

WESTVIEW WOLVERINES

2020-2021 ASB Club Renewal Form

We are excited that you plan to continue your club next year and we look forward to working with you! There are **three** forms that must be turned in for your club to be renewed. This form, completed with accurate and final information, a new **budget form** regarding how much you plan to spend in the oncoming year so that ASB can be aware of your financial plans, and lastly, all presidents and advisors must read and sign "**Cliff Notes**" which will be in the forms tab of our website. Additionally, if you are changing any aspect of your club, please submit a revised constitution, which will also be linked on our website (www.westviewasb.com).

Club Name: _____

Club President (New/Old?): _____ Email: _____

Club Vice President: _____ Email: _____

Club Secretary: _____ Email: _____

Club Treasurer: _____ Email: _____

Advisor Name: _____

Meeting Location: _____

Meeting Time Dates and Times (WV Time/Lunch?): _____

Updated Club Description: _____

Financial Waiver

I have read and received the **Club Handbook**. I will follow the procedures listed and abide by the regulations. If for any reason, rules or regulations are not followed, ASB and Finance have the right to freeze my account, which will not allow funds to be received or distributed until the organization/club is back in compliance.

Advisor Signature: _____ Date: _____

IMPORTANT

Any major club decision must be discussed during club minutes and must be documented. One copy must be sent to ASB. If a club continuously fails to turn in their club minutes, ASB and Finance have the right to freeze your account which will not allow funds to be received or distributed until the organization is back in compliance. Also remember that **all flyers posted around campus must first be approved by ASB** with the Westview stamp and one copy must be put in the ASB "Club In Basket" to be filed in your folder. All advertising must be taken down by your club in a timely manner.

BY SIGNING THIS CONTRACT I AGREE TO ABIDE BY ALL THE RULES AND REGULATIONS STATED ABOVE AND IN THE CLUB HANDBOOK.

Advisor Signature: _____ Date: _____

President Signature: _____ Date: _____

Club Renewal Window: May 2020 (Fourth Quarter) - October 2020 (First Quarter)

The Poway Unified School District (PUSD) is an equal opportunity employer/program and is committed to an active Nondiscrimination Program. PUSD prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. For more information, please contact the Title IX/Equity Compliance Officer, Associate Superintendent of Personnel Support Services, Poway Unified School District, 15250 Avenue of Science, San Diego, CA 92128-3406, 858-521-2800, extension 2761.

WESTVIEW **W** WOLVERINES

2020-2021 ASB Finance Cliff Notes

- _____ 1. Club funds are legally owned by the students. A Student signature (club member) on all purple sheets is required to spend club funds.
- _____ 2. ASB is not a credit agency. You cannot spend money you do not have. Reimbursements will not be made unless the club account has the funds to cover the expense. If you need to order items at the beginning of your season and don't have the funds, see the ASB Director and arrangements will be made.
- _____ 3. Pre-approval of purchases over \$500 should be obtained. This is done through the purple form as a P.O. When payment needs to be made, turn in the invoice to Finance and payment will be made without a 2nd purple form. Exception to this is coaching wages paid by the District and reimbursed by your ASB account.
- _____ 4. If your club pays for coaches, anticipate the amount that will be required and make sure that amount is available in your account.
- _____ 5. We are under the watchful eye of the District Office and the Auditors. These are not new requirements, just ones that we must now comply with.

2020-2021 Club Advisor Cliff Notes

- _____ 1. **MEETINGS** - Advisors must be present.
- _____ 2. **VISITORS** - Clubs are only allotted 1 guest visitor per quarter on campus (2 per semester)
- _____ 3. **OFF CAMPUS EVENTS** - require advisor to be there and there are forms to fill out
- _____ 4. **MEETING MINUTES** must be taken and emailed to wwinterclub@gmail.com or placed in the ASB inbox to be filed in your binder. They are proof to an auditor that this club is active and exists – they want to know kids are making the decisions. Minutes MUST reflect all student expenditures. *(We were audited last year and the auditor pulled club binders to look over all paperwork – it happens!)*
- _____ 5. **ACTIVITY / FUNDRAISER REQUEST FORMS** for on and off campus solicitations MUST be submitted. There are quite a few laws and regulations surrounding fundraising activities – we are required to have an adequate audit trail to protect YOU. We can better help guide if we know what you would like to do.
- _____ 6. **CUSTODIAL REQUEST FORM** - Clubs requesting a table/tables and/or chairs in the quad for any event must submit one. They are in the ASB room.

Please have advisor initial each line above, sign and date below and return with advisor handbook signed form.

Club Name: _____

Advisor: _____ Date: _____

Club President: _____ Date: _____

WESTVIEW WOLVERINES

2020-2021 Club Budget

Club Name: _____ Year: _____

Income:

Type of Income	Estimated
Donations	
Fundraisers	
Club Rush Sale (items...)	
Awards, Grants	
Subtotal:	

Expenditures:

Type of Expenditure	Estimated
Equipment	
Apparel	
Supplies	
Banquet	
Conferences	
Subtotal:	

Total (Income - Expenditures): _____ (cannot be negative)

This budget was approved and recorded into minutes on (date): _____

Club President (print): _____ (sign): _____

Club Treasurer (print): _____ (sign): _____

Advisor (print): _____ (sign): _____