



# Student Club Handbook

## 2nd Edition

**Prepared by:**  
Maritza Davis, Leslie Rustin and Patty Huffman

# Table of Contents

|   |    |
|---|----|
| Introduction  | 3  |
| Purpose of an Agency                                  | 3  |
| Who can become an Agency/Club Account                 | 3  |
| Steps to Starting a Club                              | 4  |
| Roles, Responsibilities & Requirements                | 5  |
| • Principal's Role                                    | 5  |
| • Campus Bookkeeper/Secretary Role                    | 5  |
| • Club Sponsor's Role                                 | 5  |
| • Club Officer's Role                                 | 6  |
| • Club Member's Role                                  | 7  |
| • Financial Compliance's Role                         | 7  |
| Guidelines for Preparing By-Laws or Constitution      | 8  |
| • Sample Constitution                                 | 8  |
| Robert's Rule of Order                                | 10 |
| • What is Parliamentary Procedure                     | 10 |
| • Why is Parliamentary Procedure Important            | 10 |
| • How are Motions Presented                           | 11 |
| • Voting on a Motion                                  | 11 |
| Record Keeping  | 12 |
| • List of Officers                                    | 12 |
| • Agendas   | 12 |
| • Minutes   | 12 |
| • Cash Receipts                                       | 13 |
| • Order Forms, Invoices, & Other Purchasing Documents | 13 |
| • Balance Sheet                                       | 13 |
| • Treasurer Report                                    | 13 |
| Fundraising   | 14 |
| • Steps to Fundraising                                | 14 |
| • Approval Process                                    | 14 |
| • Taxable and Non-Taxable Sales                       | 14 |
| • Sales Tax   | 15 |

|                                    |    |
|------------------------------------|----|
| • Tax Free Sales                   | 15 |
| • Settle-Up Process                | 15 |
| Cash Handling                      | 16 |
| • Securing Cash/Checks             | 16 |
| • Receipting Cash/Checks           | 16 |
| • Mass Cash Collections            | 16 |
| • Depositing Cash/Checks           | 16 |
| Purchasing                         | 17 |
| • Signature/Minutes Requirements   | 17 |
| • Submitting Invoices              | 17 |
| • Submitting Requisitions (Orders) | 17 |
| • Contracts                        | 17 |
| Closing Your Club                  | 18 |
| • Year-End Fund Transfer           | 18 |
| Forms and Attachments              | 19 |
| • Notice of Intent                 | 20 |
| • Officer's List                   | 21 |
| • Treasurer's Report               | 22 |
| • Purchase Requisition Form        | 23 |
| • Pre-Tax Cheat Sheet              | 24 |
| • Contract Approval Request Form   | 25 |
| • Sample of By-Laws (Elementary)   | 26 |
| • Sample of By-Laws (High)         | 28 |
| • Minutes Example                  | 30 |
| • Taxable Items                    | 31 |
| • Non-taxable Items                | 32 |
| • Deposit Summary                  | 33 |
| • Fundraiser Permission Request    | 34 |

# Introduction

This manual is designed to provide a set of standardized accounting guidelines and procedures for the administration of the Pasadena Independent School District Agency Funds (Agency/Club Accounts). Principals, secretaries, bookkeepers, sponsors and other personnel involved in the handling of agency funds are responsible for following the guidelines and procedures described in this manual. Other materials available for use in administering agency funds are in the Business Office Procedure Manual, which can be found in the District's website ([www.pasadenaisd.org](http://www.pasadenaisd.org)).

## Purpose of Agency Funds

The Agency Funds are defined as funds consisting of resources received and held by the school, as trustee, to expend or invest in accordance with conditions of the trust. Specifically, these are funds accumulated from student Agency/Club Account activities such as, collection of student fees, donations, and from various campus approved fundraising activities. All funds collected by District personnel for the benefit of students clubs are defined as Agency/Club Accounts and must be handled according to the district cash handling process.

## Who Can Become an Agency/Club Account

To qualify as an Agency/Club Account of a school, a group of students must be organized for an activity other than instruction or to have a tax free sale. Agency/Club Accounts include student groups recognized by the school and organized by electing officers, holding meetings and conducting business. There is no limit on the number of Agency/Club Accounts that a school can have. Agency/Club Accounts can include whole grade levels, but cannot be limited to specific classes.

A department of a school or district, such as Assistant Principal office, counselor's office, purchasing, accounting, maintenance or IT department is **NOT** an Agency/Club Account even though it is part of the school or school district.

| QUALIFYING                   | NOT QUALIFYING     |
|------------------------------|--------------------|
| Scholarships                 | Teams              |
| Student Council              | Booster Clubs      |
| National Honor Society Clubs | Courtesy Committee |
| Senior Club                  | Debate Class       |
| Junior Class Club            | Science Class      |
| Sophomore Class Club         | Spanish Class      |
| Freshman Class Club          | Choir Class        |

# Steps to Starting a Club

1. Obtain the campus administrator's approval on the Notice of Intent form.
2. Create By-laws/Constitution according to guidelines and examples set forth in this Handbook.
3. Inform campus bookkeeper/secretary of Agency/Club Account origination.
4. Hold meeting and first election; approve by-laws by majority vote.
5. Once the student officers are elected, submit the Officer's List form to the campus bookkeeper/secretary.
6. Bookkeeper/secretary will need to coordinate with the Budget Department to create a Fund 865, if one is needed and has not been created.
7. Sponsors will submit updated By-Laws, by September 30th.
8. Before planning any activity, either on or off campus, proper approvals must be obtained **14 school days prior to event.**
9. New officers will be elected on a yearly basis by the Agency/Club Account members.
10. Remember to keep the organization's status current. Whenever the organization has a new election, turn in an updated Officers' List to the campus Bookkeeper/Secretary.

If you don't know something, ASK.

**A Fund 865 Student Club must have a club charter (by-laws/constitution) and elected officers, one being a Treasurer.**

# Roles, Responsibilities & Requirements

## ***Principal's Role***

Providing for the safekeeping of all money collected in the school. Monies that are collected at a school campus location must be secured and kept in the campus vault/safe nightly. If a vault is not available, monies are required to be maintained in a locked cabinet with restricted key access.

Provide proper accounting processes for transactions.

Ensure that expenditure of funds are in compliance with applicable state laws and local board policy.

Provide adequate training and supervision of all personnel designated by the principal to administer agency funds.

Authorize formation of any Agency/Club Accounts using the Notice of Intent form which can be found in the Appendix of this manual.

Deny any expenditure that is deemed inappropriate.

**The principal has the authority to deny any expenditure that is inappropriate.**

**The campus principal cannot spend the club funds for a non-club approved expenditure.**

**The club funds are the property of the campus club and not the campus principal.**

## ***Campus Bookkeeper/Secretary Role***

Responsible for maintaining adequate records (By-laws, Constitution, Treasurers Report, Minutes, etc.) and supplies pertaining to the student agency funds and the performance of duties in a timely manner.

Obtain verified and signed financial activity reports based on general ledger reports from the District accounting system.

Verify appropriate authorized signatures on purchasing documents.

Ensure Agency/Club expenditures have been approved in Agency/Club minutes prior to processing transactions.

## ***Club Sponsor's Role***

Serves as a link between the School and the Agency/Club and should assist the Agency/Club in achieving its goals and objectives.

Attend meetings and programs of the Agency/Club.

Responsible for managing their respective Agency/Club funds including following district purchasing policies and procedures.

Develop fund-raising plans.

Monitor financial position of club account by reviewing the Agency/Club accounts financial records.

Receipt and keep funds safe until turned over to the bookkeeper/secretary, and other fiduciary responsibilities.

Verify financial activity based on general ledger reports from the District accounting system.

Ensure Agency/Club expenditures have been approved in Agency/Club minutes prior to submitting to campus bookkeeper/secretary.

**The club sponsor must be a full-time faculty member at the campus.**  
**Club sponsors are responsible for verifying their balances and resolving any discrepancies with the campus bookkeeper monthly.**

### ***Club Officer's Role***

#### **President**

- Prepare an agenda for each Agency/Club meeting.
- Know *Robert's Rules of Order* for conducting a meeting and practice this procedure.
- Remain impartial – set an example for others.
- Know and understand the Agency/Club constitution.
- Carry out the decisions of the group.
- Know the responsibilities of the Agency/Club officers.
- Keep the group goals directed and on track throughout the year.
- Work closely with the Agency/Club sponsor.
- Be aware of deadlines for submitting required Agency/Club documentation.

#### **Vice President**

- Be prepared to take over the presidential responsibilities at any time and assist the President in any way.
- Be prepared to take on any specific duty that is requested of you.
- Be aware of deadlines for submitting required Agency/Club documentation.

#### **Treasurer**

- Obtain approval signatures and submit to campus bookkeeper. This must be done before any expenditure can be processed.
- Always know how much the Agency/Club has in its account.
- Maintain accurate records of monies received, paid or owed.
- Understand and accept responsibility related to student funds.
- Prepare a budget and make sure that the Agency/Club keeps within the budget.
- Keep records that can be easily obtained and understood and give a treasurer's report at each meeting and forward to the campus bookkeeper/secretary.
- Be aware of deadlines for submitting required Agency/Club documentation.

### Secretary

Submit by-laws and list of officers to campus bookkeeper/secretary before any funds can be spent.

By-laws and list of officers must be submitted to campus bookkeeper/secretary by September 30<sup>th</sup>.

Take minutes of all Agency/Club meetings and include records of attendance.

Submit copy of minutes to campus bookkeeper/secretary.

Keep an updated membership roster.

Be responsible for all correspondence.

Maintain and organize all files.

Be aware of deadlines for submitting required Agency/Club documentation.

### **Club Member's Role**

Attend meetings and actively participate in Agency/Club functions according to the Agency/Clubs By-laws and Constitution.

### **Financial Compliance's Role**

Responsible for the periodic financial reviews of each Agency/Club Account.

Assist sponsors with answering questions regarding Agency/Club Account rules and policies.



# Guidelines for Preparing By-Laws or Constitution

This is a format that may be followed when preparing by-laws for an organization. *If the organization is a subsidiary of a national chapter, school specific by-laws must be submitted based on this format.*

Examples from District campuses can be found in the Appendix section.

## Sample Constitution

### ARTICLE ONE - NAME

Section 1: The Name of this student club shall be \_\_\_\_\_.

### ARTICLE TWO - PURPOSE

Section 1: The purpose of this student club shall be to \_\_\_\_\_ (promote, organize, manage, direct, assist, recognize, etc...).

### ARTICLE THREE – MEMBERSHIP

Section 1: The membership of this student club shall consist of \_\_\_\_\_.

Section 2: Voting members may only be \_\_\_\_\_ students.

Section 3: Eligibility requirements (example: qualifications for membership; currently enrolled at \_\_\_\_\_, in good academic standing, take an active interest in the club, etc.)

Section 4: Student clubs may not discriminate against a member or prospective member on the basis of race, color, religion, sex, sexual orientation, gender, gender expression, national origin, marital status, or disability, except as specifically exempted by law.

### ARTICLE FOUR – OFFICERS

Section 1: The officers of this organization shall be the President, Vice President, Secretary and Treasurer. *(Add any other officers the club may need)*

Section 2: To be an eligible officer of this club, students must: \_\_\_\_\_.

Section 3: The term of office shall be one school year.

Section 4: Duties of the officers shall be included but not limited to the outline specified in the Pasadena Independent School District Student Club Handbook.

Section 5: In the event that an officer does not continue to meet the qualifications for said office, the officer may be removed by majority vote.

Section 6: Upon the removal of an officer, the club members shall nominate and vote for a new officer.

### ARTICLE FIVE – MEETINGS

Section 1: Regular meetings of this organization shall be held monthly, more as needed.

Section 2: Special meetings may be called at any time by the president upon petition of majority members or upon petition of majority officers upon three days' notice of such meeting to members.

Section 3: A quorum shall consist of a majority of voting members present at any meeting.

Section 4: Roberts Rules of Order shall govern the club in the order of its business.

### ARTICLE SIX - ELECTIONS

Section 1: Election of officers for an academic year shall be held at the beginning of the school year.

Section 2: Only voting members may vote for the election of an officer. If a member is absent and wished to vote, he/she must give a written ballot to the sponsor, in order for his/her vote to count.

Section 3: Notice of elections shall be given two weeks in advance to the day of the elections.

**ARTICLE SEVEN – EXECUTIVE AUTHORITY**

- Section 1: There shall be 1 or more full time faculty or staff sponsors who shall be member’s ex-officio, without vote.
- Section 2: Sponsors shall be nominated by the club officers, and voted upon by the members of this organization.
- Section 3: Powers and duties of the Sponsor are as set forth in the Pasadena Independent School District Handbook for Clubs and Organizations.

**ARTICLE NINE – COMMITTEES**

- Section 1: There will (not) be standing committees for this club.

**ARTICLE TEN - DUES**

- Section 1: There shall (not) be dues to join this club.

**ARTICLE TEN – AMENDMENT AND BY-LAWS**

- Section 1: This Constitution may be amended and adopted by ¾ of the membership present and voting at any regular/special meeting.
- Section 2: Notice of official Amendment shall be given exactly one week from the date of vote.

**AUTHORIZATIONS**

\_\_\_\_\_ Date

Club President

\_\_\_\_\_ Date

Club Secretary

**The club must have their own by-laws. Being a member of a national charter does not cover the individual club bylaw requirement.**

# Robert's Rule of Order

## ***What Is Parliamentary Procedure?***

Is the body of rules, ethics, and customs governing meetings and other operations of Agency/Clubs, organizations, etc. Allows members of the Agency/Club to be heard and to make decisions without confusion.

## ***Why is Parliamentary Procedure Important?***

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. So it's important that everyone know these basic rules.

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Approve minutes of previous meeting.
4. Treasurer's reports.
5. Announcements.
6. Upcoming events.
7. Concerns.
8. Date/place of next meeting.
9. Adjournment.

The method used by members to express their ideas is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

The purpose of a motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.

## ***How are Motions Presented?***

1. Make Your Motion
  - a. Speak in a clear and concise manner.
  - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
  - c. Avoid personalities and stay on your subject.
2. Wait for Someone to Second Your Motion
3. Another member will second your motion or the President will call for a second.
4. If there is no second to your motion it is lost.
5. The President States Your Motion
  - a. The President will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
  - b. The membership then either debates your motion, or may move directly to a vote.
  - c. Once your motion is presented to the membership by the President it becomes "assembly property", and cannot be changed by you without the consent of the members.
6. Expanding on Your Motion
  - a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
  - b. The mover is always allowed to speak first.
  - c. All comments and debate must be directed to the President.
  - d. Keep to the time limit for speaking that has been established.
  - e. The mover may speak again only after other speakers are finished, unless called upon by the President.
7. Putting the Question to the Membership
  - a. The President asks, "Are you ready to vote on the question?"
  - b. If there is no more discussion, a vote is taken.
  - c. On a motion to move the previous question may be adapted.

## ***Voting on a Motion***

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. Voting may be done by Voice. The President asks those in favor to say, "aye", those opposed to say "no". Any member may move for an exact count.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.

**Most importantly, *BE COURTEOUS.***

# Record Keeping

Accurate record keeping is an important part of an Agency/Club's activity. It is important to have these records to refer to in case questions arise from members or outside auditing sources. These types of tasks also prepare students for their future endeavors. All of the items listed in this section are required items for each Agency/Club Account.

**Agency/Club Accounts must keep documents three previous years plus the current year. Documents include by-laws, treasurer's reports, minutes of meetings, teacher cash receipts, student receipts, fundraiser approvals, withdrawals and purchases.**

## **List of Officers**

Each new or existing Agency/Club Account must elect new officers for each school year. A list of officers is one of the many requirements to remain in compliance with District guidelines. The student organization officer form can be located in the Appendix section of this handbook. Each officer must provide their name, phone number, email (if available), and signature.

## **Agendas**

To keep regularly scheduled meetings organized and orderly, it is suggested that an agenda be provided for the meeting attendees. Below is a sample of an agenda that can be used for Agency/Clubs. The agenda must include the name of the Agency/Club, the type of meeting (regular or special), and the date and time of the meeting. Below is an example:

(NAME OF CLUB)  
AGENDA FOR (MEETING TYPE)  
(DATE, TIME)

1. CALL TO ORDER (TIME STARTED)
2. ROLL CALL (OR DISTRIBUTE ATTENDANCE SHEET)
3. APPROVE MINUTES OF PREVIOUS MEETING (DATE)
4. TREASURER'S REPORTS
5. ANNOUNCEMENTS
6. UPCOMING EVENTS
7. CONCERNS
8. DATE/PLACE OF NEXT MEETING
9. ADJOURNMENT (TIME ENDED)

## **Minutes**

Minutes of the periodic meetings are public information and must be available for State or District audit. Minutes should be typed with copies made to provide one copy each for the Agency/Club's secretary, treasurer, faculty sponsor, and campus bookkeeper/secretary. The Agency/Club copies should be put in a binder and the sheets numbered consecutively with the initial of the Agency/Club secretary on each page. An example is located in the Appendix.

**The expenditure of 865 funds must have been pre-approved in a club meeting and recorded in the minutes and Treasurer's report prior to actually spending the funds.**

### **Cash Receipts**

If the Agency/Club performs fundraising or collects fees for a national or state organization, these funds should be collected by the Agency/Club treasurer and sponsor and receipted on the District's Automated Cash Receipt System. When these types of funds are deposited with the campus bookkeeper/secretary, the cash receipt should be kept with Agency/Club records.

### **Order Forms, Invoices & Other Purchasing Documents**

The Agency/Club treasurer is required to keep copies of all documents that are used when making purchases on the Agency/Clubs behalf. This includes order forms (Purchase Requisition Form – located in the Appendix), invoices, and copies of LPC request forms with supporting documentation.

### **Balance Sheet**

The Agency/Club treasurer is required to maintain a running total of the Agency/Clubs' financial situation. This register should encompass the entire school year and include all withdrawals and deposits made by the Agency/Club. The simplest way to do this is to create an Excel spreadsheet to track activity. This can also be accomplished with a handwritten tally log. Below is an example:

| [Club Name] Financial Log |                              |                  |                   |                |                |
|---------------------------|------------------------------|------------------|-------------------|----------------|----------------|
| <u>Date</u>               | <u>Company/Activity Name</u> | <u>Rcpt/PO #</u> | <u>Withdrawal</u> | <u>Deposit</u> | <u>Balance</u> |
| 09/01/13                  | Beginning Balance            |                  |                   |                | \$380.00       |
| 03/12/14                  | ABC T-Shirt Co.              | 21331            | \$480.00          |                | -\$100.00      |
| 03/30/14                  | C/O 2014 T-Shirt Sale        | 159357           |                   | \$550.00       | \$450.00       |
| 04/14/14                  | C/O 2014 T-Shirt Sale        | 159380           |                   | \$225.00       | \$675.00       |
| 05/27/17                  | Kroger-meeting supplies      | 22547            | \$60.00           |                | \$615.00       |

### **Treasurer Report**

The Agency/Club treasurer is also required to forward a treasurer's report to the campus bookkeeper/secretary on a monthly basis. This report will show all expenditures and deposits for the last month. A sample of this report is shown in the Appendix.

**The club sponsor is responsible for managing their respective club funds. This responsibility includes developing fund raiser plans, monitoring the financial position of the club, reviewing the club financial statements, receipting collected money and safekeeping the money until it is deposited by the school bookkeeper.**

**Club monies are raised by the club and spent for the benefits of the club, under the supervision of the sponsor.**

# Fundraising

## ***Steps to Fundraising***

A fundraising activity may be defined as any activity involving participation of a student body or a school recognized student group or club undertaken for the purpose of deriving funds for a school or a school sponsored group. Below is a brief list of steps to fundraising.

1. In a regular Agency/Club meeting, discuss and vote on a fundraiser.
2. Once a consensus is reached, submit a Fundraiser Permission request via the proper channels (form or automated).
3. Calendar the fundraiser with the appropriate campus administrator.
4. If applicable, start the purchasing process for any items that will be sold.
5. If applicable, request payment for any supplies needed for the fundraiser.
6. If applicable, set up a cash collection for collecting funds.
7. Determine the selling price for the fundraiser item(s) and whether the items are taxable.
8. Hold fundraiser during approved time period, keeping detailed records of sales.
9. Deposit collected funds with the bookkeeper/secretary in a timely manner.
10. Complete any documents to determine the profit made on the fundraiser.

Below are detailed descriptions of some of the processes performed while fundraising.

## ***Approval Process***

Only approved fundraising activities may be conducted. Fundraising activities must first be discussed in an Agency/Club meeting and voted in by a majority vote. Once a consensus is reached, the Agency/Club sponsor must submit a Fund Raiser Permission Form (located in the Appendix) to the campus administrator responsible for approving and calendaring fundraisers.

## ***Taxable and Non-taxable Sales***

Texas sales tax statutes impose tax on the sale, lease, or rental of tangible personal property and selected services. Tangible personal property includes personal property that can be seen, weighed, measured, felt, touched, or that is perceptible to the senses in any other manner. When an individual purchases a tangible item and it becomes the personal property of someone, it is taxable. It is irrelevant if the school logo is on the item or that the item will be utilized by a student in a school group for a school function.

The school shall collect sales tax on all taxable items. Taxable sales are tangible items such as pencils, paper, gift items, etc. and should be charged the appropriate tax rate for your campus.

See the Appendix for example tables with taxable items and non-taxable items. If there is any question on whether an item is taxable, contact the Financial Compliance office.

## **Sales Tax**

After it is determined that the item the Agency/Club is selling is indeed taxable, the selling price of the item can be determined. The selling price should be high enough to cover the sales tax while still allowing the Agency/Club to make a profit. Remember that the sales tax is figured on the **SELLING** price and not the **PURCHASE** price. For example, if the Agency/Club purchases t-shirts for \$4.00 each from a vendor and sells the t-shirts for \$10.00, the tax will be calculated based on the \$10.00 SELLING price.

Review the Pre-Tax Cheat Sheet found in the Appendix to help in determining the optimal selling price.

## **Tax Free Sales**

Current tax laws allow each Agency/Club to hold two tax-free day (a consecutive 24 hour period) sales or auctions during a calendar year. A calendar year consists of a continuous 12 month or 365/366 day period. This allows our fundraising groups to sell tangible items such as yearbooks or T-shirts without charging the purchaser for tax.

If an agency club participates in a campus-wide tax free sale that would count as one of their yearly tax-free sales.

The regulation states that the “sale” occurs when the purchaser takes possession of the item. Therefore, sales orders can be collected prior (such as a presale), but distribution to the purchaser must occur in a 24-hour period.

Tax free sales must be approved by vote in a regular meeting and noted in the minutes.

## **Settle-up Process**

It is the Agency/Clubs responsibility to report the outcome of a fundraiser to the appropriate campus administrator. This information includes the total funds collected, any disbursements made in relation to the fundraiser, and the net proceeds.

**Fund 865 clubs are exempt from sales tax when making a purchase just like the District.**  
**Fund 865 clubs are responsible for collecting sales tax when reselling any items just like the District.**  
**Each club gets two tax free days.**



# Cash Handling

Throughout the school year it often becomes the Agency/Club's responsibility to collect money for various items, such as fees, dues, and fundraiser activities. After the money is collected by the Agency/Club treasurer and sponsor, it is temporarily deposited with the campus bookkeeper/secretary, who will deposit the money with the bank. Many people are responsible for handling and securing money throughout the District, so, accuracy, honesty, and attention to detail are key elements when collecting and counting money.

## ***Securing Cash/Checks***

The Agency/Club should invest in a cash box or check out a locking bag from bookkeeper/secretary. When money or donation checks are collected and kept in the classroom, the box/bag must be kept in a desk safe or locked cabinet. Please be discrete and aware of your surroundings when dealing with cash in the classroom. Have an Agency/Club sponsor member present as a witness to all activity.

## ***Receipting Cash/Checks***

Pasadena Independent School District policy states that cash must be receipted when collected. The District has a Cash Collection System and no outside or alternate receipts may be used.

District policy states that checks are not accepted at the campus level except for donations. Allowable checks should be made payable to Pasadena Independent School District instead of the individual campus. Donation checks should be taken to the campus bookkeeper/secretary for processing.

## ***Mass Cash Collections***

When a mass cash collection is performed (i.e., car wash, garage sale, concessions, at-the-door admission), the Agency/Club is responsible to count and organize the cash. Use a Deposit Summary of Collection form (located in the Appendix) or a sheet of paper to note the amount of cash and the breakdown by denomination. Provide the date the funds were collected, the Agency/Club name and an explanation of what was sold.

## ***Depositing Cash/Checks***

When the Agency/Club is ready to deposit funds, they must prepare for this process.

1. Sort all collected money by bill denomination and coin denomination. You may use a Deposit Summary of Collection form (located in the Appendix), run an adding machine tape or a sheet of paper to note the amount of cash and the breakdown by denomination. The money collected should balance with the total on paper where money breakdown is noted. Provide the Deposit Summary or other type of recording to the campus bookkeeper/secretary for verification.
2. The faculty sponsor should take the cash and coin to bookkeeper/secretary to deposit. The campus bookkeeper/secretary will provide a copy of the cash receipt for the Agency/Club's records.

# Purchasing

Agency/Club Accounts are not subject to Pasadena Independent School District bid regulations but there are certain guidelines that must be followed. The Agency/Club funds are the property of the Agency/Club Account and not the campus principal but the principal has the authority to deny any expenditure that is considered inappropriate.

## ***Signature/Minutes Requirements***

All expenditures for an Agency/Club Account must be approved in a periodic or special meeting by a voting majority of the Agency/Club members. These decisions must be included in the meeting minutes. Minutes must be itemized and detailed. All purchasing documents prepared by the campus bookkeeper/secretary are required to have two additional signatures besides the campus principal. The faculty sponsor and a student officer must sign these documents. Signatures must be legible and labeled (i.e., Sponsor, Student Officer). If a student is not available for signature or is too young to write their signature, the faculty sponsor can provide the meeting minutes in lieu of the requirement.

## ***Submitting Invoices***

If an Agency/Club receives an invoice for expenditures, they need to forward this to the campus bookkeeper/secretary for immediate processing. If the vendor is not set up in Pasadena Independent School District accounting system, the Agency/Club should contact the vendor to obtain a W-9 form. Forward this form to the campus bookkeeper/secretary to have the vendor set up. Purchasing documents cannot be processed until the vendor is set up.

## ***Submitting Requisitions (Orders)***

When an Agency/Club needs to submit an order to a vendor, the faculty sponsor will complete and submit a Purchase Requisition form (located in the Appendix) with all the appropriate signatures. To make the ordering process easier, please attach a copy of the quote or some other type of backup to the requisition form.

## ***Contracts***

The approval of all contracts, lease and maintenance agreements must be approved by the appropriate administrators before execution. Student Club contracts or agreements using Agency/Club Accounts must be approved by the General Counsel before signing. A Contract Approval Request Form (located in the Appendix) has also been added to formally track the approval of contracts. This form needs to flow electronically with the contract.

**The expenditure must be signed off by a student officer and the club sponsor. In lieu of a student officer sign off, minutes of the meeting may be attached for backup.**

**Fund 865 clubs are not subject to PISD bid regulations; however, they may utilize any Pasadena Independent School District bid in making a purchase.**

# Closing Your Club

If an Agency/Club decides to disband for any reason, the members must decide the disposition of any remaining funds in the Agency/Club Account. This would include Agency/Club Accounts for high school seniors that are graduating.

The decision for disbandment and any disbursement of remaining funds should be discussed and voted on by Agency/Club membership and noted in the final meeting minutes.

## ***Year-End Fund Transfer***

When an Agency/Club is disbanding or all members are graduating, the Agency/Club must vote on the disposition of any remaining Agency/Club funds. These funds may be transferred to the upcoming school year Agency/Club participants, donated to an Agency/Club selected charity or transferred to the campus principal's activity funds.

According to the Board Policy CFD – Activity Funds Management

*Note that after one year of club inactivity, any remaining club funds will be transferred to the campus principal's activity funds automatically. All funds shall be left in the appropriate account and each sponsoring group shall retain the carryover funds for the next fiscal year. If an organization ceases to function or exist, the unexpended funds of the organization shall be credited to the appropriate administrative activity account.*

**Fund 865 club funds are subject to Pasadena Independent School District review.**

# Appendix



# Student Organization Officers

Student Organization \_\_\_\_\_

|   |
|---|
| <b>President</b> _____<br>Contact No. _____<br>Email _____<br>Signature _____ |
|---|

|  |
|--|
| <b>Vice-President</b> _____<br>Contact No. _____<br>Email _____<br>Signature _____ |
|--|

|   |
|---|
| <b>Secretary</b> _____<br>Contact No. _____<br>Email _____<br>Signature _____ |
|---|

|   |
|---|
| <b>Treasurer</b> _____<br>Contact No. _____<br>Email _____<br>Signature _____ |
|---|

|  |
|--|
| _____<br>Contact No. _____<br>Email _____<br>Signature _____ |
|--|

|  |
|--|
| _____<br>Contact No. _____<br>Email _____<br>Signature _____ |
|--|

This agreement is valid for the academic year 20\_\_\_\_ to 20\_\_\_\_\_.

*I agree to follow all the terms and conditions of the funding policy as stated in the 865 Handbook.*

\_\_\_\_\_  
**Signature of Club President**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Club Treasurer**

\_\_\_\_\_  
**Date**

---

### Accounting Use Only

Submitted to District Bookkeeper:

\_\_\_\_\_  
**Bookkeeper**

\_\_\_\_\_  
**Date**







# PRE- TAX CHEAT SHEET

| Total Sale Price | Taxable Revenue | Sales Tax |
|------------------|-----------------|-----------|
| \$ 1.00          | \$ 0.92         | \$ 0.08   |
| \$ 2.00          | \$ 1.85         | \$ 0.15   |
| \$ 3.00          | \$ 2.77         | \$ 0.23   |
| \$ 4.00          | \$ 3.70         | \$ 0.30   |
| \$ 5.00          | \$ 4.62         | \$ 0.38   |
| \$ 6.00          | \$ 5.54         | \$ 0.46   |
| \$ 7.00          | \$ 6.47         | \$ 0.53   |
| \$ 8.00          | \$ 7.39         | \$ 0.61   |
| \$ 9.00          | \$ 8.31         | \$ 0.69   |
| \$ 10.00         | \$ 9.24         | \$ 0.76   |
| \$ 11.00         | \$ 10.16        | \$ 0.84   |
| \$ 12.00         | \$ 11.09        | \$ 0.91   |
| \$ 13.00         | \$ 12.01        | \$ 0.99   |
| \$ 14.00         | \$ 12.93        | \$ 1.07   |
| \$ 15.00         | \$ 13.86        | \$ 1.14   |
| \$ 16.00         | \$ 14.78        | \$ 1.22   |
| \$ 17.00         | \$ 15.70        | \$ 1.30   |
| \$ 18.00         | \$ 16.63        | \$ 1.37   |
| \$ 19.00         | \$ 17.55        | \$ 1.45   |
| \$ 20.00         | \$ 18.48        | \$ 1.52   |

| Total Sale Price | Taxable Revenue | Sales Tax |
|------------------|-----------------|-----------|
| \$ 21.00         | \$ 19.40        | \$ 1.60   |
| \$ 22.00         | \$ 20.32        | \$ 1.68   |
| \$ 23.00         | \$ 21.25        | \$ 1.75   |
| \$ 24.00         | \$ 22.17        | \$ 1.83   |
| \$ 25.00         | \$ 23.10        | \$ 1.90   |
| \$ 26.00         | \$ 24.02        | \$ 1.98   |
| \$ 27.00         | \$ 24.94        | \$ 2.06   |
| \$ 28.00         | \$ 25.87        | \$ 2.13   |
| \$ 29.00         | \$ 26.79        | \$ 2.21   |
| \$ 30.00         | \$ 27.71        | \$ 2.29   |
| \$ 31.00         | \$ 28.64        | \$ 2.36   |
| \$ 32.00         | \$ 29.56        | \$ 2.44   |
| \$ 33.00         | \$ 30.49        | \$ 2.51   |
| \$ 34.00         | \$ 31.41        | \$ 2.59   |
| \$ 35.00         | \$ 32.33        | \$ 2.67   |
| \$ 36.00         | \$ 33.26        | \$ 2.74   |
| \$ 37.00         | \$ 34.18        | \$ 2.82   |
| \$ 38.00         | \$ 35.10        | \$ 2.90   |
| \$ 39.00         | \$ 36.03        | \$ 2.97   |
| \$ 40.00         | \$ 36.95        | \$ 3.05   |

| Total Sale Price | Taxable Revenue | Sales Tax |
|------------------|-----------------|-----------|
| \$ 41.00         | \$ 37.88        | \$ 3.12   |
| \$ 42.00         | \$ 38.80        | \$ 3.20   |
| \$ 43.00         | \$ 39.72        | \$ 3.28   |
| \$ 44.00         | \$ 40.65        | \$ 3.35   |
| \$ 45.00         | \$ 41.57        | \$ 3.43   |
| \$ 46.00         | \$ 42.49        | \$ 3.51   |
| \$ 47.00         | \$ 43.42        | \$ 3.58   |
| \$ 48.00         | \$ 44.34        | \$ 3.66   |
| \$ 49.00         | \$ 45.27        | \$ 3.73   |
| \$ 50.00         | \$ 46.19        | \$ 3.81   |
| \$ 51.00         | \$ 47.11        | \$ 3.89   |
| \$ 52.00         | \$ 48.04        | \$ 3.96   |
| \$ 53.00         | \$ 48.96        | \$ 4.04   |
| \$ 54.00         | \$ 49.89        | \$ 4.11   |
| \$ 55.00         | \$ 50.81        | \$ 4.19   |
| \$ 56.00         | \$ 51.73        | \$ 4.27   |
| \$ 57.00         | \$ 52.66        | \$ 4.34   |
| \$ 58.00         | \$ 53.58        | \$ 4.42   |
| \$ 59.00         | \$ 54.50        | \$ 4.50   |
| \$ 60.00         | \$ 55.43        | \$ 4.57   |

| Total Sale Price | Taxable Revenue | Sales Tax |
|------------------|-----------------|-----------|
| \$ 61.00         | \$ 56.35        | \$ 4.65   |
| \$ 62.00         | \$ 57.28        | \$ 4.72   |
| \$ 63.00         | \$ 58.20        | \$ 4.80   |
| \$ 64.00         | \$ 59.12        | \$ 4.88   |
| \$ 65.00         | \$ 60.05        | \$ 4.95   |
| \$ 66.00         | \$ 60.97        | \$ 5.03   |
| \$ 67.00         | \$ 61.89        | \$ 5.11   |
| \$ 68.00         | \$ 62.82        | \$ 5.18   |
| \$ 69.00         | \$ 63.74        | \$ 5.26   |
| \$ 70.00         | \$ 64.67        | \$ 5.33   |
| \$ 71.00         | \$ 65.59        | \$ 5.41   |
| \$ 72.00         | \$ 66.51        | \$ 5.49   |
| \$ 73.00         | \$ 67.44        | \$ 5.56   |
| \$ 74.00         | \$ 68.36        | \$ 5.64   |
| \$ 75.00         | \$ 69.29        | \$ 5.71   |
| \$ 76.00         | \$ 70.21        | \$ 5.79   |
| \$ 77.00         | \$ 71.13        | \$ 5.87   |
| \$ 78.00         | \$ 72.06        | \$ 5.94   |
| \$ 79.00         | \$ 72.98        | \$ 6.02   |
| \$ 80.00         | \$ 73.90        | \$ 6.10   |

| Total Sale Price | Taxable Revenue | Sales Tax |
|------------------|-----------------|-----------|
| \$ 81.00         | \$ 74.83        | \$ 6.17   |
| \$ 82.00         | \$ 75.75        | \$ 6.25   |
| \$ 83.00         | \$ 76.68        | \$ 6.32   |
| \$ 84.00         | \$ 77.60        | \$ 6.40   |
| \$ 85.00         | \$ 78.52        | \$ 6.48   |
| \$ 86.00         | \$ 79.45        | \$ 6.55   |
| \$ 87.00         | \$ 80.37        | \$ 6.63   |
| \$ 88.00         | \$ 81.29        | \$ 6.71   |
| \$ 89.00         | \$ 82.22        | \$ 6.78   |
| \$ 90.00         | \$ 83.14        | \$ 6.86   |
| \$ 91.00         | \$ 84.07        | \$ 6.93   |
| \$ 92.00         | \$ 84.99        | \$ 7.01   |
| \$ 93.00         | \$ 85.91        | \$ 7.09   |
| \$ 94.00         | \$ 86.84        | \$ 7.16   |
| \$ 95.00         | \$ 87.76        | \$ 7.24   |
| \$ 96.00         | \$ 88.68        | \$ 7.32   |
| \$ 97.00         | \$ 89.61        | \$ 7.39   |
| \$ 98.00         | \$ 90.53        | \$ 7.47   |
| \$ 99.00         | \$ 91.46        | \$ 7.54   |
| \$ 100.00        | \$ 92.38        | \$ 7.62   |

**PISD Contract Approval Request**

Initiator:  Date: [Click here to enter a date.](#)

Campus:  Phone:

Contractor/Company:

Start Date: [Click here to enter a date.](#) End Date: [Click here to enter a date.](#)

Amount of Contract: \$

**Type of Contract**

**NOTE:** All contracts must be submitted for review through the proper chain in accordance with **CH (Regulation)** located in Board Policy.

- |  |  |
|--|--|
| <input type="checkbox"/> Professional Service Agreement                  | <input type="checkbox"/> Vending Machine             |
| <input type="checkbox"/> Cooperative Agreement and Sole Source Agreement | <input type="checkbox"/> Facility Use                |
| <input type="checkbox"/> License Agreement and Contracted Services       | <input type="checkbox"/> Field Trip                  |
| <input type="checkbox"/> Student Club Fund 865                           | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Interlocal Agreement                            | <input type="checkbox"/> Real Estate/Property        |

**Contracts requiring Board approval in accordance with CH Local must have the following completed:**

Board Agenda Item: ATTACHED  **OR** Board Approval **NOT** Required

Board Approval Date: [Click here to enter a date.](#) **OR** Approval Pending Date: [Click here to enter a date.](#)

**Required Signatures**

Please refer to Board Policy **CH REGULATION** located online or call 713-703-9105

Associate Superintendent:  Date: [Click here to enter a date.](#)

Director of Purchasing:  Date: [Click here to enter a date.](#)

General Counsel (approval as to form):  Date: [Click here to enter a date.](#)

Principal Signature:  Date: [Click here to enter a date.](#)

Department Head Signature:  Date: [Click here to enter a date.](#)

# **Mickey Mouse Club By-laws (Elementary)**

## **Disney Adventure School**

### **Article 1. Club Name**

The name of the club is Mickey Mouse Club, hereafter referred to as the club.

### **Article 2. Purpose of the Club**

- a.
- b.
- c.
- d.
- e.

### **Article 3. Membership**

- a. Membership is open to any currently enrolled Disney Adventure School student.
- b. Sponsorship is open to any current full-time faculty and staff at Disney Adventure School.
- c. Only currently enrolled students are allowed to run for club offices.
- d. Current members may bring up new business during the open floor session of regularly scheduled meetings.

### **Article 4. Officer Positions**

- a. The officers of this club shall be President, Vice President, Secretary, and Treasurer. Officer positions may be deleted or established by a majority vote of the club.
- b. Officers will be elected for one year by a vote of the club at the beginning of each school year.
- c. Officers cannot miss more than one meeting per quarter.
- d. An officer may be removed from office by a 3/4 vote at a club meeting.
- e. If an officer position becomes vacant for any reason, the club shall hold elections at the next club meeting.

### **Article 5. Officer Duties**

- a. President - principal officer and is responsible for leading the club in meetings and activities in accordance with guidance established by the Disney Adventure School and these by-laws.
- b. Vice President - shall assist the president in club management, shall preside over club meetings in the absence of the president, and shall perform other duties assigned by the president.
- c. Secretary - shall keep minutes of club meetings, maintain club membership records, and shall perform other duties assigned by the president. The secretary shall maintain an attendance roster for the club records.
- d. Treasurer - shall maintain all of the financial holdings of the club including maintaining a current balance sheet. The treasurer shall make a financial report to the club on a semi-annual basis or whenever the faculty sponsor or president deems necessary. The treasurer shall make a financial report to the club before the election of a new treasurer or in the event the treasurer leaves office before regular elections.

### **Article 6. Faculty Sponsors**

- a. There may be a group of faculty sponsors.
- b. A sponsor must be present at all club meetings.
- c. A sponsor will be responsible for supervising elections and maintaining order within the club.
- d. A sponsor will work closely with the club officers in business matters of the club, including maintenance of the club website.

**Article 7. Executive Committee**

- a. The executive committee will be composed of all club officers and faculty sponsors.
- b. The executive committee will meet as required to make club decisions that do not need a majority vote of all club members.
- c. Meetings will be called as necessary.
- d. This committee may recommend the creation of other committees. The additional committees will be created by vote of the club.

**Article 8. Voting**

- a. Each member that has paid dues may vote.
- b. All proposed changes (amendments) to these by-laws must be approved by a majority of the club.

**Article 9. Dues**

- a. The Club Treasurer will collect annual membership dues. The dues are \$5.00 for annual membership and are to be paid in advance.
- b. Dues may be changed by a majority of the club.
- c. Dues paid are non-refundable.
- d. The dues will go toward expenses not covered by the funds raised by the club (e.g., food and beverages at meetings).
- e. Dues will be deposited into the club's school account.

**Article 10. General Fund**

- a. The club will provide an annual budget designated for startup costs, equipment, activities, events, student travel, guest speakers, and certifications. This fund may cover other costs incurred by the club but cannot be used for the purchase of food and beverages.
- b. This fund will be managed by the club and placed into the club's school account.

**Article 11. Meetings**

- a. General meetings will be held monthly. Meeting locations and times are subject to change by a consensus of the club's officers.
- b. At least one sponsor is required to attend each meeting.

**Article 12. Activities**

- a. Fundraisers - proceeds from fundraisers will be deposited into the club's school account and will go toward expenses not covered by the funds provided to the club by club member dues (e.g., food and beverages at meetings).
- b. Competitions and Fairs
- c. Site Visits
- d. Certifications
- e. Equipment
- f. Software

**Article 16. Changes to By-laws**

- a. Articles in this set of by-laws may be deleted or modified as deemed necessary by a majority of the club.
- b. Changes to the by-laws will be done as amendments.
- c. A majority vote is required to make any changes to the club's by-laws.

# Disney Adventure School (High School)

## Mickey Mouse Club By-Laws

Recognizing the need for the continued pursuit of goodwill, understanding and unity among all peoples in the World community, we, the members of the Mickey Mouse Club, do hereby declare and ordain these by-laws in the interest of the long-term and steadfast pursuit of these goals.

### Article I: Name

The official name of this organization is the Disney Adventure School Mickey Mouse Club.

### Article II: Purpose

The Disney Adventure School Mickey Mouse Club shall strive to achieve the following goals:

- 
- 
- 
- 

### Article III: Membership

The Mickey Mouse Club shall allow any Disney Adventure School student to become a member. These requirements shall not be changed except in accordance with the Purpose of the Mickey Mouse Club, as enumerated in Article II.

### Article IV: Officers

#### Section I: Offices

The three elected officers of the Mickey Mouse Club shall be the President, the Vice-President, and the Treasurer.

#### Section II: Elections and Terms

All three of the Mickey Mouse Club Officers listed in Section I of Article IV shall serve a term of one (1) year, and elections shall be held in the Fall Quarter of each Academic Year during a meeting of the Mickey Mouse Club. The new officers shall assume their roles immediately after being elected.

#### Section III: Qualifications

Any member who seeks to become an officer of the Mickey Mouse Club should be able to provide evidence of membership in good standing for at least one entire academic quarter prior to election.

#### Section IV: Duties

##### **President:**

The President of the Mickey Mouse Club shall:

- Preside over all meetings.
- Be elected into office by a majority vote of a quorum of members present at the annual election meeting.
- Serve as facilitator for the planning of activities and events, in accordance with the Purpose of the Mickey Mouse Club, as enumerated in Article II.
- Act as the official representative of the Mickey Mouse Club to all foreign bodies.
- Be replaced by the Vice-President if two-thirds of all voting members of the Mickey Mouse Club call or the President's impeachment or if the President becomes unable to perform the duties associated with that office.

##### **Vice-President:**

The Vice-President of the Mickey Mouse Club shall:

- Undertake any duties the President is not able to fulfill in the President's role as facilitator or representative.
- In absence of the President, serve as acting President.
- Maintain all official records of the Mickey Mouse Club.
- Keep the members informed about all events and meetings sponsored by the Mickey Mouse Club.
- Advertise publicly those events sponsored by the Mickey Mouse Club which are open to the community.
- Confirm the Treasurer's accounts at least once per year.
- Be elected into office by a majority vote of a quorum of members present at the annual election meeting.

- Be replaced by a Presidential appointee if two-thirds of all voting members of the Mickey Mouse Club
- call for the Vice-President's impeachment or if the Vice-President becomes unable to perform the duties associated with that office.

**Treasurer:**

The Treasurer of the Mickey Mouse Club shall:

- Be responsible for the stewardship of all moneys and debts associated with the Mickey Mouse Club, and inform the members about the financial status of the Mickey Mouse Club when called to do so.
- Maintain complete and accurate records of all monetary flows, realizing that these records may be examined on demand by any officer or member.
- Be replaced by a Presidential appointee if two-thirds of all voting members of the Mickey Mouse Club call for the Treasurer's impeachment or if the Treasurer becomes unable to perform the duties associated with that office.

**Article V: Advisor**

In accordance with the purpose as established in Article II, the Mickey Mouse Club desires to maintain relations with the faculty and staff of Disney Adventure School. Therefore, at the request of the Mickey Mouse Club, a member of the Disney Adventure School faculty or staff shall serve as the Mickey Mouse Club's advisor for a term of no less than one academic year. The advisor shall serve as representative to the Disney Adventure School faculty and staff and advise the Mickey Mouse Club in all aspects of its operation. The Mickey Mouse Club advisor should, if possible, attend all meetings and events of the Mickey Mouse Club and chaperone travels.

**Article VI: Amendments**

**Section I: Submissions**

Any active member during the course of the meeting may make a motion to make an amendment to the by-laws.

**Section II: Voting**

Amendments shall require two-thirds vote of all active Mickey Mouse Club members to take effect.

**Article VII: Adoption and Repeal**

**Section I: Adoption**

These By-laws shall be considered adopted when and if two-thirds of the entire active membership of the Mickey Mouse Club vote to adopt said by-laws at a meeting called for such a purpose.

**Section II: Repeal**

Upon the adoption of these By-laws of the Mickey Mouse Club, all previous By-laws, including any and all amendments thereon, thereto or contained therein, shall be considered repealed and no longer in effect.

**Article VIII: Constitutional By-laws**

**Section I: Election Procedures**

Nominations will be taken second week of the Fall Quarter. The meeting that is second week in the Fall Academic Quarter shall be held for the purpose of holding elections. Nominees will be given a maximum of five (5) minutes to present a speech to the general membership explaining their reasons behind running for office, qualifications, goals, and all other applicable information. After all speeches are completed, a written ballot will be taken to vote. The nominees receiving the greatest number of votes will win the office. In the case of a tie, the quorum of the membership will vote again, taking only those candidates involved in the tie into consideration. The elections will be held in ascending order. The offices will be voted on and decided in the following order: the President, the Vice-President and the Treasurer.

**Section II: Meetings**

The time and format of meetings shall be decided by the active members.

**Section III: Attendance**

Officers should be in attendance at every meeting unless prior notification of absence is given.

**Section IV: Quorum**

A quorum shall consist of two-thirds of the active members of Mickey Mouse Club.

**Section V: Voting Requirements**

All votes, unless specified otherwise, shall be passed by a majority of a quorum of the active general membership.

**Group Name Meeting**

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

**1. Call to order (by President)**

I call this (School Name) *Group Name* Meeting to order.  
Secretary, please call the roll for today’s meeting.

**2. Roll of officers present (by Secretary)**

\_\_\_\_ President (Name)

\_\_\_\_ Vice President (Name)

\_\_\_\_ Secretary (Name)

\_\_\_\_ Treasurer (Name)

All Officers are present except \_\_\_\_\_

**Roll call of members present (by Secretary)**

\_\_\_\_ Member # 1

\_\_\_\_ Member # 4

\_\_\_\_ Member # 7

\_\_\_\_ Member # 2

\_\_\_\_ Member # 5

\_\_\_\_ Member # 8

\_\_\_\_ Member # 3

\_\_\_\_ Member # 6

\_\_\_\_ Member # 9

All members present except \_\_\_\_\_

**Roll call of sponsors present (by Secretary)**

\_\_\_\_ Sponsor # 1

\_\_\_\_ Sponsor # 2

\_\_\_\_ Sponsor # 3

All Sponsors are present except \_\_\_\_\_

- 3. Reading of minutes of last meeting (by Secretary)** Approved /Not Approved
- 4. Officers’ reports (asked by President)** Approved /Not Approved
- 5. Committee reports (asked by President)** Approved /Not Approved
- 6. Special orders (asked by President)** Approved /Not Approved
- 7. Unfinished business (asked by President)** Approved /Not Approved
- 8. New business (asked by President)** Approved /Not Approved
- 9. Announcements (by Sponsor)**
- 10. Adjournment (by President)**

\_\_\_\_\_  
**Secretary Initials**

| TAXABLE ITEMS  |  |
|--|--|
| Agenda Books/Planners  | Magazine-Subscriptions less than 6 months  |
| Agricultural Sales   | Magazines-when sold individually   |
| Art-supplies and work of art   | Musical supplies-recorders, reeds, strings   |
| Artistic-CDs, tapes, videos  | Parts-career & technology classes (not to include products used in cosmetology)              |
| Athletic-equipment and uniforms  | Parts-upholstery   |
| Auction items sold   | PE-uniforms, supplies  |
| Automotive-parts and supplies  | Pennants   |
| Band-equipment, supplies patches, badges, uniform sales and rental                                   | Pictures-school, group (if school is the seller)   |
| Book Covers  | Plants-holiday greenery and poinsettias  |
| Books-workbooks, vocabulary, library, author (when we are the seller)                                | Rentals-equipment of any kind  |
|  | Rentals-uniforms of any kind, towels   |
| Brochure Items   | Repair to tangible personal property (i.e., computer repair, house remodeling)               |
| Calculators  | Rings and other school jewelry   |
| Calendars  | Rummage, yard and garage sales   |
| Candles  | Safety supplies  |
| Car -painting, pin striping  | School publications-athletic programs, posters   |
| Clothing-school, club, class, spirit   | School publications-brochures  |
| Computer-supplies, mouse pads  | School publications-magazine (unless >six month subscription)                                |
| Cosmetology products sold to customers   | School publications-newsletters, newspapers (generally are not sold though)                  |
| Cups-glass, plastic, paper   | School publications-reading books  |
| Decals   | School publications-sheet music, hymnals   |
| Directories-student, faculty   | School publications-yearbooks  |
| Drafting-supplies  | School store-all items (except food)   |
| Family and Consumer Science-supplies and sewing kits   | Science-science kits, boards, supplies   |
| Fees-copies, printing, laminating  | Spirit items   |
| Flowers-roses, carnations, arrangements  | Stadium seats  |
| Greeting Cards   | Stationary   |
| Handicrafts  | Supplies-any sold to students  |
| Horticulture Items   | Uniforms-any type to include PE, dance team, drill team, cheerleaders, athletic, club shirts |
| Hygiene Supplies   | Vending-pencils and other non-edible supplies when the school services the machine           |
| Identification Cards-when they are sold to the entire student body (not just the fine for a lost ID) | Woodworking crafts-entire sales to include parts and labor                                   |
| Locks-sales and rentals  | Yard signs   |



| NON-TAXABLE ITEMS   |
|---|
| Ad Sales-in yearbooks, athletic programs, newspapers, posters   |
| Admission tickets - athletic , dances, dance performances, drama and musical performances   |
| Admission - summer camps, clinics, workshops, project graduation, banquet fees, bids, prom, homecoming, tournament fees, academic competition fees                                  |
| Club memberships  |
| Cosmetology Services (Products sold to customers are taxable)   |
| Discount/Entertainment cards and books  |
| Facility rentals for school groups  |
| Food and drinks sold at PTA Carnivals   |
| Sale of food and soft drinks sold during a regular school day, subject to an agreement with the proper school authorities.  |
| Vending machine sales   |
| Meals and food products, including candy and soft drinks, served in an elementary or secondary school during the regular school day.  |
| Candy and food items sold through fund raising drives by PTA or students of the school who are under eighteen years of age  |
| Labor -automotive, upholstery classes (parts are taxable)   |
| Lost Library Books or Lost Textbooks  |
| Magazine subscriptions greater than six months  |
| Parking Permits   |
| Periodicals and Writings (reading materials such as yearbooks, calendars, directories, magazines, brochures and newsletters (if published and distributed by Booster Clubs or PTAs) |
| Services- car wash, cleaning  |

## DEPOSIT SUMMARY

|                       |  |                               |  |
|-----------------------|--|-------------------------------|--|
| <b>Sponsor Name:</b>  |  | <b>Cash Receipt Number:</b>   |  |
| <b>Student Group:</b> |  | <b>Deposit Date:</b>          |  |
| <b>Fundraiser:</b>    |  | <b>Fundraiser Date(s):</b>    |  |
| <b>Item(s) Sold:</b>  |  | <b>Amount items sold for:</b> |  |

| CURRENCY (Bills)       | Amount | Quantity | Total |
|------------------------|--------|----------|-------|
| Hundreds (100.00)      |        |          | 0.00  |
| Fifties (50.00)        |        |          | 0.00  |
| Twenties (20.00)       |        |          | 0.00  |
| Tens (10.00)           |        |          | 0.00  |
| Fives (5.00)           |        |          | 0.00  |
| Twos (2.00)            |        |          | 0.00  |
| Ones (1.00)            |        |          | 0.00  |
| <b>Total Currency:</b> |        |          | 0.00  |

| COINS                 |  | Amount | Quantity (# of coins) | Total |
|-----------------------|--|--------|-----------------------|-------|
| Quantity (# of coins) |  |        |                       | 0.00  |
| Dollars (1.00)        |  |        |                       | 0.00  |
| Half Dollars (.50)    |  |        |                       | 0.00  |
| Quarters (.25)        |  |        |                       | 0.00  |
| Dimes (.10)           |  |        |                       | 0.00  |
| Nickels (.05)         |  |        |                       | 0.00  |
| Pennies (.01)         |  |        |                       | 0.00  |
| <b>Total Coins:</b>   |  |        | 0.00                  |       |

**TOTAL DEPOSIT**

|             |
|-------------|
| <b>0.00</b> |
|-------------|

Additional Notes:

|  |
|--|
|  |
|  |
|  |
|  |

|                                      |      |
|--------------------------------------|------|
| Sponsor/Student Officer<br>Signature | Date |
|--------------------------------------|------|

|                      |      |
|----------------------|------|
| Bookkeeper Signature | Date |
|----------------------|------|

**Pasadena Independent School District  
Authorization to Conduct a Fund Raiser Form**

**General Information:**

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

**Fund Raiser Information:**

Fund Raiser Title: \_\_\_\_\_

A. What type of merchandise or service will be sold or provided?  
\_\_\_\_\_

B. How will the merchandise or service be sold or provided (e.g. catalog sales, individual sales to students on campus, prepaid orders, etc.)?  
\_\_\_\_\_

C. Vendor \_\_\_\_\_ Representative \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

D. Fund raiser will be conducted from \_\_\_\_\_ to \_\_\_\_\_

E. Fund raiser will be conducted \_\_\_\_\_  
(Location)

F. Funds generated will be used for \_\_\_\_\_

G. If you are an 865, is this considered one of your tax free days? \_\_\_\_\_

**Sponsor Certification:**

I certify that all monies collected will be deposited to the campus secretary/bookkeeper in accordance with the district's cash handling procedures.

**Sponsor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

| <b>To be completed at the conclusion of the Fund Raiser:</b> |       |
|--|-------|
| Total money collected  | _____ |
| Less: Disbursements  | _____ |
| Net Proceeds   | ===== |

**Authorization:**

( ) **Approved** **Principal:** \_\_\_\_\_

( ) **Disapproved** **Date:** \_\_\_\_\_