

Basic Tips for Club Management

1. Club constitution: national clubs use a national constitution and are eligible to assess dues. On-site clubs will write an individual club constitution and may not assess dues.
2. School and Community Service Project: 1 per year
 - a. must involve at least ten students
 - b. minimum of three hours
 - c. required if ALL organizations/clubs
 - d. school transportation cannot be used
3. Clubs can donate toward a school project but cannot use the contribution as credit toward service projects.
4. Budgets can be revised as often as necessary
 - a. overestimate fundraisers at the beginning of the year. If you do not get to them then it is OK>
 - b. if a proposed event is not listed in the budget, the budget must be revised to include those proposed events.
5. When money is received from a student the advisor must provide a receipt to the student showing the money has been received. A receipt book for each club is in the front pocket of each club binder. Each receipt number will be used when recording club account.
6. Money received needs to be deposited with the finance clerk. DO NOT hold money in your classroom. The advisor is responsible for the money until it is deposited into the club account.
7. The sequence of events fro an event/activity is as follows:
 - a. submit a completed event request form to the Activities office for ASB approval and to be placed on the activity calendar
 - b. no two similar club events may occur concurrently to avoid competition
 - c. complete a request for an ASB purchase order, submit it to the Activities office for the items required and attach the vendor quotation
 - d. if necessary, complete a cash box request form and submit it to the finance clerk
 - e. once the purchase order # has been received from the finance clerk, place the order
 - f. after the items have been received, submit a check request with the invoice attached, to the finance office for payment. KHSD maintains a NO PRE-PAYMENT POLICY
 - g. no invoices will be paid without first submitting a purchase order with a vendor quotation attached – NO EXCEPTIONS!!!
8. Any monies not supported through the club but through ASB must be presented to the Activities Director and placed on the ASB agenda for approval at the next regular meeting.