

How do I....?

A guide to your club's finances, and more:

- *Making deposits
- *Paying for items
- *Scheduling fundraisers
- *General rules and policies
- *Frequently asked questions




Woodbridge High School club funds

Thank you for your help with your club's finances! We're here to help you manage your club's funds in accordance with the rules that are imposed on all IUSD schools and keep things running smoothly. First, some important "How tos":

How do I deposit money into my club's account?

ASB deposit slips are always available in the Activities Office. If your club will be financially active, your treasurer is welcome to pick up several to have on hand as needed. Here's an example of how to complete it:



WOODBRIDGE HIGH SCHOOL
ASB ACCOUNT DEPOSIT REPORT

- Write ASB account name or number and WHS Student's Name in memo section of check.
- Count all monies and fill this form out COMPLETELY before depositing to the Student Activities Center.

Date: 10/13/15 Account #: LEAVE BLANK

Account Name: YOUR CLUB'S NAME

Depositor: YOUR NAME

Description of deposit: CLUB MEMBER T-SHIRTS

Account's Advisor: ADVISOR'S NAME (NOT SIGNATURE)

Payment detail: Please attach a separate list on plain paper, if more space is needed.

Denomination		Number	Amount
\$100.00	X		
\$50.00	X		
\$20.00	X		
\$10.00	X	8	80.00
\$5.00	X	8	40.00
\$2.00	X		
\$1.00	X		
Total Currency.....			120.00

Coin		Number	Amount
\$0.01	X		
\$0.05	X		
\$0.10	X		
\$0.25	X		
\$1.00	X		
Total Currency and Coin.....			
Total Checks.....			45.00
Total Deposit.....			165.00

Student name	Check#	Amount
<u>Mary Jones</u>	<u>123</u>	<u>15.00</u>
<u>Tom Smith</u>	<u>456</u>	<u>15.00</u>
<u>Jeff Johnson</u>	<u>789</u>	<u>15.00</u>

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Cash should be itemized as shown in the upper right section of the deposit slip. Checks should include the name of your club and the name of the student submitting it on the "memo" line. (That's usually in the lower left corner of the check.) If you have a large number of checks to deposit, be sure to submit a list on separate paper showing the name of the student who submitted it, the check number (upper right corner of the check) and the dollar amount of the check. This is needed in case our bank claims a discrepancy in the amount of our deposit, and we need to trace the detail.

How do I have my club pay for something?

We are not allowed to have you “withdraw” money and receive cash. All club expenses must be paid by check, either to the merchant who supplies goods to you, or to reimburse/pay back someone who bought items for your club. Please remember that any expense over \$200 must be paid to the merchant. We are not allowed to reimburse individual people for anything over \$200. **For large purchases, your club must plan ahead!**

Check request forms are always available in Activities. Here’s an example:

Woodbridge High School
 2 Meadowbrook, Irvine, CA 92604
 (949)936-7963 || Fax (949)936-7879

ASB Disbursement Request

Fill out this form completely and attach an invoice or receipt. Incomplete paperwork will be returned and may result in reimbursement delays. Completed forms are due on **Tuesday at noon** during the school year; requests not meeting the deadline will be processed the following week. Questions? Email GinnyDalton@iUSD.org or call (949)936-7963. Go green! Use **one form** per advisor/requester for multiple check requests. Pay up to **three different payees/accounts** below (three separate checks will be issued). Do you have **multiple receipts payable** to one person? Total up the receipts and enter only the total amount for the check request.

Today's Date: 9/17/15 Approved by Faculty Advisor: *Sam Jones*
Signature

Check #1

Deduct from ledger account: <u>YOUR CLUB'S NAME</u> <small>Account Name</small>		Choose one: <input type="checkbox"/> Mail check in U.S. Mail <input checked="" type="checkbox"/> Put check in my mailbox <input type="checkbox"/> Mail forms with check (attach original and a copy)	Choose one: <input type="checkbox"/> P.O. requested earlier <input type="checkbox"/> Preauthorization form on file <input type="checkbox"/> Preauthorization form attached
Issue check to:	Name: <u>MARY SMITH</u>	Invoice#: _____	Amount: \$ <u>58.00</u>
	Address: _____	Description: <u>PIZZA FOR MEETING</u>	
	City, State, ZIP: _____	<u>9/10</u>	

Check #2

Deduct from ledger account: <u>YOUR CLUB'S NAME</u> <small>Account Name</small>		Choose one: <input checked="" type="checkbox"/> Mail check in U.S. Mail <input type="checkbox"/> Put check in my mailbox <input type="checkbox"/> Mail forms with check (attach original and a copy)	Choose one: <input type="checkbox"/> P.O. requested earlier <input type="checkbox"/> Preauthorization form on file <input type="checkbox"/> Preauthorization form attached
Issue check to:	Name: <u>MANHATTAN STITCHING</u>	Invoice#: <u>12345</u>	Amount: \$ <u>114.00</u>
	Address: _____	Description: <u>CLUB T-SHIRTS</u>	
	City, State, ZIP: _____		

Check #3

Deduct from ledger account: _____ <small>Account Name</small>		Choose one: <input type="checkbox"/> Mail check in U.S. Mail <input type="checkbox"/> Put check in my mailbox <input type="checkbox"/> Mail forms with check (attach original and a copy)	Choose one: <input type="checkbox"/> P.O. requested earlier <input type="checkbox"/> Preauthorization form on file <input type="checkbox"/> Preauthorization form attached
Issue check to:	Name: _____	Invoice#: _____	Amount: \$ _____
	Address: _____	Description: _____	
	City, State, ZIP: _____		

I hereby certify this request has been approved by resolution of ASB Cabinet and appears in the minutes on:

_____ Date _____

_____ Activities Director or Principal _____ ASB Officer

There is room to request up to three checks on each form. The request must be accompanied by *original* invoices or receipts. Receipts *may not* include personal items. Checks are issued once a week. They must be signed by your advisor, approved at an ASB meeting and signed by two WHS administrators. This takes time! **Complete, signed check requests must be submitted to Mrs. Dalton by lunch on Tuesday of each week to have a check ready by that Friday.**

There are several types of expenses that generate frequent questions:

Pizza/food for a club meeting or an approved club food sale such as at a food fair: clubs may either have a member or parent purchase the food and submit receipt(s) for reimbursement with a check request, up to the \$200 limit. For larger dollar amounts, ask the merchant to give you a quote for the food you plan to purchase, and attach that quote to a check request the week before your event so a check can be prepared for your club to present as payment when the food is picked up or delivered. (Lamppost Pizza and Stonefire Grill are especially good about providing quotes for large orders.)

Ordering merchandise from a vendor, such as T shirts or other clothing: Again, if the total is under \$200 a member or parent may make the purchase and submit the invoice/receipt with a check request form for reimbursement. Otherwise, please get a quote from the merchant in advance and submit it with a check request. Many vendors are willing to accept an order from WHS and send an invoice later, which you may then submit with a check request for payment. For clothing, Manhattan Stitching is especially good about doing this, and their pricing is very reasonable. Please see Mrs. Dalton for details if you plan to make a purchase for over \$200.

Charitable donations: Clubs that exist to raise funds for a charity such as the Humane Society or American Heart Association must state so clearly in their club paperwork. Throughout the year, all fundraising advertising must state that “proceeds are to benefit (insert the name of your charity)”. Usually, these clubs make one donation in June for the total amount they raised that school year. Donations are made by submitting a check request with an attachment such as a printout of the charity’s webpage to document its existence.

How do I arrange to have a fundraiser?

Fundraisers must be scheduled in advance to ensure fairness. Obviously, if six clubs showed up to have a car wash on the same day, no one would benefit! In addition, when submitting a request to participate in a food fair, **clubs must specify the food they will be selling.** Fundraising request forms are always available in Activities. Here's an example:

< THE TOP SECTION MUST BE COMPLETED AND APPROVED BEFORE YOUR FUNDRAISER. >

Woodbridge High School Fundraising Request Form

Organization YOUR CLUB'S NAME
 Event: OKTOBERFEST FOOD FAIR - TACOS
(If the event is Oktoberfest, Winterfest, or International Week, specify the food to be sold.)
 Proposed dates: 1. OCTOBER 13TH 2. _____
 Projected income: \$500 Projected expenses: \$225
 Club president signature: Mary Jones
 Club president email address: mary.jones@fakeemail.com
 Advisor signature: Sam Advisor
 Activities Director signature: TURN IN TO MRS. PRUDHOMME IN ACTIVITIES

 < THE BOTTOM SECTION IS TO BE COMPLETED AFTERWARD. >

Accounting Recap To be completed and returned with deposit

Income (Must equal the amount deposited) \$ _____
 Less Cost of items sold: \$ _____
(If items were donated, enter zero.)
 \$ _____
 \$ _____
 \$ _____
 Net Profit: Income minus cost of items sold: \$ _____
 Date of deposit in Activities Office: _____

THE YELLOW COPY OF THIS RECAP MUST BE COMPLETED AND RETURNED WITH YOUR DEPOSIT FOR THE FUNDS TO BE CREDITED TO YOUR ACCOUNT.

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Clubs are required to complete the top half of the form to request their fundraiser. After the fundraiser is completed, the treasurer should obtain the fundraising request form from Mrs. Dalton in Activities and complete the bottom half of it (along with the ASB deposit slip for the funds raised). There will be detailed instructions on this at the Homecoming food fair.

Here are some general rules clubs are required to observe:

All funds collected by the club are to be deposited into its account in Activities, and all expenses are to be paid by check issued by WHS ASB. Under no circumstances may expenses be paid from cash that has been collected for car wash tickets, club fair food sales, banquet tickets, etc.

Club funds may not be used to purchase gifts, including gift cards. Simple awards of a low value such as flowers at the end of the year for an advisor or club officer are acceptable.

Strict rules exist regarding acceptable activities for club fundraisers. For example, we are not allowed to offer mechanical rides, activities that involve throwing things at people, or activities deemed likely to cause injury such as dunk tanks. In addition, raffles are expressly forbidden as they are considered a form of gambling. These rules are set at the state level, not here at WHS. Don't shoot the messenger! 😊

Food sales are only allowed on a very limited basis. We generally schedule three club fairs each year during which clubs are allowed to sign up to sell food during lunch: the Homecoming food fair, Winterfest food fair (usually in December) , and a spring food fair (usually in April or May). When signing up for a food fair, **clubs must specify the food they plan to sell.**

Any food that is sold MUST be commercially prepared (sorry, no bake sales) and must adhere to nutrition guidelines. This means no candy, carbonated soft drinks, doughnuts, etc. are allowed at events where the food is to be consumed at the time of purchase. Packaged candy that is intended for gift-giving (such as from See's candy) may be sold by clubs and is a popular fundraiser before winter and spring holidays. File your fundraising request early if you intend to pursue this, as we must limit the number of clubs that may participate.

Club deposits must be made promptly. In the case of an ASB food fair, this means THE DEPOSIT MUST BE PREPARED IN ACTIVITIES AS SOON AS THE SALE ENDS. Too often, a club treasurer will forget to do so, and we do not like having to impose penalties (such as a loss of fundraising privileges) for violating this rule. In addition, making prompt deposits keeps your club funds secure. We have had club treasurers keep funds elsewhere until they had time to make a deposit, only to have the funds stolen from their locker, etc. **DON'T LET THIS HAPPEN TO YOU!**

When in doubt, stop by Activities and ask before you act! We're here to help and we want your club to have a wonderful year!

Club Frequently Asked Questions

(For specific financial questions, please consult the previous Club Finances section)

How do I reserve a space on campus for a club event?

This goes through your advisor; he/she will use a program called Resource Scheduler to reserve space on campus. You do not need to come to Activities for that. You should also plan to do a reservation this way for any time you need a table or chairs (minus food fairs and club drive - ASB will take care of those details).

We're going to change around the positions of our club. Do I need to let you know?

It's ok if you make these changes internally within your club, without letting us know (e.g., the Secretary dropped so another person has taken that role). However, we communicate through your president, so if that position changes (or if your advisor changes), please email woodbridgeclubs@gmail.com so that we can update the club list.

How are people finding out about our club meetings?

We post the club list on the woodbridgehigh.org website, under Students → ASB/Clubs. The list uses the information you gave us in the online application, so if a change needs to be made, please email woodbridgeclubs@gmail.com. Other than that, it's up to you!, Utilize your contacts from Club Drive and reach out to them if they haven't shown up for a few meetings (many people come to clubs looking for a personal connection!). Also, you can post posters/fliers on campus within the guidelines listed below.

Since we don't have enough money in our account yet to do our first activity, we're just going to charge everyone in our group a \$5 fee. That's ok, right?

NO! We absolutely cannot make people pay fees for anything. You may ask for donations, though, but you can't force those either.

We're having an event off campus / after school. Does my advisor have to be there?

Yes, your advisor has to be present at all official club activities, on- and off-campus.

Does our club have to reapply again next year? What happens to the funds in our account?

Yes, clubs have to reapply every year to remain active. This includes submitting the online application, the written application, budget, constitution, etc. (Save these documents so you have them for reference in the future!) Any funds you've raised will remain in your account for the next year.

Can we hold a bake sale at lunch tomorrow?

There are a number of problems with this. Here are the reasons why:

1. We are only allowed to have several days during which clubs may sell food items - we do these as "Food Fairs" so multiple clubs can sell at once.
2. All fundraisers must be pre-approved and added to Mrs. Prudhomme's fundraising calendar- you need to submit a Fundraising Request Form with your advisor's signature ahead of time. Please plan for fundraisers at least two weeks in advance.
3. We are not allowed to ever sell food that we make. Only pre-packaged or industrially prepared foods are allowed for the Food Fair sales. This is for sanitation and food safety reasons. See the club financial guide for more information.
4. We are not allowed to sell unhealthy food at our Food Fairs. We have very strict nutritional guidelines given to us by the federal and state governments. A good rule of thumb is to stick to items that are already sold in the cafeteria. See the club financial guide for more information.

Can our club use the resources in the Activities Office (blue tape, posters, paint, etc.)?

In general, we would like clubs to utilize their own funds for these items. For fliers, ask your advisor to make copies. Other materials will be handled on a case-by-case basis; please email LaurenPrudhomme@iusd.org with at least 24 hours' notice.

Can my club post fliers or posters on campus?

Yes, but only within these guidelines:

<u>DO:</u>	<u>DON'T:</u>
<ul style="list-style-type: none"> • Put your club name on the flyer! Make it clear. • Post using blue painter's tape • Post on windows • Submit club flyers to LaurenPrudhomme@iusd.org for approval prior to posting • Remove your flyers/posters when the event has passed • Remove all blue tape upon taking down the flyer/poster • Include the non-discrimination statement* 	<ul style="list-style-type: none"> • <i>Post on doors</i> • <i>Post on the flag poles and light poles</i> • <i>Post on lockers</i> • <i>Post on walls</i> • <i>Post on any surface that has been painted</i> • <i>Post using scotch tape, masking tape, or duct tape</i>

*non-discrimination statement must be included on ALL Club fliers and posters. ***YOU MUST include this text on fliers/posters before printing:***

All WHS Activities and Clubs follow the IUSD Non-Discrimination Policy; BP 5145.5