



# BUCHANAN HIGH SCHOOL

## 2019 – 2020 ADVISOR HANDBOOK



## 2019 – 2020 CLASS & CLUB ADVISOR Meeting Agenda

---

### *Advisor Responsibilities*

1. **Constitution:** New clubs must submit a typed Club Constitution by Friday, September 27, 2019
  - a. Constitutions may never require a “fee,” whether voluntary or not
  - b. Contact Activities Director for Club Constitution e-Template
  - c. If continuing a club, check with Activities Director to verify Constitution is on file
2. **Budget sheet:** A completed Budget Sheet should have been submitted to the Activities Office in June of the previous year. Only submit a form if there are adjustments or if you are a new club.
3. **Club Fair:** All clubs must participate in the Club Fair on Thursday, September 12, 2019 at lunch
  - a. Advisor(s) must be present at all times
  - b. One table, two chairs, & a club sign will be provided per club
  - c. Students may help at club table, but advisor must be present
  - d. Sign-up sheets will be provided and must be completed with Student Name & ID number
  - e. All Sign-up sheets must be turned in to the Activities Office at the end of lunch (copies will be made and returned the following day)
4. **Homecoming Parade:** All clubs *must* participate in the Homecoming Parade
  - a. Homecoming: October 11 vs. Clovis West. *Theme:* Blockbuster BEARS; movies
  - b. Clubs will create a sign to carry during the pre-game parade
  - c. Advisors must be present at Homecoming to supervise their students
  - d. All students will receive free entrance to the football game
5. **Roster:** Provide an accurate, typed list of club officers, members, and phone numbers to the Activities Office by Friday, September 27, 2019
  - a. All Clubs **MUST** have a minimum of 15 members to stay active for the year
6. **Meetings / Minutes:** All clubs must meet at least once per month
  - a. Advisors should provide meeting day, time, and location to the Activities Office for a club spreadsheet
  - b. Advisors will use a sign-in sheet and take minutes at every meeting. A copy of the *dated sign-in sheet and minutes* will be turned in to the Activities Office within one week of the meeting
  - c. All fundraisers and purchase orders must be approved and documented in the club minutes. Purchase Orders will not be signed without supporting minutes.
7. **Google Doc:** Club information will be posted on the school’s website
  - a. Verify the Club’s name, advisor(s) name, club purpose, meeting day(s), time, and location
8. **Community Service Project:** Clubs should participate in a minimum of one community service project. Email five pictures of your club project to Sarah Tozlian no later than March 25, 2020.
9. **Yearbook picture:** All clubs must participate in Club Yearbook Photos scheduled by Sara Hanson.

10. **Posters / Signage:** Send all signs, posters, advertisements, etc. to the Activities Office for an “ACTIVITIES APPROVED” stamp before posting
- Send the original for approval before making copies in the event changes are needed
  - Try to use Remind or other e-reminders to minimize the excess use of signage in hallways

11. **Food Fair** at lunch in the quad. Great opportunity to fundraise.
- October 9, 2019

12. **Fundraiser Suggestions**

- Food Fair
- Entertainment Cards
- Fundraising Cards/e-cards
- Restaurants %; Panda Express, Chipotle, Dickey’s, Carl’s Jr.
- Bear Bash, October 5, 2019

13. **Student Outreach Ideas**

- Music at lunch
- Advertisement of club at lunch
- Club vs. Club lunch activity

14. **Dates to Remember**

- Club Day/Sign-Ups: September 12
- Homecoming Parade: October 11
- Harmony: December 5-6
- All Club Paperwork Deadline: March 25, 2020

15. **Club Stipend – Level IX**

- Hold monthly meetings; submit sign-in sheets and minutes
- Participate in September Club Fair
- Submit rosters, constitution, budget sheet, and hold club elections
- Participate in and be present at Homecoming Parade
- Take Club Yearbook picture
- + one of the following steps:

<i>Step 1 – \$390</i>	<i>Step 2 – \$519</i>	<i>Step 3 – \$651</i>	<i>Step 4 – \$779</i>
<ul style="list-style-type: none"> <li>• 1 Community Service Event</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Community Service Event</li> <li>• 1 Student Outreach Activity</li> <li>• 1 Fundraiser</li> </ul>	<ul style="list-style-type: none"> <li>• 2 Community Service Events</li> <li>• 1 Student Outreach Activity</li> <li>• 1 Fundraiser</li> <li>• 1 Food Fair</li> </ul>	<ul style="list-style-type: none"> <li>• 2 Community Service Events</li> <li>• 2 Student Outreach Activities</li> <li>• 2 Fundraisers</li> <li>• 1 Food Fair</li> </ul>

16. All Club Advisor and Travel Forms are available on the Buchanan Website, under Co-Curricular > Clubs: <https://bhs.cusd.com/Clubs.aspx>

## CLASS & CLUB ADVISOR RESPONSIBILITIES

---

All organization activities are the responsibilities of the faculty advisor and the officers of the group. The following is a description of these responsibilities:

1. Hold monthly meetings. Schedule and oversee all meetings.
2. Assume responsibility for organization of all events.
3. Assume responsibility for proper *supervision* of students involved in scheduled activities. Advisors must be present at *all* club meetings, including after school.
4. Follow all financial guidelines for purchase orders and receipts.
5. See that records are kept of all activities, attendance, fundraising, financial info, and scholarships/awards to members.
6. Make arrangements with the Activities Office and the Deputy Principal's office for use of any school facilities. (Facilities Request forms must always be signed by the Activities Director)
7. Foster positive school and community relations and be involved in community service.
8. Seek authorization for and supervise all fund-raising events. Assume responsibility for proper handling and accounting of money.
9. Organize and supervise any programs, dances, or other sponsored events (if applicable).
10. Promote student involvement in activities beneficial to the school.
11. Promote and provide positive experiences necessary for student leadership training.

All Club Paperwork & Volunteer Pictures must be submitted to the Activities Office no later than Wednesday, March 25, 2020 to receive a Club Stipend.

### 2018-19 Club List for Reference

Club Name	Advisor(s)
AASU: African American Student Union	Ronda Turney
Adventure Club	William Herring
Aeronautics Club	Dave Pickford
Animal Appreciation Club	Mark Trotter
Armenian Culture Club	Sarah Tozlian
Asian Club	Lue Vang
Autoimmune Disease Awareness Club	Alyssa Lomier
Book Club	Christine Tessler
Buchanan Rugby Club	Bryan Franks
Campus Life	Allison Swearengen
Chess Club	Irene Teraoka
Chinese Club	Lili Wong
Class of 2019	Lutjens/Martinez
Class of 2020	Heimerdinger/Paape
Class of 2021	Tessler/Espinoza
Class of 2022	Paxton/Certain
Community Care Club	Irene Orozco-Jauregui
Creative Hub Club	Venetia Collier
Dance Evolution	Gabrielle Waters
eSports	Daniel Samarin
FCA	Michael Cooper
Filipino Club	Dulce Giannoni
Green Club	Andrew Austin
GSA	Melissa Nieves
Interact Club	Sarah Santini
International Thespian Society	Abigail Paxton
Japanese Culture Club	Colette Miura
Jr. Larcs	Christine Tessler
Junior Habitat for Humanity	Irene Teraoka
Key Club	Deanna Certain
K-Force	Vicky Xiong-Lor
Korean Club	Lili Wong
Latino Student Union	Angel Rodriguez
Life in the Arts	Colette Miura
Life Teen Club	Jennifer O'Meara
Light (The)	Rich Conteras
Medical Career Club	Braulia Sapien
Mission Club	Dulce Giannoni
Muddslingers	Colette Miura
Pokemon-Go	Sascha Ludwig
Random Acts of Kindness	Brook Constable
Red Cross	Venetia Collier
Scientific Explorers	Irene Teraoka
Women of Color Alliance	Kari Mancillas
Yoga Club	Gabrielle Waters
Young Americans for Freedom	Alicia Wolfe

**Club Minutes Template  
Buchanan High School**

---

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

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

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Members Present: (List members or attach a *legible* sign-in sheet)

I. Meeting Called to Order at \_\_\_\_\_ by \_\_\_\_\_.

II. The minutes of the previous meeting dated \_\_\_\_\_ were read and approve (or corrected and approved).

III. Treasurer's Report: (how much money currently in the account) \_\_\_\_\_

IV. Communication and Reports

- a. Old Business
- b. New Business
- c. Announcements

V. Fundraiser Requests

- a. Motioned by: \_\_\_\_\_
- b. Seconded by: \_\_\_\_\_
- c. Number for: \_\_\_\_\_ Number Opposed: \_\_\_\_\_

**Example:** *The Knitting Club would like to raise money for club t-shirts. The club will knit and sell blankets to purchase shirts. Bob motioned to approve the fundraiser. Jane seconded. All in favor, none opposed.*

VI. Request for Purchase Orders / Payments

- a. Motioned by: \_\_\_\_\_
- b. Seconded by: \_\_\_\_\_
- c. Number for: \_\_\_\_\_ Number Opposed: \_\_\_\_\_

**Example:** *Request to open a PO for \$100 to Joann's Fabrics to purchase yarn. Bob motioned to approve the fundraiser. Jane seconded. All in favor, none opposed.*

**Example:** *Request to open a PO for \$300 to "T-shirts Inc." to purchase club t-shirts for all members. Bob motioned to approve the fundraiser. Jane seconded. All in favor, none opposed.*

VII. Meeting Adjourned at \_\_\_\_\_ by \_\_\_\_\_.

---

Signature of Club Secretary

---

Advisor Signature

Date

## **BEGINNING OF THE YEAR CLUB MEETINGS**

### *Possible Agenda Items*

- Finalize club roster
- Elect club officers
  - Submit a copy of both to the Activities Office
- Icebreakers
- Discuss ways of gathering new members
- Meeting schedule
  - How will club remind each other of meetings? REMIND, Text, Email?
- Discuss Homecoming & theme
  - Parade participation
  - Sign painting for parade
  - Script to be read during parade intro
- Fundraisers for the year
- Club shirts
  
- Remember to use a SIGN IN SHEET at every meeting & have the secretary take MINUTES

# Club Meeting Sign-In Sheet

Club:

Date:

Advisor:

Location:

	<b>Student Name</b>	<b>Grade</b>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		



## Buchanan High School Fundraiser Information

---

1. Fundraiser requests must be submitted on the **REQUEST FOR FUND RAISER** Form.
2. Forms can be obtained in the Activities Office or on the Buchanan website:  
bhs.cusd.com > Co-Curricular > Clubs
3. **All fundraisers *must* receive Board Approval *\*\*New this year!***
4. Form should be submitted to the Activities Office at least **six weeks** prior to the event.
  - a. Be specific. List any and all vendors you might use.
  - b. Board Approval is needed whether money is deposited into an ASB or Foundation account
  - c. Fundraisers may begin no earlier than the first Monday *after* it is approved at the board meeting, this includes advertising
5. A Staff Member must be listed as the Supervisor/Requesting Person on the Form
6. Online fundraisers, such as GoFundMe, will not be approved unless funds can be sent directly to the school. Checks cannot be written to individual students; only written to school
7. Candy will not be approved as a fundraiser; however, food items that are pre-sold and delivered at a later date are acceptable (i.e. cookie dough, See's candy, etc.)
8. Spend nothing until you have a purchase order number
9. Keep accurate financial records. Fundraisers must be approved by the Club members and listed in Club Minutes
10. Annual fundraisers must be resubmitted every year

To Submit a Fundraiser:

**Complete the REQUEST FOR FUND RAISER Form & submit to the Activities Director**

### **Basic information to consider**

- A. Name and description of fundraiser
- B. Date(s) of fundraiser (if event includes pre-sale tickets, include those dates as well)
- C. Vendor used, if applicable, or ANY company name
- D. Cost of item(s)
- E. Profit per item
- F. Projected sales (estimate of total profit)

### ***Remember:***

- Submit early!
- ALL Fundraisers require Board Approval
- If you should have any other questions, you can always e-mail Sarah Tozlian or Tracey Campbell, or call Ext. 73264

## **2019-20 Board Meetings**

---

July 17, 2019  
August 14, 2019  
August 28, 2019  
September 11, 2019  
September 25, 2019  
October 9, 2019  
October 23, 2019  
November 13, 2019  
December 11, 2019  
January 15, 2020  
February 5, 2020  
February 19, 2020  
March 4, 2020  
March 18, 2020  
April 1, 2020  
April 22, 2020  
May 6, 2020  
May 20, 2020  
June 10, 2020

# *Student Body Budget Worksheet*

## 2019-20

Account Name: \_\_\_\_\_ Date: \_\_\_\_\_

Submitted By: \_\_\_\_\_

**Income:**

	Estimated	Actual
Admission Fees		
Tournament Fees		
Concessions		
Food Fairs		
Camps		
Donations		
Uniform Sales		
Fundraisers		
Other		
<b>Previous Year's Carry Over Balance:</b>		
<b>TOTALS:</b>		

**Expenses:**

	Estimated	Actual
Uniforms / T-Shirts		
Equipment		
Fundraisers		
Student Incentives		
Extra Help		
Field Trips		
Transportation		
Other		
<b>TOTALS:</b>		

**Approvals:**

\_\_\_\_\_  
FS & DATE

\_\_\_\_\_  
TEACHER/ ADVISOR & DATE

\_\_\_\_\_  
PRINCIPAL & DATE

\_\_\_\_\_  
SB & DATE

## 2019 – 20 CLUB ADVISOR AGREEMENT

---

The following are duties of a Club Advisor:

1. **Constitution:** Ensure a Club Constitution is on file in the Activities Office by September 27, 2019.
2. **Club Fair:** All clubs must participate in the Club Fair on Thursday, September 12, 2019 at lunch.
3. **Homecoming Parade:** All clubs *must* participate in the Homecoming Parade on Friday, October 11, 2019. Advisors must be present at Homecoming to supervise their students.
4. **Roster:** Provide an accurate, typed list of club officers, members, and phone numbers to the Activities Office by September 27, 2019. Maintain a minimum of 15 members to remain active.
5. **Meetings / Minutes:** Hold a club meeting *at least* once per month. Provide meeting day, time, and location to the Activities Office. Submit a copy of the sign-in sheet and minutes to the Activities Office within one week of the meeting.
6. **Google Doc:** Verify the Club's name, advisor(s), club purpose, meeting day(s), time, and location.
7. **Community Service Project:** Participate in at least one community service project and email a minimum of five pictures of your club to Sarah Tozlian no later than Wednesday, March 25, 2020.
8. **Yearbook pictures:** Participate in Club Yearbook Photos.
9. **Posters / Signage:** Receive approval for all signs and advertisements from the Activities Office.
10. **Food Fairs:** Participate in one Food Fair
11. **Fundraisers:** Complete one fundraiser by March 25, 2020.
12. **Budget Sheet:** Complete a Budget Sheet by May 29, 2020 for the following year.

*I attended the Club Advisor meeting and received the Club Advisor Handbook. I understand my responsibilities as a club advisor and that my stipend will be determined by the completion of my responsibilities.*

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

---

Signature of Club Advisor:

Date:

---

Signature of Activities Director:

Date: