

ASB Table of Contents & Guide to Forms

- ◆ Reminders
- ◆ Summary of meeting with D.O. Business Department (10/28/20 & 2/3/21)
- ◆ Food & Beverage Fundraiser Information (2015 FCMAT Manual)
- ◆ Advisor's Guidelines and Responsibilities
- ◆ Officers' Duties and Responsibilities
- ◆ CLUB BYLAWS *(renew annually at beginning of school year)*
- ◆ CLUB CHARTER CONSTITUTION *(renew annually at beginning of school year)*
- ◆ CLUB BUDGET PLAN
(renew annually at beginning of school year)
- ◆ Meeting Protocol / Instructions for Structuring Meetings (examples)
 - CLUB MINUTES *(attach Agenda)*
 - MEETING SIGN-IN SHEET
- ◆ Purchase Order Procedure
 - PRE-APPROVAL REQUEST (PAR) FORM
- ◆ Donation Collection Procedure
 - CASH COUNT & DEPOSIT FORM
- ◆ Fundraiser Procedure
 - REQUEST FOR FUNDRAISER APPROVAL INCLUDING REVENUE PROJECTION *(before fundraiser)*
 - FUNDRAISING BUDGET (REVENUE POTENTIAL) VS ACTUAL STATEMENT FROM *(after fundraiser)*
- ◆ Cash Control for Fundraisers
 - REQUEST FOR SEE MONEY AND/OR CASH BOXES
 - TICKET SALES REPORT FORM
 - SALES RECORD WITHOUT TICKETS (concessions)
 - TALLY SHEET FOR CASH TRANSACTIONS (when collecting money)
 - RECORD OF SALES - TALLY SHEET (Student Store use)
- ◆ Miscellaneous
 - ASB EXPENSE REIMBURSEMENT FORM
- ◆ Audit Worksheet - What will the auditors be looking for?