Greetings Club/Organization/Class Sponsor!

You play an important part in the activities and morale of Roosevelt High School. Thank you for taking the time to provide our students here at RHS with a great and memorable stay! Your commitment to them means a lot and it truly is helping our campus culture become stronger and more spirited. We are already in September and before you know it graduation will be just around the corner.

I have spent the last couple of weeks updating our Club/Organization Activities Handbook. In order to facilitate your dedication and hard work, here are just a few tips and FYI’s that you might find important!

PLEASE make sure to…

✓ Look up your section in the handbook. It has the description of your duties.
✓ Sign all forms (check requests, deposit slips, minutes, and bulletin notices).
✓ Secure permission slips for off-campus activities. This information must be submitted to the Activities Office (EAH: Room 111) in order to secure it on the Master Calendar. All trips must be cleared through one of our Vice Principals or Principal.
✓ If you are planning an event that requires security, supervision, police, custodians, fire protection or transportation, it must be cleared through a Vice Principal.
✓ Any event or activity that your club decides to sponsor **MUST** be cleared through the Activities Office (EAH: Room 111).

…& to keep things a little more organized please make sure to also…

✓ Maintain communication with me through “Outlook” (preferably) or X- 35313.
✓ Provide me with at least a week in advance e-mail notice if you need signs or banners made for your club/organization (please include the information that you want your sign to read).
✓ Run any flyers, posters, or signs through me for approval before you pass them out or post them. We will begin to stamp these and sign them off in EAH: Room 111.
✓ Keep good communication with your club rep. & have him/her attend the mandatory monthly ASB Inter Club Council meetings that our Club Commissioner, Clarisa Vázquez and ASB Vice-President, Ángela Venegas, will host. I will provide you with those dates ASAP!

Thank you for everything that you do!!! Please don’t hesitate to contact me if you have any questions or concerns.

With Green & Gold Spirit,

Néstor R. Cerda
RHS Campus Culture Director
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Student Body Financial Procedures

The Fresno Unified School District and the Education Code authorizes the Student Body Fund at the site level to handle all tax exempt fund raising activities on behalf of the students. No other accounts are legally authorized. To those of you who plan on fund raising activities, (sponsors of clubs, classes, or coaches) the following information is provided.

DEPOSIT OF FUNDS

- **ALL** money allocated for **ANY** fundraiser, event, or donation **MUST** be turned in to the Student Body Financial Office and deposited into a designated account on a regular basis. Money (cash/money orders/cashier’s checks) collected for fundraisers may not be used to purchase more goods.

- All deposits, whether donations or money from a sale must be accompanied by a Cash Count Deposit Form (see appendix). Funds will not be accepted without this form. Checks must be made out to Roosevelt High School!

- Donations must be accompanied by a Donation to ASB Form (see appendix). A Gift Proposal Request must be accompanied by a receipt for the amount of the donation, whether monetary or in the form of goods to sell.

- All currency must be facing the same direction. All coin must be wrapped in coin wrappers. Loose coin will only be accepted at the end of your fundraiser. Coin wrappers are available in the Financial Office.

- A receipt will be given to the sponsor of the club.

REQUEST FOR FUNDS

Requesting funds from a particular account are possible in a variety of options:

- **ASB Purchase Request Approval Form** – (See appendix) This may be used to request payment on an invoice which was incurred by way of P.O. or if a club Sponsor will be making an expenditure and would like reimbursement. In either case, paperwork should accompany the request, in the form of invoice, original store receipt, etc., unless other arrangements have been made in advance.

- **Request for Cash Box** – (Only: RSA, Athletics, & ASB: upon approval of Cerda or Paniagua) If the need arises, cash/change for a specific sales event may be requested by filling out the “Request for Cash Box” (see appendix). This should be submitted at least 24 hours prior to the event. The amount requested should be returned immediately after the sale along with the profit. All clubs should own their own cash box.
Request for Transfer of Funds – This is a transaction that occurs on paper between two activity accounts. For example, the Student Activities purchases soda from the Student Store for an event and would like the payment transferred from account to account without actual money changing hands. Both activity sponsors must agree to the transfer before it may take place. Arrange the transfer with the Financial Technician.

Note: Locked moneybags and cash boxes are available on loan from the Financial Office upon your request.

Student Body Clubs & Organizations

If (1) it can be demonstrated that the need exists for a new club, (2) enough students express sincere interest in inaugurating and maintaining it, (3) faculty sponsorship can be secured, and (4) certain formal requirements are met, it is possible to organize a new club within the student body framework. THIS DOES NOT APPLY TO CLASSROOMS (It is against the law and appropriate actions will be taken).

Two organizational steps are necessary:

1. A petition must be presented to the Student Senate. The petition must state specifically the purpose, names, dues and membership requirements of the club. The petition must be subscribed to by at least fifteen members of the Associate Students at Roosevelt High School. The signers of the petition should include a fair proportion of sophomores and juniors in order to assure the continuance of the club from year to year.

2. After approval of the petition by the Student Senate (a representative of the organization must appear at the Student Senate meeting), the organizers must write a club constitution and file it along with the petition with the Activities Director.

Pages 6-13 are documents and samples needed to organize your club and write the constitution. You may use these forms or obtain a set from the Financial Office.

Class Sponsor Duties

Each Class (Senior, Junior, Sophomore, Freshman) has a sponsor to coordinate class activities. Following is a list of their duties.

-2-
General Duties for all Sponsors:
1. Help chaperone all class sponsored activities
2. Organize & supervise your class fund raising events
3. Sponsor a noontime activity during Homecoming
4. Sponsor a booth during Mardi Gras
5. Attend Student Council (ASB) meetings (when possible)
6. Advise your Class Officers
7. Chair and lead your class meetings
8. Arrange for a Homecoming float, activity, skit, or choreography
9. Elect new officers in May for the following year (except Senior Sponsor)

Freshman Class Sponsor Duties
1. Arrange for elections of officers in Sept.
2. Sponsor the Valentine’s Dance in Feb.
3. Help Supervise Homecoming Events

Senior Class Sponsor Duties
1. Help in organization of Graduation
2. Help in organization of Senior Farewell
3. Arrange Grad Nite
4. Select Senior Plaque and Class Gift(s)

Sophomore Class Sponsor Duties
1. Sponsor the Winter Formal
2. Help Supervise Homecoming Events
3. Select Senior Announcements
4. Order Senior T-shirts & Sweatshirts
5. Help in organization of the Senior Brunch
6. Provide Monthly Event Information
7. Help Supervise Homecoming Events

Junior Class Sponsor Duties
1. Sponsor the Jr./Sr. Prom in May
2. Help Supervise Homecoming Events

Club Sponsor Duties

Each Associated Student Body Club must have a sponsor who is a member of the Roosevelt High School Staff. Below is a list of their duties:

1. Sponsors will attend all formal meetings and activities of their group unless a reliable substitute is found.
2. Sponsors should ensure that the club devote a part of their program or formulate a project that would benefit Roosevelt High School.
3. Sponsors will provide leadership in keeping the Activities office informed and ensure that the following is turned in to the Activities Director:
   - Club Constitution
   - Club/Organization Charter form
   - List of Club Officers
   - List of active members
   - Appropriate fundraising forms (filled out) the day before an ASB meeting
   - Early notice if signs need to be made
   - Club Sobriety Contract
4. Sponsors will clear all bus requests and field trip requests through the Assistant Principal.
5. Sponsors must provide bulletin information to the secretary in the main office by 11:00 AM the day before at the latest.
2014-2015 Class Sponsors

Senior Class Sponsor – Néstor R. Cerda
Junior Class Sponsor – Yvette Vásquez
Sophomore Class Sponsor – Gretchen Saldaña
Freshman Class Sponsor – Óscar Barragán

2014-2015 Student Senate Members

For the Roosevelt High School
Associated Student Body

President ............................................................... Raquel Romo
Vice President ........................................................... Ángela Venegas
Treasurer ................................................................. Adriana Mendoza
Secretary .................................................................... Adelina De Alba
Commissioner of Activities ............................................... Roxanna Ortiz
Commissioner of Clubs ...................................................... Adriana Pantoja
Commissioner of Athletics for Boys .................................. Vanessa Arce
Commissioner of Athletics for Girls ................................... Atrahy Ruiz
Commissioner of Assemblies .............................................. Shauwnique Wylie-Cross
Commissioner of The Human Element .............................. Ángel Maldonado
Commissioner of Rallies .................................................... Jénnifer Galicia
Commissioner of RSA ...................................................... Anabel Quintero
Commissioner of Link Crew

For the Roosevelt High School
Class Officers

<table>
<thead>
<tr>
<th>Class</th>
<th>President</th>
<th>Vice President</th>
<th>Secretary</th>
<th>Treasurer</th>
<th>School Site Council Rep.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>Cindy Arechiga</td>
<td>Saúl Pacheco</td>
<td>Kelsey Hershey</td>
<td>Valeria Mora</td>
<td>Wendy Vásquez</td>
</tr>
<tr>
<td>2016</td>
<td>Georgiana Rodríguez</td>
<td>Saraí Ventura</td>
<td>Salvador Flamenco</td>
<td>Sherry García</td>
<td>Ruby Olea</td>
</tr>
<tr>
<td>2017</td>
<td>Alexis Luján</td>
<td>Alondra Velasco</td>
<td>José Huerta</td>
<td>VACANT</td>
<td>Mariah Duarte</td>
</tr>
<tr>
<td>2018</td>
<td>Hnub Lee</td>
<td>Samantha Aldana</td>
<td>Susana Baltazar</td>
<td>Priscilla Quintero</td>
<td>Ashley Yang</td>
</tr>
</tbody>
</table>
### Approved Clubs & Organizations

<table>
<thead>
<tr>
<th>CLUBS</th>
<th>SPONSORS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anime Club</td>
<td>Debbie Roberts</td>
</tr>
<tr>
<td>AVID</td>
<td>Nathan Boldt</td>
</tr>
<tr>
<td>Bass Fishing Club</td>
<td>Mike Spencer</td>
</tr>
<tr>
<td>Californians for Justice</td>
<td>Daniel Jeung</td>
</tr>
<tr>
<td>CSF</td>
<td>Sophia Norman &amp; Kim Clarke</td>
</tr>
<tr>
<td>Class of 2015</td>
<td>Néstor R. Cerda</td>
</tr>
<tr>
<td>Class of 2016</td>
<td>Yvette Vásquez</td>
</tr>
<tr>
<td>Class of 2017</td>
<td>G. Saldaña &amp; N. Cerda</td>
</tr>
<tr>
<td>Class of 2018</td>
<td>O. Barragán &amp; N. Cerda</td>
</tr>
<tr>
<td>Creative Writing Club</td>
<td>Nicole Valentine</td>
</tr>
<tr>
<td>Daisy Chain &amp; Ushers</td>
<td>Néstor R. Cerda</td>
</tr>
<tr>
<td>Ecology Club</td>
<td>Valerie Silva</td>
</tr>
<tr>
<td>Ex-Libri</td>
<td>Jessica Jones</td>
</tr>
<tr>
<td>Fellowship of Cristian Athletes</td>
<td>Matt Brown &amp; Rochelle Flores</td>
</tr>
<tr>
<td>FHA-HERO</td>
<td>Michelle Stetsko</td>
</tr>
<tr>
<td>Gay Straight Alliance</td>
<td>Diana Alford</td>
</tr>
<tr>
<td>Guitar/Songwriter’s Club</td>
<td>Richard Woods</td>
</tr>
<tr>
<td>Health Academy</td>
<td>Becky Pfeiffer</td>
</tr>
<tr>
<td>Hmong Club</td>
<td>Mayia Yang</td>
</tr>
<tr>
<td>Hmong Dance Club</td>
<td>Vungping Yang</td>
</tr>
<tr>
<td>Business Academy</td>
<td>Becky Pfeiffer</td>
</tr>
<tr>
<td>Link Crew</td>
<td>Néstor R. Cerda</td>
</tr>
<tr>
<td>Mixed Martial Arts</td>
<td>Craig Cleveland</td>
</tr>
<tr>
<td>Scrapbooking Club</td>
<td>Lisa Bundy</td>
</tr>
<tr>
<td>Senior Legends</td>
<td>Y. Vásquez &amp; S. Norman</td>
</tr>
<tr>
<td>Set Apart</td>
<td>Steve Altschuler</td>
</tr>
<tr>
<td>Talented Ten</td>
<td>Jamillah Finley</td>
</tr>
<tr>
<td>Young Hmong Scholars</td>
<td>Paj Ia Thao-Treviño</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ORGANIZATIONS</th>
<th>SPONSORS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASB</td>
<td>Néstor R. Cerda</td>
</tr>
<tr>
<td>AVID 12th</td>
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<td>AVID 11th</td>
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<td>AVID 10th</td>
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<td>AVID 9th</td>
<td></td>
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<tr>
<td>Boys’ Baseball V</td>
<td></td>
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<tr>
<td>Boys’ Baseball JV</td>
<td></td>
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<tr>
<td>Boys’ Basketball</td>
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<tr>
<td>Boys’ Soccer</td>
<td>Joey Muñoz</td>
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<tr>
<td>Boys’ Volleyball</td>
<td>Jeff Haas</td>
</tr>
<tr>
<td>Color Guard</td>
<td>Taylor Ledak</td>
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<tr>
<td>Cross Country</td>
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<tr>
<td>Girls’ Golf</td>
<td>Mike Spencer</td>
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<tr>
<td>Girls’ Softball</td>
<td>Rochelle Flores</td>
</tr>
<tr>
<td>Girls’ Volleyball</td>
<td>Jeff Haas</td>
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<tr>
<td>Business 12th</td>
<td>Steve Altschuler</td>
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<tr>
<td>Business 11th</td>
<td>Mark Alatorre</td>
</tr>
<tr>
<td>Business 10th</td>
<td>Saima Trillo-Núñez</td>
</tr>
<tr>
<td>Lacrosse</td>
<td>Steve Altschuler</td>
</tr>
<tr>
<td>Los Danzantes</td>
<td>Mark Alatorre</td>
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<tr>
<td>Pep &amp; Cheer</td>
<td>Saima Trillo-Núñez</td>
</tr>
<tr>
<td>Rough Rider Band</td>
<td>Taylor Ledak</td>
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<tr>
<td>Rough Rider Color Guard</td>
<td>Taylor Ledak</td>
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<td>T.A.P.</td>
<td>Saima Trillo-Núñez</td>
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<tr>
<td>Theater</td>
<td>Kathy Koch</td>
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<tr>
<td>Varsity Cheer</td>
<td>Saima Trillo-Núñez</td>
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<tr>
<td>Virtual Enterprise</td>
<td>Linda J. Voth</td>
</tr>
<tr>
<td>Water Polo</td>
<td>Ashley Obeso</td>
</tr>
</tbody>
</table>

Clubs that turned in their Paperwork  
As of 08/2014
I, ___________________________ request that ________________________________
Name of Student Representative          Name of Club/Organization
be considered for school affiliation. I understand that the following legal requirements and school regulations are now being observed and will continue to be observed in the future.

1. All school-affiliated clubs shall have open membership to RHS students.
2. A school sponsor will be in attendance at all club/organization functions.
3. The primary objectives of school-affiliated clubs are either educational or service oriented. One service project must take place per year. Clubs whose major purpose is social will not be recognized.
4. Club approval must be renewed annually.
5. No initiations of any kind are permissible under state law.
6. All school-affiliated clubs must have a written constitution on file at the ASB office.

This charter is subject to all regulations applicable to student organizations and conditions stated in the application for a charter. Violation of any of these provisions will be sufficient cause for a charter to be revoked.

Signature of Student Representative          Date

For ASB Use Only

In accordance with the authority vested in the Student Council/Senate by the constitution of the Associated Student Body of Theodore Roosevelt High School, this charter is hereby:

_____ Approved

_____ Denied     Explanation: ____________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Signature of ASB President          Date
Article I - Organization

The name of this organization will be: _____________________________________________

The purpose of this organization is to: ___________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

We will accomplish this by: ______________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Our sponsor will be: _____________________________________________________________
(Must be an employee of Roosevelt High School)

Meetings will be held on: ____________________________ at ____________________ in __________
Days   Time     Room

We will be affiliated with the following community organization(s):

Name of Organization: ___________________________________________________________

Address: ___________________________________________ City: ____________________

Contact Person: ___________________________ Phone: ____________________________

Article II - Membership

➢ All members of this club/organization must be a member of the Theodore Roosevelt High School Student Body.
➢ Members must meet the following Grade Point Average (GPA) and attendance requirements to qualify for membership (if applicable):

GPA: ___________________ Attendance: ____________________________________________


**Article III – Officers & Elections**

Officers shall be elected by: ______________________________________________________

Officers must fit the following criteria (i.e., member of Senior Class, etc.): ________________________________

Duties of Officers are as follows:

**President:** Directs meetings, represents the club
Other: _______________________________________________________________________

**Vice-President:** Assumes the role of president in his/her absence
Other: _______________________________________________________________________

**Secretary:** Records the minutes of each meeting
Other: _______________________________________________________________________

**Treasurer:** Collects, issues receipts and records ALL money transactions for club
Other: _______________________________________________________________________

**Article IV – Financial Activities**

Funds will be raised by: _________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Funds will be used for: ________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Submitted by:

_____________________________________________________________________________

_____________________________________________________________________________

_______________________________  ______________________________
Signature of Sponsor  Signature of Student Representative

_______________________________  ______________________________
Date  Date
Roosevelt High School
Officer Names & Addresses for

________________________________________
Name of Club/Organization

PRESIDENT
Name: _____________________________________  ID Number: __________________
Address: _____________________________________________________________________
City, State, Zip: _____________________________  Phone: _________________________

VICE-PRESIDENT
Name: _____________________________________  ID Number: __________________
Address: _____________________________________________________________________
City, State, Zip: _____________________________  Phone: _________________________

SECRETARY
Name: _____________________________________  ID Number: __________________
Address: _____________________________________________________________________
City, State, Zip: _____________________________  Phone: _________________________

TREASURER
Name: _____________________________________  ID Number: __________________
Address: _____________________________________________________________________
City, State, Zip: _____________________________  Phone: _________________________

CERTIFICATED SPONSOR
Name: _____________________________________________________________________
Address: _____________________________________________________________________
City, State, Zip: _____________________________  Phone: _________________________
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<th>Name:</th>
<th>Student ID #:</th>
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</table>
Student Council Meeting Minutes

Date, Time & Location of Meeting

1. The meeting was called to order by ___________________________ @ _____________

2. The minutes of the previous meeting held on ___________________________ were: _____read and approved or _____corrected and adjusted

3. The following purchases were pre-approved (list individually or attach a copy of Purchase Order Log or Cash Disbursement Ledger).

<table>
<thead>
<tr>
<th>P.O. or Check #</th>
<th>Vendor</th>
<th>Amount</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

Motion Approved: _____________________ Disapproved: _____________________

Motion moved by: _____________________ Seconded by: _____________________

4. The following activities were approved (list individually or attach activity and/or Fund Raising Recap sheet).

<table>
<thead>
<tr>
<th>Activity Date(s)</th>
<th>Club/Organization</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

5. Communication and Reports (attach summary)
   - ASB Officers, ASB Commissioners, & Class Officers

6. Old Business (attach summary)

7. New Business (attach summary)

Attach a list of all persons present at this meeting including students, faculty, staff members and guests.

Meeting was adjourned at ________________.

__________________________________________  __________________________
Signature of Secretary                      Date
Roosevelt High School
Club Minutes

____________________________________________________
Name of the Club

____________________________________________________
Date, Time & Location of Meeting

1. The meeting was called to order by ___________________________ @ _____________

2. The minutes of the previous meeting held on __________________________________
   were: _____read and approved or _____corrected and adjusted

3. The following purchases were approved (list individually & add a copy of the P.O.)

<table>
<thead>
<tr>
<th>P.O. #</th>
<th>Vendor</th>
<th>Amount</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

4. The following invoices were submitted for payment:

<table>
<thead>
<tr>
<th>Check #</th>
<th>Payable to</th>
<th>Amount</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

5. Communication and Reports of Club Officers (attach summary)

6. Old Business (attach summary)

7. New Business (attach summary)

Attach a list of all persons present at this meeting including students, faculty, staff members and guests.

Meeting was adjourned at ________________.

Signature of President/V-President: ___________________________ Date____________
Signature of Secretary: ___________________________ Date____________
Signature of Club Sponsor: ___________________________ Date____________
Roosevelt High School
Club Constitution Outline

Preamble: The preamble consists of a brief statement of the aims and purposes of the organization

Article I: Organization
- Name of Organization
- Purpose and means of accomplishment (if preamble is omitted)
- Time, place, and frequency of meetings
- Definition of quorum

Article II: Membership Eligibility
- Must be a student body member
- States Grade Point Average (GPA) that a member must have to qualify for membership
- States attendance eligibility a member must maintain to qualify for membership
- States administration and faculty are honorary members of the ASB

Article III: Officers and Elections
- Titles and Duties of Officers
- Election of Officers
- Term of Office
- Requirements for eligibility (e.g. GPA, attendance)
- Appointment of committees

Article IV: Student Council (ASB) Representatives
- Method of selection
- Qualification for eligibility
- Term of office
- Duties

Article V: Appointment of Certificated sponsor by superintendent, principal, faculty, or student council

Article VI: Financial Activities
- Budgets
- Revenues
- Disbursements
- Statements & Reports

Article VII: Constitutional Amendments
- Method of origination
- Requirements for adoption (e.g., vote requires amendments to be approved)

Article VIII: Effective Date
Basic Fund Raising Procedures

The following list is intended as a reminder of procedures for all clubs and activity sponsors who are involved in Fund Raising.

1. The club/activity sponsor (not a student) must complete a ASB Fund-Raising Event Request for Approval Form (see appendix). This form is available in the Financial Office. Club minutes and club approval must be attached to the request.

2. After a request has been approved by the ASB cabinet and recorded on the fundraising calendar (kept in the Financial Office & EAH: Room 111) a ASB Purchase Request Approval Form may be requested (see appendix). The Purchase Request must be obtained prior to any orders being placed.

3. If merchandise is being delivered to the school, request delivery to take place between the hours of 8:00 AM and 4:00 PM. The office must be notified about the delivery. Keep in mind the holiday calendar.

4. Use the ASB Cash Count Form (see appendix) to turn in your cash: Follow the procedures on the form. Money will not be accepted without this breakdown. A receipt will be placed in the box of the club sponsor.

5. Forward all bills for merchandise to the Financial Office as soon as they are received. Attach a Purchase Request for Payment (see appendix) to the invoice/bill.

6. A Revenue portion of the Fund Raiser application must be completed at the end of your fundraiser. If this is not completed two work days after the fundraiser ends, you will be charged $5.00 by ASB for each day that your club is late (will not exceed $25.00). These privileges can be lost.

Fund Raising Time Limits

Fund Raisers can only last one month. Day one begins on the date that is approved by ASB. The Activities Director will notify all sponsors by e-mail, whether it was approved or if changes need to be made due to conflicting schedules or items being sold. These fund raisers require providing the Financial Office with a monthly inventory (incoming and outgoing merchandise log), daily cash deposits to match your outgoing sales, and possible audit from Fresno Unified School District personnel. To avoid this type of record-keeping, keep your fundraiser limited to one month. Failure to do so will result in termination of fundraising privileges.

Roosevelt is a Pepsi School!
RHS is under contract with Pepsi Corporation to sell only Pepsi Products. Do not sell any other brand.

Do not use Your Profit to buy Merchandise!
True profit can only be shown by complete deposits for goods sold. If you do not use an ASB Purchase Request Approval Form to obtain goods sold, you must have your own money and request reimbursement.

Choose a Unique Fund Raiser!
Check the Fundraising Calendar in the Financial Office or EAH Room 111 to find out what other fundraisers are being held during the same time frame you will be holding your own (these are e-mailed to the advisor after every ASB meeting). Choose something different. This will ensure a more successful activity.
Appendix
Important Forms
(*These Forms will be sent through e-mail)

I. Club Information Sheet*
II. ASB Budget Development Form*
III. Laws Regarding Food Sales to Students*
IV. ASB Fund-Raising Event*
V. ASB Purchase Request Approval Form*
VI. Revenue Potential Form*
VII. ASB Cash Count Form*
VIII. ASB Detailed Cash Collection Form*
IX. Summary Recap – ASB Deposit*
X. ASB Ticket Sales Control Sheet*
XI. Receipt Book Log*
XII. Donation to ASB Form*
XIII. Field/Study Trip Planning Sheet*
XIV. Request for Approval of Field Trip Involving Students*
XV. RHS On Campus Activity Permission Form (in packet)
XVI. RHS Field Trip Permission Form (in packet)
XVII. RHS Calendar/Facilities Request Form (in packet)
XVIII. Request to Carry Over Excess Ending Balances*
XIX. Proper ASB Fundraising & Expenditures for Teachers*
Roosevelt High School
On Campus Activity Permission Form

This form is designed for on-campus use only. If students need to get out of class for an on-campus activity, this form must be filled out and submitted to the attendance clerks a minimum of 24 hours in advance. Students must have signed permission from each of the teachers whose classes they will be missing in order to be cleared of any absences. This form will help to ensure that only deserving students are allowed to miss class for on-campus activities.

Student Name: _________________________ Date of Activity: ______________

Sponsor’s Name: ________________________ Student ID #: __________________

Sponsor’s Signature: ____________________ Home Phone #: ________________

Parent’s Signature: _____________________ Date: ______________

Activity: ________________________________________________________________

Club/Organization: ________________________________________________________

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<tr>
<th>Period</th>
<th>Subject</th>
<th>Yes</th>
<th>No</th>
<th>Teacher’s Signature (&amp; comments)</th>
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Roosevelt High School Field Trip Permission Form

Student’s Name: _______________________________ Date of Trip: __________________
RHS ID#: ___________________ Home Phone #: ___________________ Cell #: ___________________
Destination: ____________________________________________________________________________
Departure Time: __________________ Place: ____________________________________________________________________________
Return Time: ____________________________________________________________________________

Lunch: ___ Lunch available at School Method of Transportation: ___ Walking
___ Bring a Sack Lunch ___ School Bus
___ Lunch Available for Purchase ___ Private Auto
___ Other ____________________________________________________________________________

Sponsor: _______________________________ Office Approval: _______________________________

________________________ _____________
Signature of Parent/Guardian Date:

Parent Approval
To the principal of Roosevelt High School, Fresno Unified School District: I am the parent/legal guardian of the
above named student who has my permission to participate in the above described field trip.
Signature of Parent/Guardian: __________________ Date: __________________

Parent Please Note: It is necessary that parents specifically authorize their child to be included in this field
trip. While supervision for this event will be furnished by the school, parents are hereby advised that such
supervision by school personnel will occur only during the time period stated above. Although the school district
will take every precaution to assure the welfare and safety of your child while participating in this activity, it is
important you understand that the school district assumes no liability whatsoever in case of injury or accident.

Emergency Medical Authorization
(Parent/Guardian please complete)
Should it be necessary for my child to have emergency medical treatment while participating in this trip, I hereby
authorize Fresno Unified School District (FUSD) Personnel to use their judgment in obtaining emergency medical
services for my child. I further authorize any individual selected by FUSD personnel to render such emergency
medical treatment to my child as s/he may deem necessary and appropriate. I understand that the FUSD has no
district insurance which pays the medical or hospital costs that might be incurred on behalf of my child.
Consequently, I understand that any and all such costs shall be my sole responsibility. The FUSD has previously
made available to me student insurance which can be obtained at my own expense.

Signature of Parent/Guardian ___________ Address ___________

________________________ _____________
Day Time Phone # Night Time Phone #

Special Instructions regarding medical treatment: ____________________________________________________________________________

Sponsor, please check that this form is completed properly. Retain upper portion of form & keep available during field trip.

COPY FORM & RETURN MASTER COPY TO ASST. PRINCIPAL @ LEAST 1 DAY PRIOR TO ACTIVITY
Student Name: __________________ Date: __________________ Sponsor: __________________
Field Trip to: ____________________________

May Participate

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<tr>
<th>Period</th>
<th>Subject</th>
<th>Yes</th>
<th>No</th>
<th>Teacher’s Signature (&amp; comments)</th>
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Facility use and calendar posting of events requires a minimum of two weeks lead time. If you are planning to use the auditorium, please be sure to acquire the RSA signatures first. Please turn in the form to María Manzo in the main office.

Name of Event:  
Date(s) of Event:  
Name of Organization:  
Contact Person for Event:  
Phone # or Ext:  
Mailing Address:  
Facility Needed:  
Time/Period(s) Needed:  

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<tr>
<th>Special Equipment Needed:</th>
<th>☐ Microphone &amp; Speakers</th>
<th>☐ Overhead Projector</th>
<th>☐ Video Projector</th>
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<tr>
<td>(Check all that apply)</td>
<td>○ Stage</td>
<td>○ Screen</td>
<td>○ None</td>
</tr>
</tbody>
</table>

ASB Sound System is not available for check-out

Check all that apply and obtain signature(s)

- ☛ Required for Master Calendar
- ☐ Athletics
- ☐ Library Use
- ☐ Parent Community Events
- ☐ Auditorium/Little Theater Use
  *Need this signature first only if you are using the Auditorium or LT
- ☐ Cafeteria/Kitchen Use
- ☐ Custodian

- Néstor R. Cerda (Campus Culture/Activities Director)
- Larry López (Athletic Director)/Mark Gradoville (P.E. Chair)
- Jesica Jones (Librarian)
- Tony Días & María Núñez (Community Liaisons)
- Lori Gambero (RSA Dr.)/ Mike Kissel (Aud. Mgr.)
- Terri Spencer (Food Service Manager)
- John Corwin (Custodial/Plant Coordinator)

After this form has the required signatures, it will be returned to main office (Lorena Ramón) for Mr. Vargas’ final approval. A confirmation copy will be returned to you.

- ☐ Approved
- ☐ Disapproved

Ray Vargas (Vice Principal)