



## ASB Club Signature Card

**(PLEASE PRINT)**

Fiscal Year: \_\_\_\_\_

Name of Club: \_\_\_\_\_

Name of Advisor: \_\_\_\_\_

Signature of Advisor: \_\_\_\_\_

Email \_\_\_\_\_ Contact # \_\_\_\_\_

Anyone else authorized to deposit funds and/or request information and/or disbursements:

\_\_\_\_\_

Club Account Number (s)

Acct # \_\_\_\_\_ Account Title \_\_\_\_\_

Acct # \_\_\_\_\_ Account Title \_\_\_\_\_

Acct # \_\_\_\_\_ Account Title \_\_\_\_\_

Acct # \_\_\_\_\_ Account Title \_\_\_\_\_

The advisor will act as a liaison to the faculty, administration, student body and community in matters relating to ASB, and keep the principal/school administrator and staff apprised of the organization's activities.

Responsibilities:

- Providing guidance and direction, and being knowledgeable about how ASB's operate so legal responsibilities are understood.
- Overseeing the election/selection of officers and committee chairs, as well as ensuring that they understand and carry out their duties.
- Approving expenditures along with the student representative and the board designee.
- Ensuring that the clubs are meeting and keeping minutes.
- Reviewing with the students all budgets, financial reports and transactions.

- Working with the students when preparing the annual budget and revenue projection estimates for fundraisers.
- Ensuring that only valid expenditures are made and authorized from the different clubs' funds.
- Ensuring that the club has a constitution in place and follows it.
- Providing supervision to ensure students safety and compliance during activities.
- Ensuring that student organizations secure in a school safe or locked secure location any cash collected after hours and on non-school days.
- Ensuring that proper cash control procedures are established and followed at all times.

When any ASB organization or club holds fundraising events, the ASB advisor is responsible for ensuring that adequate planning and internal controls are established and that all of the funds are properly accounted for and given to the ASB bookkeeper with all the necessary paperwork at the end of the event. Regardless of the age of the students in the organization, it is important that they be involved as much as possible in the various responsibilities so that student body activities serve not only as fundraisers but also learning opportunities.

**Upon receipt of your completed signature card you will receive current balance information for your accounts as well as, updated forms for Request for Purchase Order, Request for Check, Request for Fundraiser, Request for Cash Box, and Deposit Slips.**

**Purchase Order** – when you will be ordering items or you need authorization to purchase on account.

**Request for Check** – For a specific amount for purchases or reimbursement.

**Request for Fundraiser** – Must be submitted at least 3 weeks prior to event.

**Request for cash box** – need 24 hours' notice, amount/denominations needed, time and date of event.

**Deposit Slips** – To deposit club funds. Funds should be deposited within 24 hours of receipt, but no longer than 72 hours from receipt.