



SIERRA

ASSOCIATED STUDENT BODY
CLUB HANDBOOK

Leadership Through Service

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CLUB ADVISOR GUIDELINES AND RESPONSIBILITIES

The purpose of the Associated Student Body is for the management of the funding of the student clubs and organizations. All ASB student clubs and organizations may raise and spend money in order to promote the general welfare, morale and educational experience of the students. Student funds finance worthwhile activities which go beyond those provided by the district. All ASB accounts are club specific. In order for each student club or organization to be valid the club advisor must:

- Be a certificated staff member.
- Ensure club application paperwork is completed and turned in by the deadlines.
- Be present at all club meetings, events, and fundraisers.
- Ensure the club meets regularly and minutes are taken and approved. Minutes should include any fundraising plans, and ways the club intends to spend the money it makes. Copies of these minutes and all supporting documents should be submitted to the ASB Advisor after each meeting.
- Ensure the club account is used for fundraising efforts, purchases, and activities that the club or group decides together and is documented in your minutes. A reminder that these procedures are based on good business practices, and all purchases and fundraisers must be for the students, by the students, and must **always be pre-approved** by the Principal.
- Ensure that club officers and club members understand the school club bylaws and school policies
- Ensure that each club officer understands their duties as a club leader.
- If the club is affiliated with an outside charity or non-profit organization that will be the beneficiary of fundraising profits, the affiliation must be approved by board of education. All publicity for the fundraiser must state the non-profit or charity that is receiving the profit.
- Ensure all flyers and posters are approved by the ASB Director prior to being posted.
- Ensure any club monetary transactions, such as membership donations or club shirt purchases, are collected with the advisor present. The club must record and maintain all money collected and turn in to the business office as soon as possible. Never deposit funds in your personal bank account.

Disbanded/Terminated/Inactive Clubs:

Any terminated, disbanded, or inactive club must complete the club application process again during the following school year to be reinstated. No terminated, disbanded or inactive club is permitted to meet for the duration of the year in which they are terminated, disbanded or inactive. No student may claim ownership over any terminated, disbanded or inactive club at any point of time. If a club believes it has been terminated without reason, it may appeal to the administration and the school leadership class for reinstatement.

CLUB GUIDELINES AND REQUIREMENTS

- Club must submit a club constitution and budget plan before the deadline set forth by the school student body and administration.
- Clubs must hold official meetings on campus at least once a month if funds exist in the ASB account for that club. Failure to meet for any two months over the course of the school year will result in termination of the club.
- Clubs must meet on the days set forth in their club constitution (e.g., every second Tuesday of the month) except in the event of another school or club event.
- Clubs must take minutes at all meetings.
- Each club must have a minimum of six active members. Two-thirds of the membership must be present at 51% of all meetings. Attendance must be recorded at official meetings as a part of the club minutes. Clubs will have up to one semester each school year to reach the minimum number of active members.
- Club officers must be full-time students at the school. If a part-time student wishes to be a member of a club, he or she must sign a code of conduct.
- A club advisor must be a certificated staff member in the district. A club advisor must be present at all club meetings, club events, and club fundraisers. If the advisor cannot be present, another certificated staff member can be designated as a substitute.
- The district board of trustees must approve all non-profit affiliate charities that will be beneficiaries of club fundraising.
- The only four positions considered club officers are club president, vice president, secretary, and treasurer. All other titled positions in a club are considered leadership positions, not officer positions. There may be as many or as few leadership positions as the club sees fit.
- When a club holds an election, the following must occur:
 - Each active club members are allowed no more than one vote for any election.
 - The process of the election must be clearly established and outlines in the club constitution. This must include, but is not limited to, what percentage is needed to win/pass and what happens in the event if a tie.
 - If a position has an eligibility requirement, these requirements must be clearly defined in the club constitution. The selection committee may include club members but must include the club advisor.
- Whenever a club elects or appoints a new officer or leadership position, the results must be documented in the club minutes of that month.
- Two violations of any of the club bylaws may result in the termination of the club for the remainder of the school year.

CLUB OFFICER DUTIES

President

- Preside over all meetings.
- Plan and prepare agendas for all meetings, working closely with the club advisor.
- Know the basic rules of parliamentary procedure.
- Facilitate group discussions by summarizing and clarifying.
- Conduct himself/herself with academic integrity and in an exemplary manner.

Vice President

- Assist the president and serve in his/her absence.
- Assist in planning meeting agendas.
- Know the basic rules of parliamentary procedures.
- Help facilitate group discussions.
- Conduct himself/herself with academic integrity and in an exemplary manner.

Secretary

- Notify members of upcoming meetings
- Distribute meeting agenda
- Take attendance at meetings
- Keep accurate minutes of all meetings, attach the agenda and attendance report, and keep on file.
- Report minutes of previous meetings.
- Handle all club correspondence.
- Conduct himself/herself with academic integrity and in an exemplary manner.

Treasurer

- Work closely with club officers and club advisor to prepare an annual budget.
- Ensure all expenses are approved prior to purchasing.
- Assist with fundraiser profit and loss analysis statements.
- Maintain a complete and accurate record of all club receipts and disbursements.
- Conduct himself/herself with academic integrity and in an exemplary manner.

CLUB MINUTE PROCEDURES

MINUTES

Minutes serve as the record of each meeting and the actions taken during the meeting and demonstrate that the student council or club has followed the ASB organization's policies and procedures.

Minutes should include details of proceedings, including financial matters pertaining to the budget, approval of fund-raising ventures, and expenditure authorizations. Minutes are not a verbatim transcript of every word spoken; rather, they are a concise documentation of the essential matters discussed at each meeting so there is a record of what occurred. The minutes should be clearly written so that they can be read and understood in the future. It is important to remember that abbreviations that mean something to one group may mean nothing to someone reading the minutes a year later. Abbreviations for special projects or groups should be avoided.

Good Business Practices for Meeting Minutes

The following are the minimum items of information that should be documented in meeting minutes:

- Name of the club or organization holding the meeting.
- Date, time, and place of the meeting.
- Names of those in attendance.
- Name of the presiding officer.
- Approval of minutes from the previous meeting.
- What was discussed or reported on during the meeting.
- Report on activities of standing committees or special committees.
- What action was taken during the meeting, e.g., the budget was amended or the expenses were approved. The results of any votes taken, including who made a motion, who seconded the motion and anyone in opposition, if applicable.
- Reporting on any communication to the ASB.
- Listing of any unfinished business.
- Date and time of next meeting.
- What time the meeting adjourned.
- Who prepared the minutes.
- Reporting on any communication to the ASB.
- Listing of any unfinished business.
- Date and time of next meeting.
- What time the meeting adjourned.
- Who prepared the minutes. .

MINUTES CONTINUED

Any information provided to those attending the meeting, such as bylaws, project outlines and letters, should be attached to the original minutes and kept on file. The club secretary, or whoever took the minutes, should also sign the minutes when they are completed.

- At the next regularly scheduled student council or club meeting, the students should review and approve the minutes of the previous meeting. The secretary should maintain a binder of all of the approved minutes for the school year.
- Sample ASB Minutes provided.

CLUB MEETING PROTOCOL

Call to Order

- President: Will call the meeting to order.
- Secretary: Records the time meeting was called to order for the minutes and circulates a sign-in sheet.

Minutes of Previous Meeting Approval

- Secretary: Reads minutes of previous meeting and asks for a motion to approve and a second to the motion. If there is a correction to the minutes, the motion is to “approve the minutes as corrected.” Names of the motion makers must be documented in the minutes.

Treasurer’s Report

- Treasurer: Provides a list of approved expenditures and asks for any new requests for expenditures. The requests are voted on by the club using the motion protocol. The new request(s) are submitted to the accounting clerk for approval on a Purchase Request Form.
- Secretary: Documents expenditures, approved and new, for the minutes, noting the motion makers and the outcome of the vote.

Old Business

- President: This is the forum for following up on previous meeting issues or events. If voting is required, the motion protocol should be followed.
- Secretary: Documents the discussion in the minutes, noting the motion makers and outcome of the vote.

New Business

- President: This is the forum for new issues or events to be decided on. If voting is required, the motion protocol should be followed.
- Secretary: Documents the discussion in the minutes, noting the motion makers and outcome of the vote.

Committee/Officer Reports

- President: Calls upon officers and /or committee chairs for updates or information.
- Secretary: Documents the information in the minutes.

Announcements/Presentations

- President: Shares any announcements or introduces any presenters to the club.
- Secretary: Documents the discussion in the minutes, noting the motion makers and the outcome of the vote.

Adjournment

- President: Shares any announcements or introduced any presenters to the club.
- Secretary: Takes notes and documents in the minutes.

Finalization

- Secretary: Club minutes should be finalized on the Club Minutes form with the sign-in sheet of members attached. A copy of the Club Minutes and sign-in should be forwarded to the ASB Leadership within a week of the meeting. A copy of the Club Minutes and sign-in should also be retained on file for the club.

Minutes of the Board of
Directors of
Student Club: _____

The Board of Directors of the Student Club: _____ held its general meeting on _____ at Sierra High School, 33326 Lodge Road in Tollhouse, California.

- I. Call to Order: The Chairperson called the meeting to order at _____.
- II. Attendance: The following students, constituting a quorum of the full board, were present at the meeting: List student names.
- III. Approval of Minutes from (date): _____ General Meeting: The minutes from the _____ meeting were presented and reviewed. Upon motion duly made and seconded, it was unanimously RESOLVED that the _____ minutes be adopted and approved.
- IV. Treasurer's Report: The treasurer's report as of _____ was presented and reviewed. It was noted that the current account balance as of _____ was \$_____.
- V. Old Business:
 - A.
 - B.
 - C.
- VI. New Business:
 - A.
 - B.
- VII. Adjournment: There being no further business to come before the meeting, the Chairperson ordered the meeting adjourned at _____.

Name of Student – Secretary

Name of Staff – Certificated Club Advisor

PURCHASE REQUEST PROCEDURES

PURCHASE REQUESTS

If you need to place an order or purchase items, please make sure the club account has the funds available to cover the expenditure, and then follow these steps:

- Decide what you need to purchase and for what purpose, based on club decisions.
- Get a written quote from the company you wish to purchase from.
- COMPLETE A PURCHASE REQUEST FORM. Attach all supporting documentation and give to the Business Office for PRE-APPROVAL.
- Please note: all purchases made without pre-approval will be considered as a donation made to the club.
- Once the pre-approval is approved, the Business Office will advise on how to continue with your purchase.

CASH CONTROL PROCEDURES

CASH BOX

Cash box request must be made to the business office at least 2 days for a fundraising event.

Verify cash in box prior to beginning fundraiser.

During the event, at least two people should control cash sales using one of the following cash control documents:

If fundraiser is a multiple-day event, cash must be counted by two people at the end of each day, and then recounted at the beginning of the next day. The two totals should match. On the last day of the event, the Cash Box Form should be used for the final count.

FEES AND DONATIONS:

Under the law (California Constitution 1879), public schools must provide a “free and equal public education.” This means that students enrolled in public school cannot be charged for participation in educational activities that are part of the core program of the school. Educational activities include field trips, athletics, and extracurricular on-campus activities such as student clubs. Schools must adhere to the law and ensure that student equity in the educational process is not compromised.

All requests must clearly state that the donation is not required for participation in the club or club activities.

DEPOSITS

- Club deposits should be made in a timely fashion.
- All checks, cash, and coin should be counted in the presence of two or more people.
- Name of the club and name of the activity should be filled in at the top.
- Count all checks and place total, along with all of the bills and all of the coin.
- "Counted By", should be completed by the TWO people counting the deposit.
- Keep all monies collected in the school safe until given to the ASB Advisor or business office.
- NEVER count money alone. Students may help count funds; however students are not allowed to count funds without an adult present.

CHECK REQUESTS

- Once pre-approval is granted and you have purchased your items, complete a check request.
- Attach ORIGINAL receipt.
- Obtain Advisor signature, Student Treasurer signature and Student Representative signature.
- Packing slips should be dated when received and attached to the check request.

FUNDRAISER PROCEDURE

- The *Request for Approval for Fundraising Event* form must be signed by the club advisor and approved by the principal before a fundraiser may be conducted.
- Complete a Request for Approval for Fundraising Event, signed by the club president and advisor.
- The fundraiser must be approved and recorded in the club minutes.
- Turn the completed, signed forms to the ASB Leadership Director for ASB Leadership and administration approval.
- Typically Allowed Fundraising Events:
 - Concessions
 - Food Sales
 - Entertainment Events
 - Advertising
 - Club Logo Items
 - Tournaments
 - Car Washes
- Unallowable Fundraising Events (Includes but not limited to):
 - Raffles or games of chance
 - Activities that pose liability, safety or risk concerns.

Please refer to Chapter 14 from the FCMAT ASB Accounting Manual, Fraud Prevention Guide for more detailed information.

COMPETITIVE FOOD SALES GUIDELINES

MIDDLE/HIGH SCHOOL – FOOD RESTRICTIONS

References: *Education Code* sections 49430, 49431.2, 49431.7, *California Code of Regulations* sections 15575, 15577, 15578, *Code of Federal Regulations* sections 210.11, 220.12

- A **middle/junior high** contains grades 7 or 8, 7 to 9, 7 to 10.
- A **high school** contains any of grades 10 to 12.
- **Effective** from midnight to one-half hour after the end of the official school day.
- **Applies** to ALL foods sold to students by any entity.

Sold means the exchange of food for money, coupons, vouchers, or order forms, when any part of the exchange occurs on a school campus.

"Snack" foods must meet one of the following general food standards:

- Be a fruit, vegetable, dairy, protein, or whole grain item* (or have one of these be the first ingredient), or
- Be a combination food containing at least a quarter cup of fruit or vegetable.**

And must meet the following nutrition standards:

- Less than or equal to 35 percent calories from fat (except nuts, seeds, reduced-fat cheese or part skim mozzarella, eggs, dried fruit and nut/seed combo, fruit, nonfried vegetables, seafood), and
- Less than 10 percent calories from saturated fat (except nuts, seeds, reduced-fat cheese or part skim mozzarella, eggs, dried fruit and nut/seed combo), and
- Less than or equal to 35 percent sugar by weight (except fruit**, non-fried vegetables, dried fruit and nut/seed combo), and
- Less than 0.5 grams trans fat per serving (no exceptions), and
- Less than or equal to 200 milligrams sodium per item/container (no exceptions), and

Less than or equal to 200 calories per item/container (no exceptions).

Paired foods:

- If exempt food(s) are combined with nonexempt food(s) or added fat/sugar they must meet ALL nutrition standards above.

COMPETITIVE FOOD SALES GUIDELINES

If two foods exempt from one or more of the nutrition standards are paired together and sold as a single item, the item must meet for trans fat, sodium, and calories.

“Entree” foods must be intended as the main dish and be a:

- Meat/meat alternate and whole grain rich food; or
- Meat/meat alternate and fruit or non-fried vegetable; or
- Meat/meat alternate alone (cannot be yogurt, cheese, nuts, seeds, or meat snacks = these are considered a “snack” food),

A competitive **entree sold by District/School Food Service the day of or the day after** it appears on the reimbursable meal program menu must be:

- Less than or equal to 400 calories, and
- Less than or equal to 35 percent calories from fat, and
- Less than 0.5 grams trans fat per serving

A competitive **entree sold by Food Service if not on the menu the day of or day after or any other entity (PTA, student organization, etc.)** must meet one of the following general food standards:

- Be a fruit, vegetable, dairy, protein, or whole grain item (or have one of these as the first ingredient), or

Be a combination food containing at least ¼ cup fruit or vegetable.

And meet the following nutrition standards:

- Less than or equal to 35 percent calories from fat, and
- Less than 10 percent calories from saturated fat, and
- Less than or equal to 35 percent sugar by weight, and
- Less than 0.5 grams trans fat per serving, and
- Less than or equal to 480 milligrams sodium, and
- Less than or equal to 350 calories * A whole grain item contains:
 - The statement “Diets rich in whole grain foods... and low in total fat... may help reduce the risk of heart disease...,” or
 - A whole grain as the first ingredient, or
 - A combination of whole grain ingredients comprising at least 51 percent of the total grain weight (manufacturer must verify), or
 - At least 51 percent whole grain by weight.

COMPETITIVE FOOD SALES GUIDELINES

** Dried blueberries, cranberries, cherries, tropical fruit, chopped dates, or chopped figs that contain added sugar are exempt from fat and sugar standards. Canned fruit in 100 percent juice only.

Check your district's wellness policy for stricter rules.

Groups or individuals selling foods/beverages to students must keep their own records as proof of compliance.

MIDDLE/HIGH SCHOOL – BEVERAGE RESTRICTIONS

References: *Education Code* Section 49431.5, *California Code of Regulations* Section 15576, *Code of Federal Regulations* sections 210.10, 210.11, 220.8, 220.12

- A **middle/junior high** contains grades 7 or 8, 7 to 9, 7 to 10.
- A **high school** contains any of grades 10 to 12.
- **Effective** from midnight to one-half hour after the end of the official school day.
- **Applies** to ALL beverages sold to students by any entity.
- **Sold** means the exchange of beverages for money, coupons, vouchers, or order forms, when any part of the exchange occurs on a school campus.

A compliant beverage must be marketed or labeled as a fruit and/or vegetable juice, milk, non-dairy milk, water, electrolyte replacement beverage/sports drink, or flavored water AND meet all criteria under that specific category.

Compliant beverages:

- Fruit or Vegetable juice:
 - At least 50 percent juice, and
 - No added sweeteners, and
 - Less than or equal to 12 fluid ounce serving size
- Milk:
 - Cow's or goat's milk, and
 - 1 percent (unflavored), nonfat (flavored, unflavored), and
 - Contains Vitamins A and D, and
 - At least 25 percent of the calcium Daily Value per 8 fluid ounces, and
 - Less than or equal to 28 grams of total sugar per 8 fluid ounces, and
 - Less than or equal to 12 fluid ounce serving size
- Non-dairy milk:
 - Nutritionally equivalent to milk (see 7 *CFR* 210.10(d)(3), 220.8(i)(3)), and
 - Less than or equal to 28 grams of total sugar per 8 fluid ounces, and
 - Less than or equal to 5 grams fat per 8 fluid ounces, and

COMPETITIVE FOOD SALES GUIDELINES

- Less than or equal to 12 fluid ounce serving size
- • Water:
- No added sweeteners
- No serving size limit
-
- Electrolyte Replacement Beverages (HIGH SCHOOLS ONLY):
- Must be either less than or equal to 5 calories per 8 fluid ounces (no calorie)
- OR less than or equal to 40 calories per 8 fluid ounces (low calorie), and Water as the first ingredient, and
-
- Less than or equal to 16.8 grams added sweetener per 8 fluid ounces, and
- 10-150 milligrams sodium per 8 fluid ounces, and
- 10-90 milligrams potassium per 8 fluid ounces, and
- No added caffeine, and
- Less than or equal to 20 fluid ounce serving size (no calorie)
- OR less than or equal to 12 fluid ounces per serving size (low calorie)
-
- Flavored Water (HIGH SCHOOLS ONLY):
- Must be either less than or equal to 5 calories per 8 fluid ounces (no calorie)
- OR less than or equal to 40 calories per 8 fluid ounces (low calorie), and
- No added sweetener, and
- No added caffeine, and
- Less than or equal to 20 fluid ounce serving size (no calorie)
- OR less than or equal to 12 fluid ounce serving size (low calorie)
-

All beverages must be caffeine-free (trace amounts are allowable).

MIDDLE/HIGH SCHOOLS – STUDENT ORGANIZATIONS

Reference: *California Code of Regulations* Section 15501

Student organization is defined as a group of students that are NOT associated with the curricula or academics of the school or district.

Effective from midnight to one-half hour after the end of the official school day.

Student organization sales must comply with all food and beverage standards AND all of the following:

1. Up to three categories of foods or beverages may be sold each day (e.g., chips, sandwiches, juices, etc.).

COMPETITIVE FOOD SALES GUIDELINES

2. Food or beverage item(s) must be pre-approved by the governing board of the school district.
3. Only one student organization is allowed to sell each day.
4. Food(s) or beverage(s) cannot be prepared on campus.
5. The food or beverage categories sold cannot be the same as the categories sold in the food service program at that school during the same school day.
6. In addition to one student organization sale each day, any and all student organizations may sell on the same four designated days per year. School administration may set these dates.

Questions: Nutrition Services Division | COMPETITIVEFOODS@cde.ca.gov