

## PURPOSE OF THE HANDBOOK

Dear Student Organization Advisor:

Congratulations! You have been selected by Sheldon High Students to serve as a student club or organization advisor. Members of the faculty are selected for these positions based on respect, trust, and the belief that the people they ask will serve their organization well. Finding a good advisor is more than fulfilling a requirement; it is finding a mentor, a person who is committed to helping these students grow as leaders.

It is an honor to be asked to serve as an advisor, but it is also important that you understand the additional demands that will be placed upon your time and energy. As you represent your organization, you will be:

- instrumental in developing Sheldon students as leaders both on campus and in their community.
- helping to prepare our students to achieve career goals as they learn to balance their co-curricular involvement with their academic pursuits.
- called on to be a motivator, challenger, energizer and role model.
- sharing the burden of concern for the student organization as its trials and successes become part of your own experience.

Overall, your involvement will provide a sense of direction for the organization and an opportunity for our students to realize their potential.

This handbook is designed to provide an overview of the co-curricular program at Sheldon High School. On the pages that follow, you will find guidelines and policies to be used in coordinating events as well as determining roles and responsibilities. This handbook has been compiled with the student and advisor in mind. It is intended to be of value to you.

I look forward to the opportunity of working with you to make our activities program work for everyone. Our goal for the year is total student and staff involvement. We need your ideas and energy to make this happen. Please feel free to bring your ideas, questions, or concerns to me. Your input is always welcome. This will be a great year because of you!!

Craig Grivel  
Director of Activities

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## ALMA MATER

From the top of the hill to the valley down below  
Our pride will shine in the sun.  
When day is done and the victor has won,  
The Huskies stand as one.  
Our Alma Mater strong and true,  
How loyal to thee we'll be.  
We will cheer at the might  
Of the Teal, Black, and White  
All hail to Sheldon High.

## **PHILOSOPHY OF THE ACTIVITIES PROGRAM**

The activities program lies at the heart of a comprehensive high school. The co-curricular program at Sheldon High is based on the premise that all students have something positive to offer and must be provided the opportunity to contribute. School sponsored activities provide a framework of experiences that develop leadership, fellowship and enhance awareness of social responsibilities. The participation of all individuals is vital to the success of the school as a whole.

# ORGANIZATION OF THE ACTIVITIES PROGRAM

## ACTIVITIES DIRECTOR RESPONSIBILITIES

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1. Directs the organizing and planning of school related activities.
2. Acts as the advisor to the student body organization and supervises student body elections.
3. Coordinates and oversees clubs and organizations.
4. Maintains the activity record of all students for record purposes.
5. Coordinates the student body record keeping.
6. Aids in the preparation of the activities budget.
7. Coordinates and approves all financial student body contracts.
8. Serves as a member of the Principal's Administrative Council.
9. Serves as a member of the site Leadership Team.
10. Teach the student government class.
11. Develop and maintain a campus-wide calendar of events.
12. Supervise school dances; assure compliance with site dance policies, District rules and regulations.
13. Assist new clubs with the development process; provide club advisor and officer training; coordinate planning and activities with advisors to student organizations.
14. Approves all posters and media to be distributed on campus.
15. Performs other duties as may be assigned by the Principal.
16. Informs students of school traditions and customs and adheres to them.

## CLASS AND CLUB ADVISOR RESPONSIBILITIES

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### GENERAL RESPONSIBILITIES

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#### Responsibilities Toward All Students

With respect to the student body at large, the advisor shall:

1. Interpret the aims and objectives of the club or organization for members and non-members.
2. Help students to make their own decisions, identify their own problems and goals, plan projects or activities, execute their own plans, and evaluate their own efforts.
3. Aid students in accepting responsibility for their own actions.
4. Welcome and listen to students' suggestions and ideas, especially on co-curricular activities of the school.
5. Assist students by clarifying points at issue on organization business.
6. Respect the confidence of students seeking counsel on personal problems.

## **Responsibilities Toward Organization Members**

The officers, chairman, and members of the organization will turn to their advisor for help in a number of specific ways. To aid these students the advisor shall:

1. Help the students define long-term goals, as well as short-term goals.
2. Counsel students on the best methods to be employed to reach specific objectives.
3. Suggest sources of information about the organization, new ideas for projects and activities, answer questions frankly, fairly, and objectively.
4. Inform students of school traditions and customs and adhere to them.
5. Supervise the completion of contractual obligations of the organization, especially those with local vendors, DJ's, etc., which may involve written contracts which the advisor or member of the administration may have signed.
6. Help students to weigh issues, to give consideration to all sides of a controversy, point out alternatives, aid in analyzing and simplifying complex situations.
7. Enforce reasonable precautions against injury to participants in organized activities.
8. Hold at least one meeting a month giving agenda and attendance roster to Club Commissioner in the Activities Office.
9. Follow up after each meeting of the organization to see if students are carrying out their assignments.
10. Insure that the provisions of the Sheldon High School constitution are carried out in spirit as well as form.
11. Supervise nomination and election of officers and members.
12. Train elected leaders to serve well.
13. Insure that rights of individual students are respected.
14. Inspire students to go on, even when failure appears pressing.
15. Aid students to publicize their activities before parents and other citizens.
16. Model respect to other clubs/organizations on campus.

## **Responsibilities Toward Colleagues**

The advisor's colleagues on the school faculty are frequently engaged directly or indirectly with a particular organization's affairs. With respect to his professional associates, the advisor shall:

1. Be the chief advocate of his/her organization in the school.
2. Interpret the organization's aims to the faculty.
3. Keep the faculty adequately informed of the organization's program.
4. Represent faculty opinion to the students when they are deliberating organization affairs.
5. Enlist the interest and support of faculty members.
6. Foresee possible conflicts, inconveniences, and disturbances, and try to resolve them before serious danger results.
7. Respect colleague's wishes to teach pupils in their classes; unreasonable requests by students to leave classes for activity business will not be honored.
8. Aid colleagues in their activity work whenever possible.
9. Encourage teachers to suggest ways in which the organization may improve the school.

## **Responsibilities Toward Others**

In school there are a number of non-teaching staff members, e.g., secretaries, custodians, and the cafeteria staff. Although contacts between these people and the class or club may be infrequent, they may be crucial to the public image of the organization in the community. The advisor shall help these staff members understand the significance of student participation in the management of school affairs, and discourage pupils from imposing on their time and energy.

## SPECIFIC RESPONSIBILITIES

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It is the duty of the advisor to meet with the student group to make plans. The advisor must know what is going on at all times. No group may take official action without the approval of the advisor. The advisor must:

1. sign all payment request sheets and see that they are submitted to the financial secretary.
2. sign all contracts in order for them to be considered a legal binding document. All contracts should be reviewed by the Activities Director or Principal and possibly the District Office.
3. sign all bulletin announcements.
4. be in attendance during any activity his/her group is sponsoring or holding. If unable to attend, it is the responsibility of the advisor to find a suitable replacement.
5. make sure that the students are clearing and calendaring their events with the director of activities.
6. make sure that their organization is duly recognized by the Student Council and their Club Charter is on file in the Activities Office.
7. be sure that parent permission slips are obtained when necessary. The advisor must also be responsible for taking care of insurance, if needed, and transportation, if needed.
8. allow the students to conduct their meeting; however, advisors should guide them in proper use of basic meeting procedures, record keeping, etc.
9. be ready, willing, and able to lend assistance to his/her organization when necessary and certainly moral support and enthusiasm!

**ALL ADVISORS MUST BE FAMILIAR WITH THE CONTENTS OF THIS HANDBOOK IN ORDER TO BE SUCCESSFUL AS AN ADVISOR!**

## CLASS ADVISOR STIPEND RESPONSIBILITIES

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### A. Summer

1. Meet with class and plan year with officers.
2. Supervise selection of class T-Shirts.

### B. Class Council

1. Act as advisor for Class Council.
2. Hold regular meetings to gather student input for class activities.
3. Encourage student involvement in class activities.
4. Maintain roster of students who participate.
5. Contribute to officer grades.

### C. Food Faires

1. Submit application.
2. Request check for change and submit requisitions for food in advance.
3. Buy food, make signs.
4. Ensure student workers have passes.
5. Set up 2<sup>nd</sup> period, sell at lunches, and cleanup end of second lunch/4<sup>th</sup> period.
6. Provide supervision during lunch periods.
7. Deposit money with bookkeeper by 3:30 pm on same day.

#### D. Homecoming

1. Supervise construction of floats, floats during parade and halftime, and cleanup of float following game.
2. Assist with supervision of paint area, poster construction, and decorating of class area.

#### E. Class Dances

1. Supervise all functions required to hold a school dance, some of which are:
  - a. Selection of DJ, signing of contract with Activity Director assistance, purchase requisition to pay.
  - b. Requesting parent/teacher chaperones and coordinating assignment of positions.
  - c. Advise council on matters pertaining to refreshments, decorating, security, photography, and other necessities related to school dances.
  - d. Supervise set-up, dance, and cleanup.

#### F. Fund-raisers

1. Advisors are responsible for coordinating and supervising all class fund-raisers.
2. All fund-raisers must be approved through the Activities Office.
3. Refer to Accounting Section for further procedures.

#### G. Class Responsibilities

##### 1. Seniors

- a. Senior Payment Plan
- b. Senior Parent Meeting
- c. Senior BBQ and training night
- d. Fall Homecoming Dance
- e. Prom/Ball Expo – Shared with Juniors
- f. Ball
- g. Senior events for STAR testing days
- h. Mandatory Senior Parent Meeting – distribution of graduation tickets and caps & gowns – coordinate with administration
- i. Senior Picnic
- j. Senior Potluck
- k. Senior Breakfast
- l. Graduation – coordinate with administration

##### 2. Juniors

- a. Prom/Ball Expo – Shared with Seniors
- b. Prom
- c. Senior Awards Night – decorations/ushers

##### 3. Sophomores

- a. Winter Homecoming Dance
- b. Ski Trip – Shared with Freshmen
- c. Great America Trip – Shared with Freshmen
- d. Yearbook Dance

##### 4. Freshmen

- a. First Dance
- b. Ski Trip – Shared with Sophomores
- c. Great America Trip – Shared with Sophomores

H. Professional Development/Council Development

1. Attend CORE camp with class council as desired/assigned.
2. Attend CADA as desired/assigned
3. Attend Winter Retreat with class council as desired/assigned.

I. Other responsibilities as assigned by the school.

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**CLUB OR ORGANIZATION ADVISOR RESPONSIBILITIES**

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Club or organization advisors must:

1. Provide/maintain club charter and club recognition information on file in the Activities Office.
2. Participate in Club Sign Ups at the beginning of the school year.
3. Have a current roster on file in the Activities Office inclusive of all active participants.
4. Supervise participation in Food Faires.
5. Maintain grade checks for eligibility for all club members.
6. Maintain Code of Ethics for all officers and students who participate in activities that take place after school hours.
7. Participate in activities that promote school spirit.
8. Participate in other activities as assigned by school.
9. Conduct minimum monthly club meetings.
10. Attend each ICC meeting and/or send designated representative.
11. Fill out Club Petition of Continuance checklist at end of school year.

# **STUDENT GOVERNMENT**

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## **STUDENT COUNCIL**

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The Student Council consists of the elected and appointed student body officers and commissioners and class officers and commissioners.

### **ASB Officers**

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ASB Officers and Commissioners consist of President, Vice President, Secretary, Treasurer, Spirit Coordinator, Publicity, Diversity, Rally, Academic Awards, Athletics, Club, Events, Elections, Homecoming, Renaissance, and Link Crew. Elected and appointed positions are filled in accordance with the guidelines set forth in the Sheldon High School Constitution.

### **Class Officers**

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For each class there shall be: a President, Vice President, Secretary/Treasurer, Spirit/Publicity Rep. and Historian. In addition the senior class shall also have a Senior Payment Plan/Sober Grad Coordinator. Elected and appointed positions are filled in accordance with the guidelines set forth in the Sheldon High School Constitution.

## **STUDENT SENATE**

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One senator and an alternate will be elected from each second period class. Senators will be chosen based on guidelines set by the second period teacher. Their major responsibilities are to make recommendations to Student Council, and to communicate actions of the Student Council and/or administration back to the student body via their second period class. Meetings will be held once a month, during second period under the jurisdiction of the Student Body Vice President.

## **INTER-CLUB COUNCIL (ICC)**

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The members of the ICC shall consist of the Clubs Commissioner and a representative from every recognized club on campus. Meetings will be held monthly and as called by the Activities Director and Clubs Commissioner.

The purpose of the ICC is to: (1) increase intra-school communications; (2) be used by the Student Council or upon its own initiative to organize and plan campus projects, programs, and other intra-campus activities; and (3) be used as a means of manpower under the direction of the Student Council on any and all student affairs at all times.

## **ATHLETIC COUNCIL**

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The members of the Athletic Council shall consist of the ASB Athletic Representative and a representative from every organized sport on campus. Meetings will be held monthly and as called by the Activities Director or Athletic Director.

The purpose of the Athletic Council is: (1) encourage and foster pride in the student body at games or meets; (2) promote support and cooperation between sports; (3) a conduit for

information flow between the athletic program and the activities program; and (4) deal with questions or problems that athletes may have.

## **DIVERSITY FORUM**

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The purpose of the Diversity Forum is to:

1. Promote cultural awareness throughout the student body through organizing and initiating various activities and projects.
2. Give students on the committee an opportunity to share their opinions and give their input as an advisory body of the student body to the student council.
3. Recognize the different cultures represented in the student body while encouraging unity among the students.

## **FACILITIES**

When using any school facilities, a “Facility Usage Form” must be completed and turned in to the Vice Principal’s office. Forms must be completed a minimum of seven days in advance but should be completed as soon as it is known the facility will be needed to avoid conflicts. If the event has not been placed on the master calendar, the date for the activity should also be checked with the Activities Director to make sure there are no conflicts.

If custodial or security services are required for your event you will also need to complete purchase requisitions in advance to pay for these costs.

## **POSTERS**

The following rules and procedures apply to displaying of posters on campus:

1. All posters and signs must be approved by the Activities Director.
2. Do not fasten tape on painted walls, doors, or glass surfaces. Fasten to brick only.
3. Use blue masking tape (painters tape or medium adhesion masking tape) to hang posters.
4. Posters should be removed when they are no longer needed or as designated by the Activities Director.
5. No stick-on posters or stickers are allowed.

## **FIELD TRIPS**

Refer to the Staff Handbook for proper procedures to follow for field trips. If you have any questions please contact the activities director for assistance.

# CLUBS

## GENERAL INFORMATION

Clubs are chartered by the Student Council. Petitions for organizing a new club and request for continued club recognition are available in the Activities Office. These forms must be completed, approved by the Student Council and put on file in the Activities Office along with the club's charter. The organization must meet a minimum of once a month to remain active. The organization will have a representative at the monthly Inter-Club Council meeting. The advisor will be required to attend an advisor's meeting each session, if called.

## REQUEST FOR ORGANIZING A NEW CLUB

If it can be demonstrated that the need exists for a new club, and if enough students express interest in inaugurating and maintaining it, and if faculty sponsorship can be secured, and if certain formal requirements are met, it is possible to organize a new club within the Student Body framework.

### THE FOLLOWING STEPS ARE NECESSARY:

1. A petition must be presented to the Student Council. The petition must state specifically the purpose, names, dues, and membership requirements of the club. The petition must be signed by at least fifteen members (in good standing) of the Associated Students of Sheldon High School.
2. The signers of the petition (including organizers of the proposed club) should include a fair proportion of sophomores and juniors in order to assure continuance of the club from year to year.
3. Prior to the approval of the petition by the Student Council, the Organizers must submit a typewritten club charter to the Activities Office.

A new club exists after these steps have been taken; it is duly chartered, approved by Student Council, and becomes a contributing part of the student body organization.

**SHELDON HIGH SCHOOL  
NEW CLUB PETITION**

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CLUB NAME: \_\_\_\_\_

PURPOSE: \_\_\_\_\_

\_\_\_\_\_

GOALS: \_\_\_\_\_

\_\_\_\_\_

MEMBERSHIP WILL CONSIST OF: \_\_\_\_\_

\_\_\_\_\_

REGULAR MEETING PLACE AND TIME: \_\_\_\_\_

MEMBERSHIP DUES: \_\_\_\_\_ FACULTY ADVISOR: \_\_\_\_\_

Elected officers for the club will be as follows:

_____ President	_____ Treasurer
_____ Vice President	_____ Historian
_____ Secretary	_____ Other _____

Advisor: \_\_\_\_\_ (signature)

The following students do hereby affirm that they will support and help maintain the above club:

Name	Grade	Name	Grade
1. _____	_____	2. _____	_____
3. _____	_____	4. _____	_____
5. _____	_____	6. _____	_____
7. _____	_____	8. _____	_____
9. _____	_____	10. _____	_____
11. _____	_____	12. _____	_____
13. _____	_____	14. _____	_____
15. _____	_____		

Club Charter Provided: \_\_\_\_\_ (date)

Student Council approval on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Clubs Commissioner: \_\_\_\_\_

ASB President: \_\_\_\_\_

Activities Director: \_\_\_\_\_

## **STUDENT BODY FINANCES**

1. All fund raising activities conducted by school organizations require Student Council approval. Please submit the proper forms in advance for approval.
2. All moneys must be turned in to the Bookkeeper **DAILY** for safekeeping. Do not allow money to remain in the hands of students or in a classroom overnight, even in a locked cabinet. It is the responsibility of the club treasurer in conjunction with the club advisor to handle money and turn it over to the bookkeeper. The student and advisor shall follow all accounting procedures outlined in this handbook.
3. All moneys handled by students should be accounted for carefully. If tickets or goods are issued to students for sale, the policy is that reconciliation of tickets or goods and money are accounted for when turned in to the advisor. For example, if students are to sell cards, tickets, candy, etc., be sure that the number of items issued checks against the amount of money collected.
4. Club advisors and student treasurers should periodically reconcile the balance of their account with the bookkeeper to avoid undetected posting errors. Advisors should take their treasurers through a brief in-service with the Activities Director.
5. Any and all questions, complaints, and requests for information about Student Body finances should be directed to the Activities Director or Principal.

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### **STUDENT BODY PURCHASE REQUISITIONS**

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The procedure for student body purchases is as follows:

1. Obtain a purchase requisition form from the workroom or Activities Office.
2. After approving expenditure in meeting minutes complete requisition form including date of meeting, treasurer's signature, and advisor's signature.
3. Make sure the requisition form is completely filled out, including vendor and correct cost of materials desired.
4. Submit the form to the Activities Office by Friday for approval on the following Tuesday.
5. NEVER make purchases expecting to be reimbursed. All expenditures must have prior approval of ASB. Purchases made without prior approval will be the responsibility of the individual making the purchase. Requests should not be considered approved until a copy of the ASB meeting minutes is placed in the advisor's mailbox.
6. Return Invoices/Receipts to the bookkeeper after making a purchase.
7. Refer to Purchase Requisition instructions later in this handbook.

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### **STUDENT BODY DEPOSITS**

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The following procedures apply to depositing of student body funds:

1. Deposit money daily with the bookkeeper.
2. Prepare deposit slips according to specific instructions found later in this handbook. (Account number must be designated on each check for credit to your account).
3. It is important for the club treasurer to keep duplicate records. The bookkeeper will keep the official record of all student body accounts.
4. Make no cash payments to anyone out of club or student body funds. All bills and purchase orders are to be paid by purchase order or check only.

## THE DO'S AND DON'TS OF ASB ACCOUNTING

### DO'S:

- Obtain a purchase order number before you order or purchase any item. When you fill out a purchase order request form, you will be given the purchase order number.
- Obtain prior approval for purchases when a purchase order cannot be used. i.e.: If you need to buy something from a vendor such as Sam's Club, and they do not accept purchase orders, you would then need to get prior approval from ASB to go and purchase items from them and then be personally reimbursed.
- Deposit **all money** collected into your ASB account with the Bookkeeper on a **daily** basis. **DO NOT hold money or checks.**
- Feel free to ask the Bookkeeper or Activities Director any questions regarding proper procedures for ASB Accounting.

### DON'TS:

- Leave your deposit on the Bookkeeper's desk or inbox unattended. The Bookkeeper and Activities Director know the combination to the safe.
- Purchase **any** item or items without a purchase order number or first obtaining prior approval.
- **ANY PURCHASE MADE IN THE DISTRICTS/SCHOOLS NAME WITHOUT BOTH AN AUTHORIZED PURCHASE ORDER AND PRIOR AUTHORIZATION SHALL BE CONSIDERED THE FINANCIAL OBLIGATION OF THE PERSON MAKING THE PURCHASE AND NOT THE OBLIGATION OF THE DISTRICT/SCHOOL.**
- Sign any type of contract/agreement (i.e. DJ services, facility rental, printing services, etc.) The only authorized persons to sign contracts/agreements are the Principal or Activities Director.
- Keep cash from any fund-raisers, dance, performance, food sale, etc. **All** moneys collected **must** be deposited into an ASB account promptly, and then funds may be requested through the purchase order or prior approval process.
- Make payments for salaries for services to a district employee directly from an ASB account. They must complete a District Time Sheet and submit it through the School Secretary. The district will bill your ASB account and pay the employee. You will need prior approval through a purchase order before allowing the employee to work. Also, don't make **any** cash payments to a vendor; request a check through the Bookkeeper.
- Put money from different fundraisers together in one deposit. Each one must be specific with correct paperwork attached.

**SHELDON HIGH SCHOOL  
ASSOCIATED STUDENT BODY**

**REQUEST TO OPEN NEW ASSOCIATED STUDENT BODY ACCOUNT**

Name of new account: \_\_\_\_\_

Reason for opening account: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Club Advisor:

\_\_\_\_\_

Club Advisor's Signature:

\_\_\_\_\_

President's Name:

\_\_\_\_\_

Treasurer's Name:

\_\_\_\_\_

Activities Director Signature:

\_\_\_\_\_

Principal Signature:

\_\_\_\_\_

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Account Code: \_\_\_\_\_(to be assigned by bookkeeper)

(MUST HAVE AN APPROVED NEW CLUB PETITION ON FILE WITH THE ACTIVITIES OFFICE.)

## ASB BUDGET PREPARATION PROCEDURES

When completed this form will give the office and auditors a detailed plan as to how you plan to raise and spend money through your ASB account. **Before any activity can take place in your ASB account you must have this budget plan on file.** Please look over the forms and this information and if you should have any questions, please stop by the Activity Director's Office.

Each ASB Club/Account needs to complete and have a budget plan on file in the Activity Director's Office for the current school year.

You need to complete the following steps to complete the Budget Plan Forms.

1. Complete the Club/Account Budget Preparation form with information for **all** your upcoming Club/Account Projects.
  - a) Itemize **all** income and expenses from each project and be sure to list this information on the form. You may need to use more than one preparation form.
2. After you have **all** your projects listed with their estimated income and expenses you will need to total each project, giving you an ending balance for the project (hopefully there will be a profit).
3. After you have totaled each of the projects you will then need to transfer each of the totals to the Club/Account Budget Form and then total **all** projects together at the bottom of that form.
4. Be sure to complete the signature area and the date when this budget was approved by your Club/Account officers.
5. After you have transferred all the information from the preparation form to the budget form you will need to keep the preparation forms in a safe place. During or immediately after each project is complete please fill in the actual income and actual expense areas. This information will tell you if there will be a need to re-align your budget plan based on how successful the project was for your account. It will also give you the much-needed information for preparing the next year's budget.
6. If any of the information areas are left blank or have incomplete information it will be returned to the advisor to be completed. **No checks, purchase orders, transfers or any type of requests will be processed through your account until a Budget Form is on file.**
7. After you submit the completed budget form to the Activities Director and you need to revise your budget plan, you will need to re-do steps 1, 2 & 3 then re-submit a new Budget Form with all the old and new projects listed with the revised budget total.





## ASB DEPOSIT PROCEDURES

Please complete the Itemized Deposit Form or the Deposit Form when making a deposit into an ASB Account.

All information on the top half of the ASB Deposit Form needs to be completed before submitting it with the funds to be deposited to the Bookkeeper.

When submitting money to be deposited please remember the following:

1. Currency: All currency must be placed together, facing the same direction by denomination (i.e. place all ones together, all five's together, etc.). Please group and rubber band (do not paper clip, tape or staple) as follows:  
Ones:           in groups of \$100.00  
Fives:          in groups of \$500.00  
Tens:           in groups of \$1000.00  
Twenties:      in groups of \$2000.00

If you cannot group in these denominations, place all currency together, facing the same direction by denomination and rubber band the entire stack.

**PLEASE DO NOT PUT ANY CLIPS OR STICKY NOTES ON CURRENCY.**

2. Coins: Roll coin in wrappers (you can get the wrappers from the Bookkeeper) only if you have enough to fill the wrapper with the proper amounts. The amounts are \$10 (Quarters), \$5 (Dimes), \$2 (Nickels), \$.50 (Pennies).

3. Checks: All checks need to be facing the same direction. **Your ASB Account number to which you are depositing the funds needs to be placed on the front of each check just to the left of the signature line in the memo area. Stamps are available in the bookkeepers office or the Activities Office to stamp account number on check with if you have large numbers of checks. When accepting checks make sure to write the student's ID Number on the front of the check.**

Please do not write in the area on the Deposit Form marked "For Office Use Only". **Reminder: Don't leave your deposit on the Bookkeepers desk.**

Retain the pink copy for your records. After the deposit is verified and completed the yellow copy will be placed in your mailbox.

# SHELDON HIGH SCHOOL ASSOCIATED STUDENT BODY DEPOSIT FORM

**Receipt #**

Please complete this Deposit Form, or if needed the ASB Itemized Deposit Form when making a deposit into an ASB account.

Date of Deposit: \_\_\_\_\_

Account **Name**: \_\_\_\_\_

Account **Number**: \_\_\_\_\_

Currency:	Amount:
100's	\$
50's	\$
20's	\$
10's	\$
5's	\$
1's	\$
<b>TOTAL</b>	<b>\$</b>

Coin:	Amount:
Dollars	\$
Half Dollars	\$
Quarters	\$
Dimes	\$
Nickels	\$
Pennies	\$
<b>TOTAL</b>	<b>\$</b>

Checks	\$	Quantity:
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Amount Turned In: \$ \_\_\_\_\_.

Event Description: \_\_\_\_\_

Signature of Person Preparing Form: \_\_\_\_\_

Signature of Club/Account Advisor: \_\_\_\_\_

**Print Name of Advisor:** \_\_\_\_\_



**FOR OFFICE USE ONLY:**

Currency	Amount:
Received:	
100's	\$
50's	\$
20's	\$
10's	\$
5's	\$
1's	\$
<b>TOTAL</b>	<b>\$</b>

Coin Received:	Amount:
Dollars	\$
Half Dollars	\$
Quarters	\$
Dimes	\$
Nickels	\$
Pennies	\$
<b>TOTAL</b>	<b>\$</b>

Total Amount Received in Checks \$
------------------------------------

**TOTAL AMOUNT RECEIVED BY OFFICE:** \$ \_\_\_\_\_

Date Received & Verified By: \_\_\_\_\_  
 White – Bookkeeper (File)      Canary – Bookkeeper (To be Returned)      Pink – Advisor/Teacher

## SHELDON HIGH SCHOOL ASSOCIATED STUDENT BODY ITEMIZED DEPOSIT FORM

This form must be completed before bringing or sending money to the office.  
The top & bottom portions need to be filled out when collecting any money for student items. For example:  
uniform payments, teal and black cards, field trips, entertainment books, etc.

Date: \_\_\_\_\_ Account **Number**: \_\_\_\_\_

Account **Name**: \_\_\_\_\_ Purpose/Event: \_\_\_\_\_

**\*Please make sure that Student ID# and account to be deposited is listed on all checks received.**

<u>Student Name:</u>	<u>Student I.D.#</u>	<u>Cash or Check#</u>	<u>Amount Collected</u>
1. _____	_____	<input type="radio"/> Cash <input type="radio"/> Check# _____	\$ _____
2. _____	_____	<input type="radio"/> Cash <input type="radio"/> Check# _____	\$ _____
3. _____	_____	<input type="radio"/> Cash <input type="radio"/> Check# _____	\$ _____
4. _____	_____	<input type="radio"/> Cash <input type="radio"/> Check# _____	\$ _____
5. _____	_____	<input type="radio"/> Cash <input type="radio"/> Check# _____	\$ _____
6. _____	_____	<input type="radio"/> Cash <input type="radio"/> Check# _____	\$ _____
7. _____	_____	<input type="radio"/> Cash <input type="radio"/> Check# _____	\$ _____
8. _____	_____	<input type="radio"/> Cash <input type="radio"/> Check# _____	\$ _____
9. _____	_____	<input type="radio"/> Cash <input type="radio"/> Check# _____	\$ _____
10. _____	_____	<input type="radio"/> Cash <input type="radio"/> Check# _____	\$ _____
11. _____	_____	<input type="radio"/> Cash <input type="radio"/> Check# _____	\$ _____
12. _____	_____	<input type="radio"/> Cash <input type="radio"/> Check# _____	\$ _____
13. _____	_____	<input type="radio"/> Cash <input type="radio"/> Check# _____	\$ _____
14. _____	_____	<input type="radio"/> Cash <input type="radio"/> Check# _____	\$ _____
15. _____	_____	<input type="radio"/> Cash <input type="radio"/> Check# _____	\$ _____
16. _____	_____	<input type="radio"/> Cash <input type="radio"/> Check# _____	\$ _____
17. _____	_____	<input type="radio"/> Cash <input type="radio"/> Check# _____	\$ _____
18. _____	_____	<input type="radio"/> Cash <input type="radio"/> Check# _____	\$ _____
19. _____	_____	<input type="radio"/> Cash <input type="radio"/> Check# _____	\$ _____
20. _____	_____	<input type="radio"/> Cash <input type="radio"/> Check# _____	\$ _____
21. _____	_____	<input type="radio"/> Cash <input type="radio"/> Check# _____	\$ _____
22. _____	_____	<input type="radio"/> Cash <input type="radio"/> Check# _____	\$ _____
23. _____	_____	<input type="radio"/> Cash <input type="radio"/> Check# _____	\$ _____
24. _____	_____	<input type="radio"/> Cash <input type="radio"/> Check# _____	\$ _____
25. _____	_____	<input type="radio"/> Cash <input type="radio"/> Check# _____	\$ _____
<b>ADVISOR / TEACHER SIGNATURE:</b> _____			<b>TOTALS</b> \$ _____

<b>OFFICE USE ONLY</b>		
<u>Coin Count</u> 1.00 x _____ = _____ <input type="radio"/> .50 x _____ = _____ <input type="radio"/> .25 x _____ = _____ <input type="radio"/> .10 x _____ = _____ <input type="radio"/> .05 x _____ = _____ <input type="radio"/> .01 x _____ = _____ <input type="radio"/>  Total \$ _____ <input type="radio"/>	<u>Currency</u> 100's x _____ = _____ <input type="radio"/> 50's x _____ = _____ <input type="radio"/> 20's x _____ = _____ <input type="radio"/> 10's x _____ = _____ <input type="radio"/> 5's x _____ = _____ <input type="radio"/> 1's x _____ = _____ <input type="radio"/>  Total \$ _____ <input type="radio"/>	<u>Checks</u>     # of checks _____ <input type="radio"/>  Total \$ _____ <input type="radio"/>
TOTAL DEPOSIT \$ _____ <input type="radio"/>		<input type="radio"/> Bookkeeper Signature: _____

White - Bookkeeper (Deposit)

Canary - Bookkeeper (To be Returned)

Pink - Advisor/Teacher

## ASB Purchase Requisition/Transfer Request Procedures

NO purchase is to be made without first completing the Associated Student Body Purchase Requisition/Transfer Request Form. Please follow the instructions below.

### **Step One**

#### **Name of ASB Account to be charged:**

PRINT the complete name of the account from which the money will be taken.

### **Step Two**

#### **Account #:**

Fill in with the complete account number for the account from which the money will be taken.

### **Step Three**

#### **Date of Request/Advisor's Name**

Today's date and Advisor's Name

### **Step Four**

#### **Request for Check**

Check this box if you need a check. Examples include a check to pay registration fees for an athletic tournament or seminar, a company that won't take a purchase order, or payment for a DJ that must be made the night they work. When checking this box you must provide a copy of the registration papers, order form, contract, etc. This will be kept on file for documentation and verification of expenses.

If you would like the check to be mailed to the vendor, mark the appropriate box and include a second copy of the paperwork to be mailed with the check. If this is not included the copy you attach will be filed with the bookkeeper and your check will be put in your mailbox. (If you did not make a copy of the paperwork you will then need to visit the bookkeeper to get your original so you can make a copy and mail the check yourself.) If the bookkeeper mails the check for you, your account will be charged for the postage. If you don't need the check mailed, check the box to have it put in your mailbox.

#### **Request for Purchase Order**

Check this box if the vendor you are dealing with will accept a purchase order and then be paid when the merchandise is received. Some vendors will accept a PO number over the phone and others will want a copy of the PO faxed or mailed. If the PO needs to be faxed you may write this on the Purchase Requisition, with the fax number, and the bookkeeper will fax the PO when the number is assigned. If you would like it mailed, check the appropriate box, ensure the address is included and the bookkeeper will mail a copy of the PO to your vendor and charge your account for postage.

When the item is received, return the receipt to the bookkeeper and mark on it that it is "ok to pay" and the PO number. When payment is made the bookkeeper will return the yellow copy of your purchase requisition with the check # and date paid for your records.

No purchases should be made or authorized until you have received the PO number from the bookkeeper. **PURCHASES MADE IN THE DISTRICT'S/SCHOOL'S NAME WITHOUT AN AUTHORIZED PURCHASE ORDER OR PRIOR AUTHORIZATION SHALL BE CONSIDERED THE OBLIGATION OF THE PERSON MAKING THE PURCHASE AND NOT THE OBLIGATION OF THE DISTRICT/SCHOOL.**

You may also make an open purchase order for yourself or a designated member for those “unexpected” expenses. Decide in your budget how much you’re willing to spend for the year on these expenses and fill out a Purchase Requisition for this amount. This PO may remain open for the fiscal year (July 1 – June 30) or until you have reached the decided amount. If the open PO gets low on money left, and you will need more for that fiscal year, an encumbrance modification may be done to increase the amount without opening another PO. Encumbrance modifications also require ASB approval but it will allow you to keep the same PO number open and it makes it easier for the bookkeeper than starting another PO.

If an open PO is no longer needed make a note on the final receipt turned in that the PO may be closed. Open PO’s will automatically close at the end of the fiscal year (June 30) and a new one will need to be submitted after that date.

☐ **Quick Check**

If you or a club member will be making the purchase and need to be reimbursed you would list yourself or the club member/parent making the purchase as the vendor. After the quick check request is approved and you receive the yellow copy in your box you may make the purchase. Return the yellow copy and receipt(s) to the bookkeeper for reimbursement. Please tape receipts smaller than 8 1/2 x 11 onto a piece of paper to prevent them from being lost or misplaced. Please circle total amounts at the bottom of the receipts and write the grand total due on the sheet of paper.

☐ **Transfer between ASB Accounts**

Check this box to transfer money between ASB Accounts. The account that money will be transferred from is the account to be charged and the account to which the money will be deposited is listed under vendor. Give details describing reason for transfer in the description section. Once approved the bookkeeper will transfer the money and return the yellow copy to you for confirmation.

**Step Five**  
**VENDOR**

If you are requesting that the check be mailed, you must include the vendor’s name and a complete address. If requesting that the PO be faxed, include the fax number.

**Step Six**

**Quantity / Description / Unit Price / Total Price**

Be as specific as possible when filling out this section. If it is an open PO request then write in “Open PO NTE (not to exceed) *the amount approved by your club.*”

Remember to include tax and shipping and handling before calculating your total (call the company if you need to obtain the amounts.)

**Step Seven**

**I certify that this request form is for legal ASB expenditures and was approved in our Club/Organization minutes on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_.**

This is required to be filled in and must match the meeting minutes in which your club approved the expenditure. Copies of the minutes must be maintained and can be checked during an audit.

**Signature of Club/Organization Treasurer**

This signature must match the authorized signatures on file with ASB.

**Signature of Originator/Advisor**

This signature must match the authorized signatures on file with ASB.

Note: Account numbers beginning with 051, administration, and all project fee accounts only require department head signature in the originator/advisor blank.

**SHELDON HIGH SCHOOL  
ASSOCIATED STUDENT BODY  
PURCHASE REQUISITION/TRANSFERS**

<b>Requisition #</b>
----------------------

Name of ASB Account to be charged: \_\_\_\_\_ Account #: \_\_\_\_\_ - \_\_\_\_\_

Date of Request: \_\_\_\_\_ Advisor's name: \_\_\_\_\_

- Request for Check (DIRECT PAYMENT) – PROOF REQUIRED
- Request for Purchase Order (OPEN ORDER)
- Quick Check (SHS STUDENT/STAFF ONE TIME PURCHASE)
- Transfer between ASB Accounts

Office Use Only: Check # _____ Date Paid: _____ Purchase Order # _____
---

VENDOR: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mailing instructions for checks: \_\_\_\_\_ Mail to vendor and charge my account \_\_\_\_\_ Put check in Advisor's mailbox

Quantity	Description	Unit Price	Total Price
<b>This is a Purchase Requisition, not a Purchase Order.</b>		Sub-Total	
<b>You must have the correct P.O. number before placing an order.</b>		Tax	
		S & H	
		<b>TOTAL</b>	

APPROVED BY ASB COUNCIL ON : \_\_\_\_\_ MEETING # \_\_\_\_\_

<p><b>SPECIAL NOTES:</b></p> <p>For honorariums or Stipends funded through an Associated Student Body Account must have a stipend form or time sheet attached to this Purchase Request form; then payment will occur. The District will send a bill for reimbursement from the ASB Account.</p> <p>Articles for the personal use of district employees as well as repairs and maintenance of district-owned equipment are not approved expenditures.</p> <p>Expenditures SHALL have prior approval with this form before purchase. SHS has no obligation for unapproved purchases.</p>	<p>I certify that this request form is for legal ASB expenditures and was approved in our Club/Organizational minutes on:</p> <p align="center">_____ / _____ / _____</p> <p>1. _____ Signature of Club/Organization Treasurer</p> <p>2. _____ Signature of Originator/Advisor</p> <p>3. _____ Signature of Activities Director or Principal</p>
--	--

- INSTRUCTIONS**
- Fill out all sections of this form including the **Club Advisor and Treasurer signatures & the date of the club minutes verifying approval.**
  - Turn form in to the Activities Director's mailbox by the close of the business day on Fridays. The Student Council will approve/deny the request during their Tuesday meeting. The Bookkeeper will receive the Purchase Order Request forms Tuesday evening.
  - Cash reimbursements will not be given.**
  - The Bookkeeper will provide the Purchase Order form to the Originator. Please use the Purchase Order # when ordering items from the vendor.
  - Submit original receipts/invoices with a copy of Purchase Order OR write PO# on ORIGINAL receipt/invoice for payment to Bookkeeper.

White – Bookkeeper (File)      Canary – Bookkeeper (To be Returned)      Pink – Advisor/Teacher

## PO ENCUMBRANCE MODIFICATION PROCEDURES

This report is to be completed when a purchase order amount is going to exceed the originally approved amount by 10% or more for the items ordered.

Example: A purchase order is requested for an amount of \$200.00 and the items actually cost \$300.00. You would then need to fill the P.O.E.M. and request an increase of \$100.00.

This request must be completed before payment can be authorized.

# SHELDON HIGH SCHOOL ASSOCIATED STUDENT BODY

## PURCHASE ORDER ENCUMBRANCE MODIFICATION REQUEST

Submitted by: \_\_\_\_\_ Date Submitted: \_\_\_\_\_ Purchase Order Number: \_\_\_\_\_

Vendor Name: \_\_\_\_\_ ASB Account Number: \_\_\_\_\_

Original Amount of P.O.: \_\_\_\_\_ Increase/Decrease of P.O.: \_\_\_\_\_ New Amount of P.O.: \_\_\_\_\_

I certify that this request for purchase order modification is for legal ASB expenditures and was approved on: \_\_\_\_\_

Signature of Student Representative: \_\_\_\_\_

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

Signature of Principal or Director of Activities: \_\_\_\_\_ ASB Meeting: \_\_\_\_\_ Date: \_\_\_\_\_

Line # On P.O.	Reason for Modification	Old Amount for Line #	Amount of Increase/Decrease	New Amount for Line #

This form is to be used when the purchases on a particular order will exceed the amount originally approved. Please use one form per purchase order number.

## REQUEST FOR REIMBURSEMENT

**DO NOT MAKE ANY PURCHASES WITHOUT PRIOR APPROVAL AND EXPECT REIMBURSEMENT. ALL PURCHASES MADE WITHOUT PRIOR APPROVAL WILL BE THE RESPONSIBILITY OF THE INDIVIDUAL MAKING THE PURCHASE.**

If you have an Open PO for reimbursement use the following procedures:

1. Make the authorized purchase(s). Make sure you obtain original receipts for all purchases.
2. Obtain an ASB Personal Reimbursement Form from the teacher workroom or the Activities Office.
3. Fill out the form completely. Any blanks left unfilled will result in the form being returned to you and a delay in the processing of your check.
4. Attach the original receipts to the Reimbursement Form. Please tape receipts smaller than 8 1/2 x 11 onto a piece of paper to prevent them from being lost or misplaced. Please circle total amounts at the bottom of the receipt(s).
5. Give the Reimbursement Form and attached receipts to the bookkeeper who will process a check for you.

## REPORT OF TICKET SALES PROCEDURES

This report is to be used by any ASB Club/Account that is raising money, i.e.: sporting events, performances (Dance Productions/Concerts/Drama Productions/car washes, etc) and using pre numbered tickets for the sales.

Complete all information on the Report of Ticket Sales Form and submit it along with the completed ASB Deposit Form and the funds being deposited to the Bookkeeper.

**SHELDON HIGH SCHOOL  
ASSOCIATED STUDENT BODY**

**REPORT ON TICKET SALES**

Date: \_\_\_\_\_

Seller: \_\_\_\_\_

Event: \_\_\_\_\_

Home Side: \_\_\_\_\_

Visiting School: \_\_\_\_\_

Visiting Side: \_\_\_\_\_

Dollar Value of Ticket: \_\_\_\_\_

Ending Number: \_\_\_\_\_

Color: \_\_\_\_\_

Beginning Number: \_\_\_\_\_

Number Sold: \_\_\_\_\_

Number Sold x Value \_\_\_\_\_\*

Dollar Value of Ticket: \_\_\_\_\_

Ending Number: \_\_\_\_\_

Color: \_\_\_\_\_

Beginning Number: \_\_\_\_\_

Number Sold: \_\_\_\_\_

Number Sold x Value \_\_\_\_\_\*

Dollar Value of Ticket: \_\_\_\_\_

Ending Number: \_\_\_\_\_

Color: \_\_\_\_\_

Beginning Number: \_\_\_\_\_

Number Sold: \_\_\_\_\_

Number Sold x Value \_\_\_\_\_\*

<u>Change Given Out:</u>	<u>Cash Reconciliation</u>	
_____ \$20.00	Total Receipts	_____*
_____ 10.00	Plus Change	_____**
_____ 5.00	<b>GRAND TOTAL PER RECEIPTS</b>	_____
_____ 1.00	<b>ACTUAL CASH COUNT</b>	_____
_____ .25		
_____ <b>TOTAL**</b>	Cash Over/Under	_____

If over or short, please complete the following:

The discrepancy was investigated and results are as follows:

\_\_\_\_\_

Signature of Ticket Seller \_\_\_\_\_

Date \_\_\_\_\_

Signature of Principal or Designee \_\_\_\_\_

Date \_\_\_\_\_

*RETURN THIS ORIGINAL FORM WITH YOUR DEPOSIT TO THE ASB BOOKKEEPER. PLEASE MAKE A COPY FOR YOUR RECORDS.*

## NON-DISTRICT EMPLOYEE TIME SHEET PROCEDURES

This form is to be used when a payment needs to be made from your ASB Account to a **non-district** employee for game/event security, ticket takers at sporting events, etc.

All information must be completed, including all signatures before you may submit it to the Bookkeeper. The person being paid must have an Internal Revenue Service Information Return Form (Form 1099) completed and on file in the office before she/he is paid.

### **IMPORTANT THINGS TO REMEMBER ABOUT THIS FORM:**

**No** payment to a district employee will be made directly from an ASB Account. Payments to district employees must be made using a stipend request form. The employee will be paid by the district and the district will be reimbursed from your ASB account. A purchase requisition must be completed in advance.

**No** payment will be made to a non-district employee unless they have completed a Game/Event Non-District Employee Time Sheet **and** a 1099 Form. (A 1099 Form needs to be completed only once, not for each time they are being paid.)

**ALL** signatures must be completed before submitting the form to the Bookkeeper.

**No** payment will be made unless a purchase requisition was completed in advance.

**SHELDON HIGH SCHOOL  
ASSOCIATED STUDENT BODY**

NON-DISTRICT EMPLOYEE TIME SHEET

Name: \_\_\_\_\_ Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Mailing Address:

\_\_\_\_\_

\_\_\_\_\_

Date of Service: \_\_\_\_\_ Type of Service: \_\_\_\_\_

Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_ Total Hours: \_\_\_\_\_

Internal Revenue Service Information Return Form (Form 1099) completed: \_\_\_\_\_  
(If you have not previously completed a 1099 Form you must complete one before payment can be made.)

Signature: \_\_\_\_\_

\*\*\*\*\*

Total Hours: \_\_\_\_\_ @ \_\_\_\_\_ /hour = Total Payment Due: \$ \_\_\_\_\_

Approved by:

Student Representative: \_\_\_\_\_ Meeting Minutes Date: \_\_\_\_\_

Advisor: \_\_\_\_\_

Principal or Activities Director: \_\_\_\_\_ Date Approved: \_\_\_\_\_

## FUNDRAISER AUTHORIZATION FORM

All fund raising projects must be approved by the Student Council and Activities Director. Fundraiser Authorization Forms should be submitted to the Activities Office a month prior to the date the fundraiser will begin. Due to Federal and State guidelines on competitive food sales organizations may not sell food on campus one half hour before school starts to one half hour after school. The only exceptions are on the four authorized Food Faire days.

In addition, projects for the raising of student body funds must contribute, in general, to the educational experience of students and should not conflict with the educational program. Contributions and participation in student body fundraising activities should be entirely voluntary. Parental permission, in writing, must be obtained for students to participate.

Cash controls:

1. Expenses/disbursements may not be paid out of undeposited fundraising receipts.
2. Internal controls must be established for the collection of all cash during fundraising events.

**SHELDON HIGH SCHOOL  
ASSOCIATED STUDENT BODY**

**FUNDRAISER AUTHORIZATION FORM**

Club/Organization Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Advisor/Coach Name: (print) \_\_\_\_\_

Advisor/Coach Signature: \_\_\_\_\_

Student Treasurer Signature: \_\_\_\_\_

Type of fundraiser: \_\_\_\_\_

Purpose of fundraiser: \_\_\_\_\_

Date(s) fundraiser will take place: \_\_\_\_\_

Location of fundraiser: \_\_\_\_\_

If on campus, have you filled out a Facility Usage Form? \_\_\_\_\_

Approved / Denied by Student Council on: \_\_\_\_\_

Activities Director's/Principal's signature: \_\_\_\_\_

**INSTRUCTIONS**

**THE FOLLOWING PROCEDURE (S) WILL OCCUR AFTER THE REQUEST FORM IS COMPLETED.**

1. Place the completed form in the Activity Director's mailbox.
2. Associated Student Body Council will approve/deny request on Tuesday and forward results to the Club Advisor/Coach.
3. Activities Director will retain original and place copy in Club Advisor's/Coach's mailbox.
4. All monies raised by on-campus organizations must be deposited in an ASB account.

Any student club, organization, or athletic team must fill out this form in order to have a fundraiser on or off campus. This information is needed in order to avoid conflicts with dates or types of fundraisers. We want to help you be successful by providing dates and times that are as free from competition as possible.

## Club or Department Fines Policies/Procedures

Following is the procedure/policy for collecting/clearing department fines, lab fees, damaged or lost equipment, etc.

1. When a NSF (Non sufficient check) is returned to SHS, the bookkeeper shall notify advisor by sending a copy of the check with a memo stating that monies shall be deducted from the club account. Please follow the student fine procedure below.
2. Speak with student in regard to fine.
3. Contact parent by telephone to inform them that their student has an outstanding department fine(s), project fee(s), non-sufficient check, etc., and what is needed to clear the obligation.
4. Complete the triplicate "Report of Student Fines" form. Be sure to sign and date with contact parents name. This is not required with a NSF check – these students will automatically be locked. Parent contact should still be made.
5. Give the original (white copy) "Report of Student Fines" form to the student to give to their parent or, mail to the parent.
6. Retain the pink copy until student has paid the fine or returned missing equipment.
7. Forward the yellow copy to the bookkeeper. The bookkeeper will then enter the student into the computer. Once they are entered into the system, the student will be blocked from purchasing anything. That includes project fees, dance tickets, yearbooks, PE clothes, etc. The student block will stay on their record until the fine has been paid, regardless of what term or year it is. Debts are forwarded to receiving school in the case of transfers.
8. Only money orders, cashiers check or cash shall be accepted to clear NSF fines. Please do not accept monies from the student – send them to the bookkeeper. Bookkeeper will deposit money and credit the account noted on form. The yellow copy of form shall be returned to you for notification that deposit was made and student is unlocked.
9. If student returns items, initial next to returned items, sign at bottom of form and return signed form to bookkeeper so student may be unlocked in computer system. Failure to return form will result in student remaining locked in computer system as well as not receiving report cards by mail.

**SHELDON HIGH SCHOOL  
ASSOCIATED STUDENT BODY**

**REPORT OF STUDENT FINES**

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Date: \_\_\_\_\_

Organization charging fine: \_\_\_\_\_ Advisor's Name: \_\_\_\_\_

Account Name: \_\_\_\_\_ Account Number: \_\_\_\_\_ - \_\_\_\_\_

List item(s) for fine: (be specific)	Amount owed:	Returned – Teacher initial
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
	Total : _____	

Parent phone contact made: \_\_\_\_\_ Date: \_\_\_\_\_  
List name of contact

Advisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note to student and parents/guardians:**

You have the above fine(s) at Sheldon High School. Until the above fines are cleared you will be blocked from purchases at the student store, extra-curricular participation, and receiving report cards.

**Procedures to clear fines:**

1. For NSF Checks - cash, cashiers check or money orders for the amount must be brought to the bookkeeper in the amount of the NSF Check.
2. Submit cash, check, cashiers check or money order to bookkeeper for fine.
3. Return equipment, uniform, etc. to teacher/coach listed above for fine and obtain teachers'/coach's signature below (teachers/coaches initial next to each returned item).

a. Teacher signature: \_\_\_\_\_ Date: \_\_\_\_\_

b. Return signed form to bookkeeper to clear fine.

White (student/parent)

Yellow (bookkeeper)

Pink (advisor)

## **SCHOLARSHIPS**

Clubs or organizations may grant scholarships provided the club has voted on and approved them. The following are the steps required to grant a scholarship:

1. Club should vote on number and amount of scholarship(s) and criteria for selection of awardees.
2. Select recipient(s) based on criteria.
3. Complete the Request to Grant Scholarship form and attach to a Purchase Requisition, turn both in to the Activities Office for approval.
4. Scholarship recipients must complete a 1099 before a check can be cut by the bookkeeper.



**SHELDON HIGH SCHOOL  
ASSOCIATED STUDENT BODY**

**CLUB PETITION FOR CONTINUANCE**

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

Will the club be continuing next year?                      Yes                      No

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

Will this advisor be continuing next year?                      Yes                      No

If no, who will be the advisor next year? \_\_\_\_\_

Account Number                      \_\_\_\_\_

Beginning Balance:                      \_\_\_\_\_

Income:                      \_\_\_\_\_

Expenses:                      \_\_\_\_\_

Ending Balance:                      \_\_\_\_\_ (if negative, please attach explanation of why and plan for next year)

% Carryover:                      = Ending Balance ÷ (Beginning Balance + Income) × 100

\_\_\_\_\_

Is carryover greater than 20%?                      Yes                      No

If greater than 20% please list the reason you are building an account balance and attach a copy of the meeting minutes showing approval for this plan.

When do you do elections for your club officers?