CC Meetings will be scheduled to follow up with club representatives to see how ASB can assist our clubs on campus.

Commissioners of Clubs: Isabel and Jesus