



**Cesar E. Chavez High School**  
Associated Student Body  
**ASB ADVISOR ACKNOWLEDGEMENT FORM**



Advisor Name: \_\_\_\_\_ School Year: \_\_\_\_\_

Club/Organization: \_\_\_\_\_

**ASB Policy and Procedure Training**

I am aware of the responsibilities and expectations associated with the role of club advisor or coach. I understand that club advisors, coaches, officers, and members must abide by the Associated Student Body Accounting Manual (available online at [www.fcmat.org](http://www.fcmat.org)), district policies, and the guidelines outlines in the Student Activities Handbook. Activities or fundraisers cannot take place unless this form is signed and submitted to the ASB Office.

**Advisor/Coach Initials are required:**

\_\_\_\_\_ I will ensure that careful minutes are taken at each club meeting, with all necessary items noted.

\_\_\_\_\_ I will assist my club in preparing and monitoring an annual budget form and club organization sheet.

\_\_\_\_\_ I will work with my club to ensure that fundraisers are approved in advance and adequate controls are in place (check-out forms, pre-numbered tickets with ticket log, revenue forms)

\_\_\_\_\_ I will ensure Revenue Potential Forms are completed for each fundraising event.

\_\_\_\_\_ I will ensure that deposits are given to the ASB bookkeeper, Student Activities Director, or administrator on duty, immediately, or one business day following the fundraising event.

\_\_\_\_\_ I will count the cash receipts in the presence of the club treasure, and we will both sign off and date that counted funds are accurate.

\_\_\_\_\_ I understand that state law requires that all student body expenses be pre-approved by the club members, student council and administration. All purchase orders will need to be dated and approved before any purchase can be made.

\_\_\_\_\_ I understand that if I did not receive preapproval prior to purchasing items, I will be personally responsible for the entire cost.

**Advisor/Coach and Club Officer Acknowledgement**

Advisor/Coach Signature (x) \_\_\_\_\_ Date: \_\_\_\_\_

Club Officer Signature (x) \_\_\_\_\_ Date: \_\_\_\_\_