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LETTER FROM SAMUELI ACADEMY ASB

Dear Club Advisor:

Welcome to the Firewolves Family & the wonderful world of Activities! As a member of Samuelli Academy's ASB Team you will assist students and faculty in promoting positive learning experiences outside the classroom. The connection made with students in this capacity is one that will become a highlight of your career. It is for your tireless effort that we thank you! Samuelli Academy is an amazing place to be because people like you care enough to invest in our students.

The following handbook is designed to assist advisors and students with the most pertinent information required for proper Associated Student Body constitutional procedure as dictated by the Department of Education of the State of California, California Association for School Business Officials, California Association of Directors of Activities, and Samuelli Academy's adopted constitution.

We hope you will find this handbook helpful. Have a very enjoyable and successful school year.

Thank you for your support and commitment to the Firewolves Family!

Shelley Juhl-O'Brien
Student Activities Coordinator

ACTIVITIES PHILOSOPHY OBJECTIVES

Samueli Academy values the development of extra-curricular activities and classes for their positive and meaningful contribution in the lives of our students. The student body of Samueli Academy relies upon the positive contribution of its advisors. Club advisors, in promoting their co-curricular agendas, engage in worthwhile activities that positively enhance the life and overall character of the Firewolves student body. To that end, the welfare of co-curricular activities and clubs is extremely important. Every effort is made through the development of activity calendars, online calendars, available facilities, and transportation, to ensure the success of clubs and organizations.

The Activities program strives to:

- Provide the opportunity to develop socially by engaging in activities which develop and strengthen character, leadership skills, and social skills.
- Provide additional activities and experiences outside the classroom that broaden the interests, awareness, and knowledge of students in ways that would not otherwise be achieved.
- Participate in multiple kinds of co-curricular activities organized around the common interests of club members.
- Develop teamwork strategies through service to each other, the community, and the student body of Samueli Academy.
- Teach TRUST, RESPECT and RESPONSIBILITY at club meetings and events.
- Incorporate various school/class/club activities that reinforce AGENCY, COLLABORATION, WRITTEN AND ORAL COMMUNICATION.

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	Spanish for Health	
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Item

Athletic Procedures
 Duplicating
 Paper & Supplies
 Transportation
 Clubs
 Lunches
 Security/Facilities
 Attendance
 Money/Finances

Person

Ken Cummings
 Patty Caro-Rebon
 Patty Caro-Rebon
 Patty Caro-Rebon
 Shelley Juhl-O'Brien
 Natalia Gomez

 Patty Caro-Rebon
 Martin Dominguez

Location

Athletic Office
 Front Office
 Front Office
 Front Office
 314
 Cafeteria
 Room 2
 Front Office
 Front Office

ADVISOR RESPONSIBILITIES

You should...

- Oversee and supervise the organizations of all club activities.
- Support school wide activities.
- Attend all regular meetings and as many committee meetings as possible.
- Ensure that proper minutes are taken by a member of the club. Confirm that all event plans and financial decisions are reflected in the minutes with student approval. (Minutes sheet, Appendix E).
- Try to ensure total club participation by avoiding delegating tasks to the same group of students on a regular basis.
- Ensure that all policies and procedures for any given activity or co-curricular program are observed.
- Allow students to “run” their own meetings. While providing guidance according to Parliamentary procedures to ensure smooth running meetings.
- Insist that students assume the responsibility for their organization.
- Encourage a sense of order and loyalty.
- Encourage the secretary and treasurer to become familiar with the detailed methods of bookkeeping.

Helpful Hints...

- Set realistic goals for yourself and your club/organization.
- Begin your club or organization by helping students make their own decisions, identify goals, plan projects, and evaluate outcomes.
- Respect the confidence of your students who might seek your counsel on personal issues.
- Field Trips are a fun part of club activities. Make sure you have submitted all paperwork including **PERMISSION SLIPS (if needed)**.
- **NEVER** sign any contracts. All contracts must be completed and approved by the Head of School. No other signature on a contract will suffice for expenditure of student body funds. You may be a part of the negotiations, but all contracts must be signed by the Head of School **NO EXCEPTIONS!**
- Assist students in publicizing their event to the Publicity Commissioner, community, parents, and student body.
- Listen to your students ideas and encourage them throughout every stage of the planning. Even events that are not “successful” are wonderful opportunities for your students to learn.

EXISTING CLUB CHECKLIST

EVERY CLUB MUST DO THE FOLLOWING EVERY YEAR
NO EXCEPTIONS!!!!

- _____ Complete a *Club Request for Active Status* form. (APPENDIX A)
- _____ Revise/Approve/Sign and Date the *Club Constitution*. See Example (APPENDIX D)
- _____ Elect Officers and complete *Elected Club Officers*. (APPENDIX B)
- _____ Develop/Approve/Sign and Date the *Budget Sheet* for the current year. (APPENDIX C)
- _____ Please file all of the above in your club binder located in The Den.
 - **Financial transactions will not be allowed until these steps have been completed.**

HOW TO START A CLUB CHECKLIST

- _____ Make appointment with Clubs Commissioner, Business Manager and ASB Vice President.
- _____ Secure adult staff member who agrees to be the club advisor.
- _____ Pick up a *How to Start a Club Form* in The Den. Please fill out completely.
 - There must be a minimum of 15 members signed up. (APPENDIX F)
- _____ Present the petition to the ASB during a meeting time.
 - Once the club has been approved by the ASB Board, the following needs to be completed:
 - _____ Write and file the *Club Constitution*. See Example. (APPENDIX D)
 - _____ Elect Officers and complete *Elected Club Officers* handout. (APPENDIX B)
 - _____ Develop/Approve/Sign and Date the *Budget Sheet* for the current year. (APPENDIX C)
- _____ Please file all of the above in your club binder located in The Den.
- If you have any questions please contact your Student Activities Coordinator.

ALL CLUB REMINDERS

Budget

A completed budget shows the expected course of action for the school year and serves as a guide for planning, operational control, and coordination. The budget should list all income sources and expenditures. In establishing revenue and expenditure estimates, it is difficult to anticipate all activities that will take place in a given year. A simple method of projection is to relate past performance to what is planned for the future. In other words, estimate next year's receipts and expenditures by relating them to the past years receipts and expenditures. See the Student Activities Coordinator for reports to help this process.

- Budgets can be updated at anytime throughout the year.
- **No club shall charge dues/fees as a membership requirement.**
- No club, class or other ASB organization will be allowed to conduct fundraising events without a current budget and approved fundraising request form on file.
- Advisors and club officers are encouraged to consult the The Den, ASB Business Manager, or Student Activities Coordinator if budget assistance is needed.
 - Club financial statements that can be used to develop and/or monitor a club budget are provided quarterly and are available from the ASB Business Manager upon request.

Activities, Events & Fundraisers

(See Fundraising Section for more specific information on club fundraising)

Step 1 – Important – Make Your Request

- Submit an Activity Request Form (APPENDIX G) and/or Fundraising Request Form (APPENDIX H) to the The Den
- Wait for written/ASB Approval
 - All activities and/or fundraising events prepared, given, or sponsored, by a club or class will be considered school sanctioned activities. These activities are governed by established by Samuelli Academy conduct codes and require prior approval. Prior approval can be secured by submitting activity request and/or fundraising request forms to The Den at least 3 weeks in advance. If the activity is a field trip, submit the required district Activity Request at least 3 weeks in advance. The Activity Request will be approved or denied subject to the availability of date, previously scheduled events, and facility availability. It is possible to have an event approved but have no facilities available. Administration and/or board approval are needed for some events. Plan early to avoid conflicts. A signed copy of the Activity Request will be returned to you as soon as all of the necessary approvals are obtained. Do not hold your event or fundraiser until you have received your copy of the signed activity or fundraising request form.

Step 2 – Get to Work – Set timelines, get materials, delegate jobs

- No activity should take place unless class or club members are willing to carry out their responsibilities. Staff advisors are responsible for the completion of the activity. It is imperative that club members and advisors assume responsibility for securing help needed for decorating, clean up, return of materials, and deposit of funds.
- Students are not permitted to be out of class to conduct club business. Special permission must be obtained from the Student Activities Coordinator for any exception to this rule a minimum of 1 week in advance.
- During any school sponsored activity the staff advisors act as the representative for Samuelli Academy and are the sole adult responsible for the event. The staff advisor must be present at all on or off campus activities involving students.

Step 3 – Final Report

- At the conclusion of a fundraiser, submit a report of sales that identifies any discrepancies between the projected sales and the actual amounts collected. There are various forms available from the Student Activities Coordinator to assist with this process.

Meetings / Meeting Minutes

- The Associated Student Body (ASB) organization and each club within the organization are required to keep minutes for each meeting. The minutes should include details of all proceedings including financial matters pertaining to any expense to be incurred, all fundraising ventures, all account transfers, and approval of funds to be invested or loans to be made. Each motion must be reported in the minutes. The motion must be stated and the person who made the motion and who seconded the motion must be named. Copies of all minutes must be submitted to the The Den on a monthly basis. Failure to do so may result in the club being placed on inactive status.

Club Minutes Example (See APPENDIX E)

Advisor Responsibilities

- Be present and not leave students unattended at any club meeting.
- Ensure that accurate minutes are recorded and kept on file for each meeting. All fundraising decisions and approvals for purchases required to be recorded in the minutes. Submit copies of all meeting minutes to the The Den on the first Tuesday of each month.
- Facilitate revisions to the budget as needed to add new activities and/or purchases. Submit the revisions to the The Den upon club approval.
- Be present when cash is collected, counted, and documented by students. Receipts must be issued to purchasers and cash should balance to the receipt totals.
- Ensure that deposits are made intact and a financial summary is completed after the completion of fundraisers. Make same-day deposits & never secure money in classroom.

Student/Student Officer Responsibilities

- Be in constant communication with staff advisors about planned events and meetings. Notify and publicize meeting dates & times to the general student population.
- Elect or designate a person that will be responsible for the accurate recording of minutes at each meeting. Minutes should be approved by the club and include written record of approval for all fundraising decisions or purchases.
- Consider and refer to the budget when making financial decisions.

Field Trips

The purpose of an ASB field trip is to promote the social welfare of the club members and/or augment and enrich the instructional process. ASB field trips are usually scheduled to take place after school, on evenings, or weekends to not interfere with the instructional day. Any field trip must be approved through the Head of School. More detailed information regarding field trips is available in The Den.

- Note: All school rules & the student code of conduct apply while on field trips and school sanctioned activities.

The following forms are required for all school sponsored field trips and are available in The Den:

- Field Trip Request Form
- Activities Request Form
- Student Clearance Form

Field Trip Important Information

- Staff advisor must be present on all field trips.
- For any field trip it is recommended that there is a 30 students / 1 teacher (adult chaperone) ratio. For any field trip that is overnight, it is recommended to have 25 students / 1 teacher (adult chaperone) ratio.
- Overnight field trips require a minimum of 1 male and 1 female chaperone, which would include the staff advisor.
- A First Aid kit is required to be on all field trips. Notify the front office if you will need one for your trip.
- Take attendance and submit list to the attendance office.
- If a student is found in possession of an illegal substance, the staff advisor is required to call the Head of School or designee immediately.

DRIVER INSTRUCTIONS

- When using a vehicle to transport students on field trips or other school activity trips, please:
- Be sure that you have registered with Academy Human Resource for such purposes and have a valid Driver's License and current liability insurance at or above the minimum amount required by law for each occurrence.

- Check the safety of your vehicle--tires, brakes, lights, horn, suspension, etc.
- Carry only the number of passengers for which the vehicle was designed.
- Obey all traffic laws
- Never use an electronic device while driving
- Require each passenger to use an appropriate child passenger restraint system or safety belt in accordance with law.
- If an emergency occurs, keep all the students together and call 911 and Samueli Academy 714-619-0245

Please complete the following for every club/class meeting:

- Before Meeting: Get club binder ready (these are kept in The Den).
- During Meeting: Take roll. Fill out a *Samueli Academy Club Minutes Sheet* (APPENDIX E) and any other paperwork necessary. (**MUST** fill out at **EVERY** Meeting!!!)
- After Meeting: Return your club binder to your staff advisor.

Clearing Students: APPENDIX J

- Email a list to Patty Caro-Rebon or fill out form and give to Patty

Purchases/Reimbursements/Check Requests

- In order to use club funds, you must submit a Request to Purchase through the Students Activities Coordinator.
- See Mr. Dominguez or in the front office for reimbursements and check requests.

Money Owed

It is strongly suggested for all staff advisors to send communication home with students explaining the fundraiser and how the money is going to be used. Keep accurate records of what is checked out and what is brought back.

- **DO NOT TAKE MONEY FROM STUDENTS WITHOUT A RECEIPT BOOK!!!** No Exceptions!!!
- Require students to take money to the front office and give you their receipt.
- Once your fundraiser is over, turn in your "money owed" list to the front office.

RAISING FUNDS:

- All club activities occurring at the school site are designed to be free to the students attending.
- All clubs will prepare a simple budget for the year that determines need and then should stay within the projections of the budget.
- Various methods of raising money, acceptable within the school guidelines, are: food sales on Food Sale Days only, car washes, and various other forms of fundraisers utilizing an outside company's products.

CLUB COUNCILS DATES

- **Club Council #1:** August 21st 2019
- **Club Council #2:** November 6th 2019
- **Club Council #3:** January 15th 2019
- **Club Council #4:** May 18th 2019

HOW TO RUN A FUNDRAISER

Fundraising

Anytime items are sold, admission is charged, or funds are solicited in any way, the activity is considered a fundraiser. Outside groups may not solicit funds from students or conduct fundraisers on campus without the expressed written consent of Samuelli Academy ASB. Chartered ASB Clubs may obtain permission to fundraise through the written permission of the ASB and administration.

The following legal, district, state, and ASB regulations and procedures apply to all fund raising activities:

- Written permission must be obtained from the ASB prior to any fundraising items being purchased or money changing hands. Written permission is obtained by submitting a completed fundraising request form (APPENDIX H).
- The following legal requirements will be taken into consideration when approving or disapproving fundraising requests
 - Fundraising events should not be scheduled in a manner as to not conflict with other school related events, nor should they place an undue financial burden upon students.
 - No two clubs will conduct like fundraisers on the same dates.
 - Fundraising events should be directed toward the attainment of specific goals and objectives of the club or organization.
 - Fundraising should be planned and conducted in a manner to teach sound, ethical business practices.
 - Fundraising may not take place without a current budget on file in The Den.

Fundraising Advisors Responsibilities

- Staff Advisors will make arrangements for cash boxes and securing funds with the Student Activities Coordinator in advance of the scheduled fundraiser.
- The Staff Advisor, along with student organization, prepares preliminary revenue potential for the fundraiser.
- Student checks out inventory from Staff Advisor.
- Student submits money or tickets or inventory to Staff Advisor.
- Staff Advisor reconciles money and inventory and prepares activity collection report.
- Staff Advisor deposits money at the front office, which in turn, issues a receipt at the time of deposit. Keep copy of deposit.
- A final sales analysis is prepared and any discrepancy is explained.
- A copy of sales analysis is given to the ASB Business Manager & a copy is provided to the The Den.
- At no time should cash or checks be held in classrooms, cars or homes with the final deposit.
- Deposits should go to the front office immediately after collected.

Fundraising Restrictions & Considerations

★ Food Items

- No items can be offered that are in direct competition with the cafeteria.
- No sale of gum or food products that do not meet school standards.
- No sale of home baked items.
- Notify Natalia to use the school kitchen for any breakfast/dinner or BBQ.
- Contact The Den to request a form at least 1 month in advance.

★ Car Washes

- An Event Planning Form must be on file in order to have a car wash that takes place on or off campus.
- Submit the Event Planning Form form to The Den.
- Confirm needs with the Ben Mechler.
- Please notify ASB with a Fundraiser Request Form 2 weeks in advance.

★ Due to state law and/or insurance stipulations, the following will not be conducted by any student group:

- Games of chance – lottery, drawing, raffle (Keep your game legal – See the The Den for more info).
- Others as determined by school administration

*****ALL ACTIONS MUST BE REFLECTED IN THE MINUTES OF THE CLUB*****

Fundraising Checklist

- Contact The Den to discuss your fundraising ideas.
- Discuss ideas with your class/club. Make sure that the minutes from your meeting reflect the fundraiser.
- Send communication home with your students explaining the fundraiser and how the money is going to be used.
- Decide on a date for your fundraiser, no longer than two weeks. Also plan alternative dates just in case there is another group on campus who is holding a similar fundraiser.
- Fill out a *Master Calendar Request* form (See JOB in The Den)
- Activity Request Form (Appendix G)
- Fundraiser Request Form (Appendix H)

- See the Martin in the front office if a cash box is needed for your fundraiser.
- Once your items have arrived, inventory all items received against the invoice sent by the company.
- Keep accurate records of what a student checks out, what they sell, and what they return.
- Staff Advisors **MUST** have students sign for anything that is given to them to sell. Please fill out the Samueli Academy Fundraiser Sign-Out Sheet & turn into the Student Activities Coordinator when your fundraiser ENDS.
- Do NOT take money from students!!** Students **MUST ALWAYS** turn in the money to the front office. If you need a record of students who have paid; students can give you a receipt or you can ask the Student Activities Coordinator for a list.
- Check with the Business Manager every few days to obtain an updated list of money turned in.
- After the fundraiser is over, call the Student Activities Coordinator to notify.
- Monies must be counted and verified by you (the advisor) and your treasurer, then sealed in an envelope with the following information **prior to any money being turned in:**
 - Name of Club/Organization: ASB
 - Type of Fundraiser: Food sales, Carnival, Dance ticket sales, etc.
 - Date
 - After sealing envelope, please write both names across the back of the sealed envelope and place tape over it.
 - Turn in the Martin in the front office.

FOOD DAY SALES

Dates: Food Days are held 4 times a year. This year's food days will be:

- **Food Day #1:** October 11th 2019
- **Food Day #2:** November 20th 2019
- **Food Day #3:** February 7th 2020
- **Food Day #4:** May 20th 2020

Food Day Schedule: Lunch

- Food Day will be located under the canopies.
- A table, gloves, ticket bin & poster will be provided.
- Any other supplies you may need, your club must provide.

How to Sign-up:

Sign-ups for Food Day's are on a first come basis via email.

Don't forget about the PAPERWORK!

Remember to please do the following:

- How will the item(s) be purchased?
- Get approval from the business manager and clubs commissioner.

What can your club sell?

Food, YES! However, now is the time to get creative and "Sell" something NOT related to food. For example; fair games, raffles, or crafts.

Guidelines:

- Your club must be active (Club Packet and Binder) in order to participate in Food Day.
- ONLY 1 club can sell an item, on a first come basis, so everyone has an opportunity to make money.
- No homemade food is allowed!
- All food items sold must meet the California School Food Standard. Please use the nutrition calculator described on the next page to determine if the "entrees" your club wishes to sell fits the criteria.
- Entrees are the primary food in a meal, such as: sandwiches, burritos, pasta, pizza, bagel with cream cheese, fries, etc.
- Entrees for high school must meet the following standards:
 - No more than 400 calories
 - No more than 4 grams of fat per 100 calories
- To find out if your entrée meets the standards, please go to californiaprojectlean.org and use the nutritional calculator (high school entrees).

- Once the calculator has been accessed it will tell you if the food item met the guidelines by saying: “This food fits” or “This food does not meet the caloric requirement.”
- Please turn in the Nutrition Guide from the restaurant you plan on using with the nutritional facts. The information below was obtained by going online to Taco Bell and copying the nutritional information. (Once you have done that, turn it in along with the nutritional facts from the californiaprojectlean.org). Bean burritos from Taco bell have 370 calories with 10 grams of fat. When calculated it fits and we can sell the item.

If you have any questions, please contact the Student Activities Coordinator in The Den.

Possible Food Sale Items

- Sub sandwich – Certain sub sandwiches at Subway qualify. Go online to Subway and look at the ones with 6 grams of fat.
- Sherbet Ice cream (1 serving) qualifies, and otter pops.
- Chicken wrap (no sauce) – Sonic
- Pizza – Little Caesars 1/6 of a 14” pizza
- Lays Light Potato Chips (no fat)
- Chinese Food (individual items, rice, mandarin chicken) Compliant portions of course.
- Italian Ice
- Arbys – Jr. Roast Beef 270/10g
- Arby Melt 300/12g
- Arbys Hot Ham and cheese 280/6g
- Coffee Smoothies Maui Wowi 331/6g
- Taco Bell Bean Burritos 370/10g
- McDonald’s Hamburger 250/9g
- Wendy’s Cheeseburger 300/12g
- Sonic Grilled Chicken Wrap 393/12g
- El Pollo Loco Monterey Pollo Salad 176/54g

- Del Taco Chicken Taco Del Carbon 170/50g
- Del Taco Bean/Cheese/Red 270/70g
- Del Taco Bean/Cheese/Green 280/70g
- KFC Tender Roast Sandwich 270/5g
- KFC Little Parfait Bucket 200/7g
- KFC Corn on the Cob 150/15g
- KFC Baked Beans 190/3g
- Costco Kirkland Yogurt Choc. compliant
- Bean Burritos Taco Bell 370 calories/10g
- Little Caesars Pizza (1/6 of a 14" pizza – pepperoni 390 cal/13.9 g fat & cheese 330 cal/10.9 g fat)
- Kraft Fat Free Hot dog with plain bun compliant
- Roast/BBQ hindquarters 272/18g
- Medium Baked Potato (plain) (no larger than 3" in diameter)

Fundraiser Request Form/Purchases/Request to Purchase (APPENDIX H)

- All disbursements of ASB club funds must be made in accordance with an established system that encompasses sound elements of internal control, good accounting practices, and conformity with regulations prescribed by the school district Board of Education. (See Education Code 48933.)
- A request to Purchase must be submitted for prior approval by the clubs & student council for purchases of merchandise or services.

Other matters to be kept in mind when purchasing is as follows:

1. Expenditures must be supported by invoices or other acceptable documentation.
2. Payment must be made only after evidence of receipt of the merchandise. Sign & date the invoice to indicate it is accurate & ready for payment.
3. All disbursements must be made with school issued checks. Never disburse cash.
4. Items purchased must be recommended by the site with an invoice presented to the Student Activities Coordinator or payment will not be made.

Prohibited Expenditures

In addition to Education Code 48934, which deals with the use of Associated Student Body funds, it should be noted that certain expenditures are prohibited, namely:

1. Equipment, supplies, forms, and postage for curricular or classroom use or for school business
2. Repairs and maintenance of school owned equipment

3. Salaries or supplies which are the responsibility of the school
4. Articles for the personal use of school employees
5. Gifts, loans, credit, or the purchase of accommodations for school employees, students or others

Contracts

- All contracts must be reviewed & signed by an authorized school contract signer. Submit your contract to the Student Activities Coordinator for assistance.
- Written contracts are legal instruments binding two or more parties to a course of action usually involving money. Serious legal questions arise when an Associated Student Body enters into a contract. The law governing contracts is complex. Careful and prudent consideration should be given before entering into a contract. The monetary obligation may be beyond the financial ability of the organization to pay.

Posters, Fliers & Publications

- Posters may only be displayed in designated posting areas: ALL walls that DO NOT have decals/ words, bulletin boards and exterior walls using painters tape.
- Any item sold on campus, fliers, advertisements and posters must have prior approval by the Student Activities Coordinator. Submit requests to The Den.
- Prior approval must be received by the administration to use the school name or official mascot on any item for distribution. This also applies to spirit wear. Written permission is required prior to placing an order for any item that will have the name of school, official mascot, or includes the likeness of the school image.

CLUB REQUEST FOR ACTIVE STATUS

2019-2020

School Year

Submit completed form WITH estimated budget form to ASB Clubs and Organizations Commissioner.

Name of Organization:

Purpose of Organization:

Membership is open to which students?:

Advisor(s):

Elected student officers:

- President:
- Vice-President:
- Secretary:
- Treasurer:

As an organization chartered under Samueli Academy ASB Constitution, our members accept both the privileges and responsibilities of active status for this school year.

President's Signature _____ Date _____

Advisor's Signature _____ Date _____

.....

Request for active club status approved by ASB Executive Board on _____

ASB Clubs and Organizations Commissioner

Student Activities Coordinator

ELECTED CLUB OFFICERS

**2019-2020
School Year**

Elected officers for the (Name of the Club): _____ are as follows:

(This can be completed after final approval is given.)

- President(s):
- Vice President:
- Secretary:
- Treasurer:
- Historian (if one elected):

This petition has been approved by Samueli Academy ASB Executive Board on

Date:

President

Secretary

Advisor

Clubs and Organizations Commissioner

Constitution of the club has been approved on _____ (Date)

STUDENT ORGANIZATION APPROVED BUDGET
ASB AND CLUB/CLASS TRUST ACCOUNTS

_____ School Year

Name of Club or Organization _____

Budget Year _____

_____ account as of July 1, _____ \$ _____

Estimated INCOME for current year: _____

Activity	Income
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____ TOTAL +\$ _____

Estimated EXPENDITURES for current year: _____

Purpose	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____ TOTAL -\$ _____

Estimated ENDING BALANCES as of July 30, _____: +\$ _____

Date of meeting at which budget was approved: _____

President or Treasurer Signature

Advisor's Signature

Sample Club Constitution

* type in all required statements and edit any that are pertinent to your club

New and emerging student clubs can use this example when developing a constitution specific to their club needs. Established clubs can use this when updates and changes.

1. ARTICLE I: NAME & PURPOSE

- a. **Section A: Name** – The name of this club shall be [name of club].
- b. **Section B: National Affiliation** – If the club is a member of a national or state organization, add the following statement and attach a copy of the national constitution as it will become part of this document.
- c. **Section C: Purpose** – The purpose of this club shall be:
 - 1.
 - 2.
 - 3.
 - 4.

2. ARTICLE II: MEMBERSHIP

- a. **Section A: Eligibility** - Membership shall be open to [define membership qualification, i.e., majors in a particular academic area, etc.]

3. ARTICLE III: OFFICERS

- a. **Section A: Officers** – The officers shall be a President, Vice-President, Secretary, and Treasurer.
 - [These are general officers, you may add officer's specific to the needs of the club, if necessary.]
- b. **Section B: Eligibility** – Officers must be:
 - Ex: full-time students, carrying at least a 3.5 GPA, etc.
- c. **Section C: Election Process** –
 - Ex: The officers shall be elected by ballot at a meeting in the 1st quarter by a majority of the votes cast for that office.
- d. **Section D: Term** –
 - Ex: The officers shall serve for one year and their term of office shall begin at the following meeting.
- e. **Section E: Vacancy** –
 - Ex: If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term and vacancies in any office shall be filled by a special election.

4. ARTICLE IV: DUTIES OF OFFICERS

- a. **Section A: President** – it shall be the duty of the President to: (edit if needed)
 - i. Preside at meetings

- ii. Vote only in case of a tie
- iii. Represent the club
- iv. Appoint committee chairpersons subject to the approval of the Executive Committee
- v. Serve as an ex-officio member of all committees
- vi. Perform such other duties as ordinarily pertain to this office
- b. **Section B: Vice-President** – It shall be the duty of the Vice-President to:
 - i. Preside in the absence of the President
- c. **Section C: Secretary** – It shall be the duty of the Secretary to: (edit if needed)
 - i. Record the minutes of all meetings in the club binder
 - ii. Keep a file of the club’s records
 - iii. Maintain a current roster of membership
 - iv. Issue notices of meetings and conduct the general correspondence of the club
- d. **Section D: Treasurer** – It shall be the duty of the Treasurer to:
 - i. Receive all funds and process Request for Payment, Deposit Slip, and Officer Signature Forms
 - ii. Keep an itemized account of all receipts and expenditures and make reports as directed

5. ARTICLE V: MEETINGS

- a. **Section A: Meetings**
 - Ex: Regular meetings shall be held monthly during the regular school year.
- b. **Section B: Special Meeting**
 - Ex: Special meetings may be called by the President with the approval of the Executive Committee.
- c. **Section C: Quorum**
 - A quorum shall consist of [example: two-thirds (2/3)] of the membership. [The number required should be small enough to ensure that a quorum will usually be present but large enough to protect the club against decisions being made by a small minority.]

6. ARTICLE VI: EXECUTIVE COMMITTEE

- a. **Section A: Responsibility**
 - Management of this club shall be vested in an Executive Committee responsible to the entire membership.
- b. **Section B: Membership-**
 - This committee shall consist of the officers as listed in Article III and the staff advisor.
- c. **Section C: Meetings -**
 - This committee shall meet at least once between regular meetings of the club to organize and plan future activities.

7. ARTICLE VII: ADVISOR

- a. **Section A: Selection -**
 - there shall be a staff advisor who shall be selected each year by the membership.

- b. **Section B: Duties** – The responsibilities of the staff advisor shall be to: (edit if needed)
- i. Maintain an awareness of the activities and programs sponsored by the student club.
 - ii. Meet on a regular basis with the leader of the student club to discuss upcoming meetings, long range plans, goals, and problems of the club.
 - iii. Attend regular meetings, executive board meetings as often as schedule allows.
 - iv. Assist in the orientation of new officers.
 - v. Explain and clarify campus policy and procedures that apply to the club.
 - vi. Maintain contact with the The Den
 - vii. Provide direction in the area of parliamentary procedure, meeting facilitation, group-building, goal setting, and program planning.
 - viii. Assist the club treasurer in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up-to-date account ledger.
 - ix. Inform club members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequence of said behaviors.

8. ARTICLE VIII: AMENDMENTS

a. **Section A: Selection** -

- Ex: the constitution may be amended by a two-thirds (2/3) majority vote of the active members.

b. **Section B: Notice** -

- All members shall receive advance notice of the proposed amendment at least five days before the meeting. [The time may be extended to the following meeting.]

MINUTES SHEET

Clubs/Class Meeting Minutes

*For every meeting, record notes and put them in your club binder

Samueli Academy _____ Meeting Minutes.
(Club/Class Name)

1. The meeting was called to order by: _____
2. Location of meeting: _____
3. Date and time of meeting: _____
4. The minutes of the previous were: Read & Approved _____ Corrected & Approved _____
5. The following requisitions were approved:

PO#	Vendor	Amount	Purpose
a. _____			
b. _____			

*Note: PO must be returned to the Student Activities Coordinator & approved by ASB BEFORE purchase(s) can be made.

Motion: _____

Moved by: _____

Seconded by: _____

6. The following fundraiser/activity requests were submitted for approval:

Fundraiser/Activity Date	Brief Description
a. _____	
b. _____	

*Note: Fundraiser/Activity request MUST be approved by ASB at least 2 weeks prior to event.

7. Communication and Reports (attach separate sheet if necessary):

Old Business: _____

New Business: _____

8. Those in Attendance (attach separate sheet if necessary): _____

Respectfully Submitted (*Note: Submit to The Den the first Tuesday of each month)

Secretary Club Advisor

Staff Advisor

PETITION FOR ORGANIZING A NEW CLUB

If it can be demonstrated that the need exists for a new club, and if enough students express sincere interest in inaugurating and maintaining it, if staff sponsorship can be secured, and if certain formal requirements are met, it is possible to organize a new club within the student body framework.

Two organizational steps are necessary:

1. This petition must be presented to the ASB Executive Board. The petition must state specifically the purpose, names, and membership requirements of the club. The petition must be subscribed to by at least fifteen members (in good standing) of the Associated Students of Samueli Academy.
2. After approval of the petition by the ASB Executive Board, the organizers must write a club constitution and file it and the petition with the Student Activities Coordinator and the ASB Executive Board for approval.

A new club exists after these steps have been taken; it is duly constituted and becomes a contributing part of the student body organization.

The _____ Club is being organized for the purpose of _____; membership will consist of _____; and the club will be advised by _____.

The following students do hereby affirm that they will support and help maintain the above named club. (15)

NAMES:

Activity Request Form

THIS FORM MUST BE TURNED IN THREE WEEKS PRIOR TO THE DATE OF ACTIVITY.

Date Submitted: _____

Organization/Club: _____

Requested By: _____
(Adult Advisor/Sponsor/Applicant)

Activity: _____

Location: _____

** Please remember that an In-School Building Assignment Form must be filled out when using any Academy facility or area for an activity.

Date(s) of Activity: _____

Time: _____ to _____

Number Expected at Event: _____

OFFICE USE ONLY

Approved: _____
(Administrator)

Date: _____

Master Calendar: _____

Recorded by: _____

Date: _____

FUNDRAISER REQUEST FORM

THIS FORM MUST BE TURNED IN 2 WEEKS BEFORE THE FUNDRAISER

Samueli Academy _____ Meeting Minutes. DATE SUBMITTED:
(Club/Class Name)

1. The meeting was called to order by _____
2. Location of meeting: _____
3. Date and time of meeting: _____

The following fundraiser/activity requests were submitted for approval:

Fundraiser:

Fundraiser Date:

Brief Description:

Amount (price per item /):

Motion: _____

Moved by: _____

Seconded by: _____

Treasurer Taking/Counting Money: _____

STUDENT REP #2 Taking/Counting Money: _____

****Each club student treasurer/rep and club advisor needs to count the money. Then each student treasurer/rep and club advisor needs to count money and seal in an envelope. For example: 2 X \$20s = \$40.00; 8 X .25 = \$2.00; then list a grand total on the envelope and include signature of all 3 people. AFTER you have counted by each bill and coin & listed it on the outside of the envelope, give the sealed envelope to Mr. Dominguez.**

Club President

Club Advisor

ASB APPROVAL: _____
Signature of ASB Business Manager

Signature of Student Activities Coordinator

Date: _____

Date: _____

Approved Fundraising Dates: _____ to _____

OFFICE USE ONLY:

FINAL APPROVAL: _____ Date: _____
(Signature/Clubs & Organizations Commissioner)

FIELD TRIP REQUEST FORM

Teacher/Advisor: _____

Class/Group: _____

Destination: _____

Date of trip: _____ Dept/Ret Times: _____

Purpose: _____ **(use back if needed)**

How many students: _____ Mode of transportation : _____

Costs: _____ Source of Funds: _____

Chaperones: _____

Approvals:

(1) Head of School (2) Director of Instruction (3) Student Life Coordinator

(4) Food Supervisor (5) Laura Lopez (6)Patty Caro-Rebon

(7) Student Activities Coordinator

** JOB (in The Den) is your last stop. This form will remain in a binder in The Den.

STUDENT CLEARANCE FORM

Please excuse the following students for: _____

Name of Location: _____ ON/OFF CAMPUS

Last Name	First Name	Last Name	First Name



EVENT PLANNING FORM

Event Title:	
Person Responsible & Contact info:	
Date of Event:	
Start and End Time:	
What building /facilities will be used during event?	
What setup or other needs from Facilities / Security departments?	
Who is responsible for cleanup / putting things back in order?	
Any considerations needed for gate, security and A/C?	
Is overflow parking needed at Wintersburg Presbyterian?	
Who is responsible for lockup?	
Other needs.	

Submitted by: _____ Approved by: _____