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.