

## B-17: Advisor Handbook-Lauretta Eldridge

Dear Club Advisor, Class Advisor, or Officer:

Welcome to the Bear Family! As a member of the team of Arvin High Activities 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. Arvin High is an amazing place to be because people like you care enough to invest in our students.

The following manual is designed to assist advisors and officers 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, the Kern High School District, and Arvin High School's adopted constitution.

The Associated Student Body of Arvin High School is regulated and monitored by the State of California and therefore must ensure appropriate accounting and fiscal policies at all times. As a club/organization at AHS, we desire you to have the most effective club/organization possible. To this end, we require that you are familiar with this manual prior to engaging you club in and co/extra-curricular activities. Additionally, all forms and documents herein are located in the Activities/Athletics office at Arvin High School

Thank you for your support and commitment to the AHS family!

Mary Alice Orrin  
Activities Director

Maggie Barajas  
Finance Secretary

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# Activities Philosophy

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**ARVIN HIGH SCHOOL** regards the development of extra/co-curricular activities and classes as a positive and meaningful contribution in the lives of our students. The student body of AHS relies upon the positive contribution of its advisors. Club and class advisors, in promoting their co-curricular agendas, are engaged in a worthwhile activity that positively enhances the life and overall character of Arvin High School 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 welfare of clubs and organizations.

## Objectives

1. To provide the opportunity to develop socially through engaging in activities which develop and strengthen character, leadership skills, and social skills.
2. Through activities outside the classroom enlarge the interests and knowledge that would not otherwise be achieved outside of the classroom environment.
3. To participate in multiple forms of co-curricular activities involving common interests of club members.
4. To develop teamwork strategies through the use of various forms of service to each other, the community, and the student body of Arvin High School.

# Advisor Responsibilities

You should...

- 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 approvals according to Parliamentary Procedures. (See **ARVIN HIGH SCHOOL CLUB MEETING MINUTES** and **PARLIAMENTARY PROCEDURE**, Appendix A & B).
- 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. Give guidance according to Parliamentary procedures to ensure smooth running meetings.
- Insist that students assume the responsibility of their organization.
- Encourage a sense of order and loyalty.
- Encourage the secretary and treasurer to become familiar with the detailed methods of booking.

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. (See **Project Planning** Appendix C).
- 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 **TRANSPORTATION REQUEST**(Appendix D) and **PERMISSION SLIPS**. (See Field Trip section on pages 10-11)
- **NEVER** sign any contracts. All contracts must be completed and approved by the District Office. 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 district. **NO EXCEPTIONS!**
- Assist students in publicizing their event to the community, parents, and student body.
- Listen to your students ideas and encourage all them throughout every stage of the planning. Even events that are not “successful” are wonderful opportunities for your students to learn.

# Starting a Club & Organizing Your Club

## Starting a New Club:

1. Students seeking to form a new club must first find an advisor.
2. Under the direction of their advisor students must write a constitution and submit a budget. (See **SAMPLE CONSTITUTION** and **SAMPLE BUDGET**, Appendix E & F).
3. Once the constitution and budget are submitted to the ASB, the club must await approval before planning any events or fundraisers.
4. Once the club has been approved they can elect officers, begin fundraising and planning events according to the policies of the Kern High School District.

## Organizing Your Club:

1. At the start of each school year all clubs must submit their annual budget, club roster and **CLUB RENEWAL** by **September 17<sup>th</sup>**. Any clubs who fail to turn those in will have their accounts frozen. (Appendix G)
2. All clubs must elect an organizing body of leaders (President, Vice-President, Secretary, Treasurer, etc).
3. Fundraisers are offered in a lottery the previous school year and on a first-come-first-serve basis from that point on. All must be accompanied by an **EVENT REQUEST**. (Appendix H)
4. Make students accountable to all fundraising they do. Do **NOT** collect money for them. You cannot turn in money for them, the finance office will only accept money from the students.
5. Any funds that you collect must be turned into the finance office within **24 hours** from receipt.



# Raising Funds and Spending Funds

Arvin High School requires that multiple principles and guidelines be followed whenever one is engaged in the raising and spending of student body funds. These guidelines are prescribed by the California Association for School Business Officials and are considered accounting best practices.

## RAISING FUNDS:

- a) All club activities occurring at the school site are designed to be free to the students attending. In most cases, no money may be raised through the payment of dues.
- b) All clubs will prepare a simple budget for the year that determines need and then should stay within the projections of the budget.
- c) Various methods of raising money, acceptable within the school guidelines, are: School dances, noon shows, game concessions, food sales, candy sales, and various other forms of fundraisers utilizing and outside companies products.
- d) Clubs are prohibited from soliciting money from businesses or individuals, either through the medium of money, merchandise, or advertising. This privilege is reserved for the Student Body use in raising money for the Praeterita and Bear Facts and other such activities deemed appropriate by the student council.

## HOW TO...

1. Check Fundraising calendar (icon located on your desktop) to see if your desired fundraiser will conflict with a previously scheduled fundraiser.
2. Submit an **EVENT REQUEST** completely filled in, to the Activities Director for approval **PRIOR** to the event. Once the event has been approved by the ASB you will be notified by receiving the **yellow** and **pink** copies of the request. (Appendix H)
3. When ordering materials for a fundraiser a **PURCHASE ORDER** (PO) must be received for **anything PRIOR** to the receipt of merchandise. PO must be approved by the Dean of Activities/Athletics or Activities Director and the ASB Executive Board. (Appendix I)
4. To submit payment for materials purchased please fill out the **REQUEST FOR PAYMENT AND DISBURSEMENT AUTHORIZATION** along with the invoice. (Appendix J)
5. If tables and other equipment are needed, the advisor is responsible to see that the proper **FACILITY REQUEST** is filed and that all equipment is returned following the activity. (Appendix K)
6. Money will be accepted from students for any student transactions (fundraisers, money owed, trips, etc). Money **WILL NOT** be accepted from Advisors. **DO NOT ACCEPT MONEY FROM YOUR STUDENTS!**

7. Cash boxes are required for all activities involved with collection of money. Cash boxes may be purchased through the finance office for a fee of \$20.00 or you may provide your own. When you are need in cash please turn in your LABELED box and request form at least 1 week in advance of your event. (Appendix L)
8. Money collect during an event must be turned in along with a DEPOSIT SLIP. (Appendix M)
9. Please try to avoid purchasing items out of your personal funds. But in the event that this necessary you will only be reimbursed up to \$250.00. Any cost over that amount is required to have a PO. Please retain receipts and attach them to REQUEST FOR PAYMENT AND DISBURSEMENT AUTHORIZATION. (Appendix J)
10. Publicity for fundraising activities must be approved by the Activities Director and be stamped with the “Approved for Posting” stamp. Announcements must be submitted to the Secretary of Activities/Athletics (Rose Combs) by NOON the day before you want it to run in the bulletin.

#### **SPENDING FUNDS:**

- a) Examples of acceptable expenditures are:
  1. Advertising in Praeterita.
  2. Helping to defray the expense of delegates or representatives to activities which have been approved by the school.
  3. Defraying expenses of guests speakers obtained by the club for reasons other than entertainment purposes.
  4. For membership dues in state or national organizations wherever necessary.
  5. For contributions to worthy school or charitable activities.
  
- b) Examples of prohibited expenditures are:
  1. Purchasing expensive items such as cameras, radios, or other expensive items because of the lack of membership stability of clubs.
  2. Spending money for personal pleasures such as dinners, banquets, athletic contests, parties, etc. is not advisable.
  3. Absolutely **NO** gifts should be given through the use of club funds. If a gift is to be given members should take a collection—not through the use of club funds. Collections are highly discouraged accept in rare circumstances.

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



# Nutritional Guidelines for Fundraisers

**Important information regarding fundraising items...** All items must meet the California School Food Standard. Please use the nutrition calculator to determine if the “snack food” that are sold outside of the National School breakfast of Lunch Program to determine if the food items your club wishes to sell fits the criteria.

Snacks are generally regarded as supplementing a meal, such as chips, pretzels, crackers, nachos, french fries, onion rings, donuts, cookies, pastries, cinnamon rolls, candy, bread, bagels, baked potatoes (plain), egg rolls, trail mix, jerky/dried meat sticks, popcorn, poptarts, energy/cereal bars, etc. Snacks that are always allowed include: non-fried fruits/vegetables, nuts, nut butters, seeds, eggs, and string cheese. \*

Snack Food for high school must meet the following standards:

- No more than 250 calories
- To find out if your snack food meets the standards, please go to [californiaprojectlean.org](http://californiaprojectlean.org) and use the nutritional calculator (high school snack food).
- Once the calculator has been accessed it will tell you if the food item met the guidelines “This food fits” or “This food does not meet the calories requirement. Sorry, this food does not meet the standards”
- Please turn in the Nutrition Guide for the item you plan on using with the nutritional facts i.e. From the side of the package.

Food Name:

<b>Nutrition Facts</b>		% Values
Serving Size in grams (g)	<input type="text" value="22"/>	
Amount Per Serving		
<b>Calories</b>	<input type="text" value="90"/>	
Calories from Fat	<input type="text" value="20"/>	
<b>Total Fat</b>	<input type="text" value="2.5"/> g	
Saturated Fat	<input type="text" value="1"/> g	
<b>Sugars</b>	<input type="text" value="7"/> g	

**This Food Fits!**

See Activities Office for most current list of approved items.



# Nutritional Guidelines for Food Sale Days

**Important information regarding food sale days...** All items must meet the California School Food Standard. Please use the nutrition calculator to determine if the "entrees" that are sold outside of the National School breakfast of Lunch Program to determine if the food items your club wishes to sell fits the criteria.

Entrees are the primary food in 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 "This food fits" or "This food does not meet the calories requirement. Sorry, this food does not meet the standards"
- Please turn in the Nutrition Guide from the restaurant you plan on using with the nutritional facts i.e. The information below was attained by going on line to Taco Bell and copying the nutritional information. Once you have done that just turn it in along with the nutritional facts from the Californiaprojectlean.org information. Bean burritos from Taco bell have 370 calories with 10 grams of fat. When calculated it fits and we can sell the item.

**Food Name:**

bean bur	<b>Nutrition Facts</b>
Serving Size in grams (g)	
Amount Per Serving	
<b>Calories</b>	370
Calories from Fat	
<b>Total Fat</b>	10 g
Saturated Fat	
<b>Sugars</b>	

**This Food Fits!**

**See Activities Office for most current list of approved items.**

# Field Trips

A field trip of excursion is a trip in connection with courses of instruction or school-related social, educational, cultural, athletic, or music activities to and from places in California, in other states, in the District of Columbia, or in a foreign country. Trips may be conducted for pupils enrolled in our secondary schools. The following guidelines are taken directly from the KHSD Administrative Code.

## 1.2.1 Authorization

- (A) The administrator in charge at the school site shall be responsible for the initial authorization of all curricular field trips or excursions.
- (B) A PARENT CONSENT AND MEDICAL AUTHORIZATION form must be completed by each pupil's parent or guardian and filed with the school along with a FIELD TRIP ROSTER prior to each field trip or excursion. (Appendix N & O)
- (C) The person responsible for supervising the activity should complete the form, REQUEST FOR APPROVAL OF FIELD TRIP/OUT-OF AREA TRIP AND/OR OVERNIGHT TRIP, in duplicate. (Appendix P)
- (D) Field trips beyond the 150 mile zone or which extend overnight must be approved in advance by the Assistant/Associate Superintendent for Instruction.
- (E) The Principal or designee should review the activity, and, if approved, should sign the form and forward the original to the Assistant/Associate Superintendent of Instruction.

1.2.1.4.1 Overnight trips for student activities must be limited to those situations where the activity clearly requires an overnight stay by the student.

### 1.2.1.4.2 Out of the Country

Section 35220 of the California Education Code must be reviewed by the administrator in charge at the local school whenever any trip outside the country is contemplated.

1.2.2 For overnight trips, the request shall be in writing to the Principal who will review the proposal using the established district criteria. If the Principal recommends approval, a complete itinerary, cost breakdown, and educational objectives will be forwarded to the Assistant/Associate Superintendent for Instruction, no later than:

- (A) Twenty (20) days prior to an overnight trip which is less than three (3) school days long and is not out-of-state.
- (B) Fifty (50) days prior to an overnight trip which is longer than three (3) school days or out-of-state.
- (C) Nine (9) months prior to trips out-of-country (except trips to Mexico).

1.2.3 For trips longer than three (3) school days or out-of-state, the Office of the Assistant/Associate Superintendent for Instruction will prepare a Board report including all appropriate information for presentation to the Board of Trustees for approval.

1.2.4 The Office of Assistant/Associate Superintendent for Instruction will review the request to assure compliance with all applicable laws, Board rules and regulations.

- 1.2.5 No action shall be taken to raise funds or publicize the trip in any way until approval is received from the Office of the Assistant/Associate Superintendent for Instruction.
- 1.2.6 The Office of the Assistant/Associate Superintendent of Instruction will notify the Principal of the school of decision. (If the District funds are to be used for the purchase of admissions, a copy of a special form with the appropriate approval signature should be attached to the requisition necessary for the admission purchase).
- 1.2.7 Supervision:
- (A) At least one (1) certificated person (of Board approved coach in the case of athletics) must be given the responsibility of supervising all aspects of the trip.
  - (B) The instructor and school club volunteer supervisors will donate their services and time for the purpose of supervision of the participating students outside the regular school day.
  - (C) Each group of pupils shall be supervised by one or more certificated employees (or Board approved coaches in the case of athletics) of the District unless otherwise approved by the Principal.
  - (D) Parents and other adult participation on school journeys are highly recommended to assist in pupil supervision, but this may not be substituted for the supervision of a certificated employee of the District.
  - (E) The number of participating adults should be approved by the administrator in charge and determined by the teacher as it relates to class needs.
  - (F) In general, the capacity of the bus, the number of seats available after pupil needs are met, and restrictions at the trip's destination will determine the number of adults who may accompany the class.
  - (G) As a general guideline, the ratio of adults to pupils should be less than one adult to fifteen (15) students.
  - (H) For all overnight trips, all chaperones should be provided with the following guidelines.



# Appendix