

# Club Sponsor Meeting

Phoenix Union High School District 210  
2022-2023

# What Happens In the Bookstore?

Money  
Collection

Requisition  
Entry

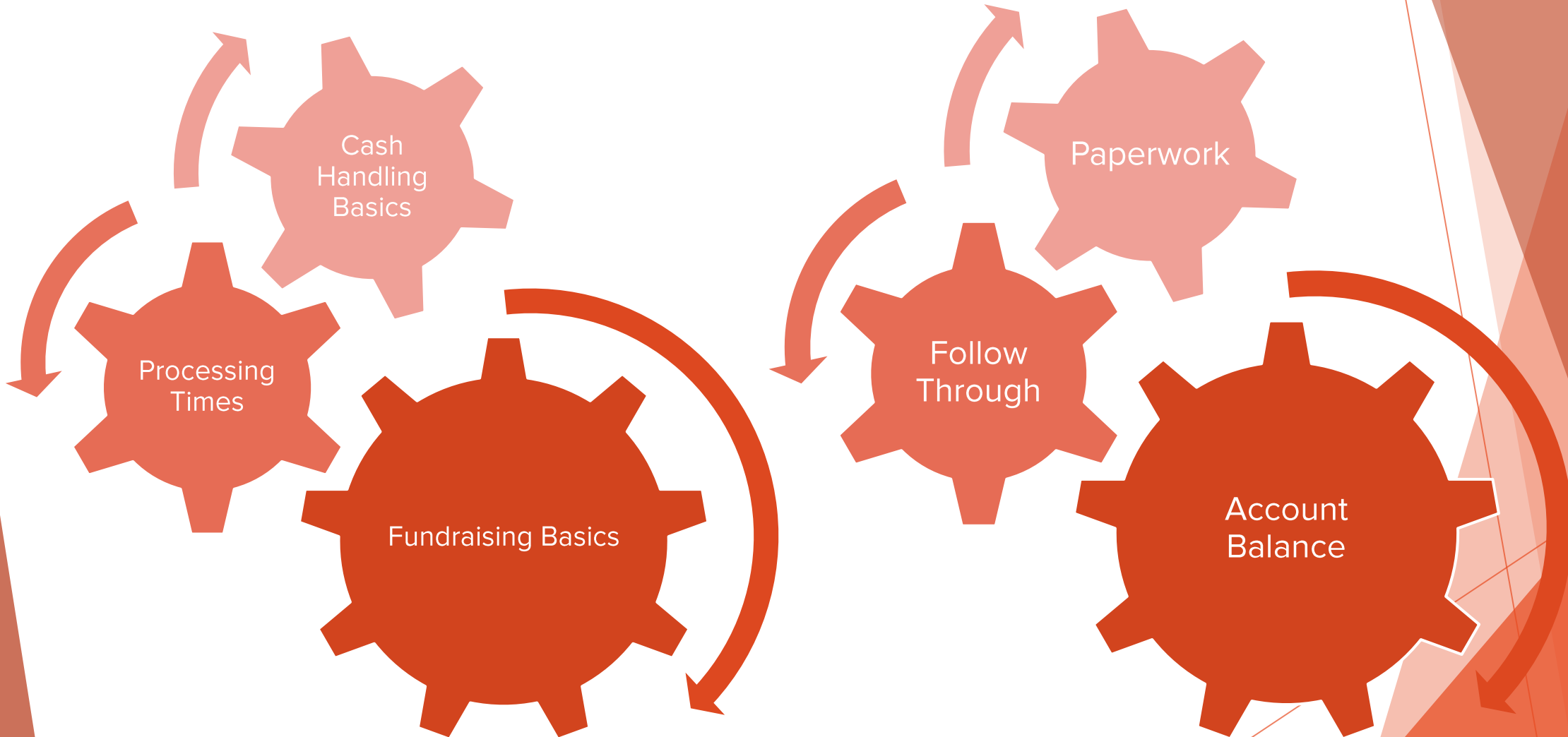
EPAR  
Submission

Textbook  
Distribution

Resource  
Hub

& Much,  
Much More!

# What is Important to Know?



# First Steps of Club Sponsors

## Step 1

- ❖ Attend annual Club Sponsors meeting
- ❖ Sign and submit the Student Activities Club Sponsor Handbook Agreement (last page)
- ❖ Send signed agreement to site Bookstore

## Step 2

- ❖ Submit Club Constitution form to APO Office for signature and then submit to Bookstore along with Club Sponsor form.
- ❖ Bookstore will submit Constitution and Sponsor form to Student Activities Department
- ❖ Codes will be activated in Visions when form has Club Sponsor form been received and processed in Student Activities
  - ❖ You will receive email confirmation when codes have been activated!

# Club Constitution Form

ALL SECTIONS must be filled out, but the most common mistakes are..

ARTICLE III: MEMBERSHIP – Open to ALL students actively enrolled at the site

ARTICLE IX: MEETINGS – Be Generic!  
(once a week, once a month, bi-monthly, etc).

SIGNATURE & DATE – Need them both prior to submission!

Club Constitution/Bylaws

Article I Name.  
The name of the club (Club) shall be:

organized in the Phoenix Union High School District (PXU) at (School):

Article II: Purpose.

Article III: Membership.

Article IV: Duties

	Duties	Semester	Year
President:	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice President:	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer/Secretary:	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Article V: Election of New Officers (description of procedures).

Article VI: Committees (optional).

Article VII: Depositing of Funds.  
All funds received by the Club must be deposited in & expended from the School Bookstore or through appropriate staff at CEE if a Bookstore is not available, following the PXU's handbook for sponsors.

Article VIII: Sponsor/Custodian.  
The Club shall be a student-led organization. A certified employee (Club Sponsor) shall supervise the Club & Club members shall follow the Club Sponsor's advice about District/School rules & policies. The Club Sponsor or other certified employee shall supervise all club meetings and club activities. A PXU employee who functions as a Club Sponsor for a club that is philosophical, political, or religious in nature shall act in compliance with Board Policy JJAB and attend meetings only in a supervisory, non-participatory capacity, e.g., for custodial purposes. See Board Policy JJAB for further guidance.

Article IX: Meetings.  
Meetings will be held on campus, during non-instructional time, with the club sponsor in attendance.

Article X: Amendments & Ratification.  
Section 1. Amendments to the constitution must be proposed & accepted by at least a 2/3 majority vote of the membership.  
Section 2. Ratification requires a 2/3 majority vote of membership.

Article XI: Anti-Discrimination.  
The PXU does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, sexual orientation, gender identity, gender expression, or immigration status in admission & access to its programs, services, activities, or in any aspect of its operations & provides equal access to the Boy Scouts & other designated youth groups. The lack of English language skills shall not be a barrier to admission or participation in the PXU's activities & programs. The PXU also does not discriminate in its hiring or employment practices. The following employees have been designated to handle inquiries regarding the nondiscrimination policies:  
Aviso Contra la Discriminación.  
PUHSD no discrimina en base a la raza, el color, la religión, el origen nacional, el sexo, la discapacidad, la edad, orientación sexual, identidad de género, expresión de género o estatus migratorio para la admisión y acceso a sus programas, servicios, actividades, o en cualquier aspecto administrativo, y proporciona un acceso igualitario a los Boys Scouts y otros grupos de jóvenes designados. La falta del conocimiento del idioma inglés no deberá ser una barrera para la admisión o participación en cualquiera de las actividades o los programas del Distrito. Phoenix Union High School District tampoco discrimina en sus prácticas de empleo y contratación. Los siguientes empleados han sido designados para manejar las preguntas sobre las políticas contra la discriminación:

<b>Title IX Coordinator</b> Mr. Juve Lopez, Talent Executive Director 4502 N. Central Ave Phoenix, AZ 85012 (602) 764-1539 jlopez1@phoenixunion.org	<b>Section 504 Coordinator</b> Ms. Wendy Collison, ESS Director 4502 N. Central Ave Phoenix, AZ 85012 (602) 764-1025 Collison@phoenixunion.org
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Assistant Principal of Opportunities  Date

Phoenix Union High School District No. 210 Page 1 of 1 Updated 04, July 15, 2020

# Club Sponsor Form

ALL SECTIONS must be filled out, but the most common skipped sections are..

**Club Member/Sponsor Form**  
Please type or legibly print all information

Total: \_\_\_\_\_

SCHOOL INFORMATION		
School	Date Submitted	School Year
Club Name	Budget Control Group 850 - - S	Code (Finance only)

We the members of the above noted club acknowledge Student Government is the recognized sponsor for all campus clubs and as such all interest payments will be allocated to STUGO for the benefit of all students on campus.

SPONSOR INFORMATION	
Sponsor Name	Co-Sponsor Name

STUDENT OFFICERS		
Name	Student ID #	Title

STUDENT MEMBERS (do not include officers if listed above)			
Name		Student ID #	
1.		13.	
2.		14.	
3.		15.	
4.		16.	
5.		17.	
6.		18.	
7.		19.	
8.		20.	
9.		21.	
10.		22.	
11.		23.	
12.		24.	

Please allow CEE 24-48 hours for processing to be complete. Thank You!

**TOTAL -**

Total number of club members in club

**BUDGET CONTROL GROUP -  
FUND – SITE # - PROJECT**

Each Club is designated a unique identifier

## EXAMPLES OF CLUB BUDGET CONTROL GROUPS:

- 850-210-S930 (ALHAMBRA ASSOCIATED STUDENTS)
- 850-212-S591 (METRO TECH ROBOTICS CLUB)
- 850-225-S715 (CAMELBACK BOYS GOLF CLUB)
- 850-260-S781 (BLACK STUDENT UNION CLUB)

Not sure of your Budget Control Group? Contact your Bookstore!

# Responsibilities of Sponsors

## Attend and facilitate all club meetings

- The number of meetings should be limited to not more than once per week
- As a rule, meetings should not be held at night. Parents and Administration are to be notified when a night meeting is required.

## Ensure written minutes are kept for all meetings (example to follow)

- Signature of students in attendance (first and last name)
- Motions made (by whom and seconded by whom)
- Votes taken (motion passed or failed)
- Student officers must sign club minutes to approve them including the minute taker.
- Signature of sponsor which indicates her/his approval of the minutes.

## Assist club members in making sound activity decisions while adhering to all District and State required guidelines

## Ensure procedures are followed in all activities including activities, expenses, and fundraising activities

- Be advised that you are a PXU representative at all times, but you are *not* authorized to sign contracts or obligate the district in any way. ***Operating outside procedure may result in personal liability for any related expenses.***

# Club Meeting Minutes Example

Club Meeting Minutes		Req #:
Please type or legibly print all information		
School <u>Metro Tech</u>	Date of Meeting <u>8/26/20</u>	Time of Meeting <u>2:30pm</u>
Club Name <u>XYZ Club</u>	Budget Control Group <u>850 - 212</u> - \$123	# of Members Present <u>15</u>
Sponsor Name (present) <u>Bob Smith</u>	Co-Sponsor Name (present) _____	
Treasurer <u>Jane Doe</u>	Account Balance <u>D</u>	
Old Business _____		
<b>NEW BUSINESS (Detailed Club Action)</b>		
NTE or Dollar Amount <u>1,000</u>		
Purchase order not to exceed \$1,000 for water bottles for Water Day event on September 1, 2020.		
Motion Made By _____ Seconded By _____		
# In Favor _____	# Against _____	
<b>NEW BUSINESS (Detailed Club Action)</b>		
NTE or Dollar Amount <u>\$5,235.86</u>		
Purchase order not to exceed \$5,235.86 for club t-shirts for the 2020/2021 school year. Shirts will be purchased from Absolute Screen Printing.		
Motion Made By _____ Seconded By _____		
# In Favor _____	# Against _____	
Adjournment Moved By: _____ Seconded By: _____		
Club Officer Signatures: _____		
Club Sponsor Signature(s): _____		

**\*\*Must attach the member signature sign-in sheet with club name, date, and signatures!\*\***

## MOST COMMON ERRORS:

1. **DETAILED ACTION ITEMS** – Should indicate the vendor in which items are wishing to be purchased, the amount, date of event, & any other detail at the minimum.
2. **IF TYPED NAMES** – Students must also sign next to the typed name (first and last name, no initials)
3. **NOT TO EXCEED AMOUNT** – Club members should include any shipping or handling costs included with the NTE amounts
4. **STUDENT VOTING**- Each detailed action item will need to be proposed separately with individual votes.



# Website Key Resources

Home / Departments /

**Bookstore**

**Student Activities Requisition**

Administrative Leadership Guides

Documents, Forms, and Handbooks

Fee Schedules

Purchasing Memo - Authorized Vendors

Tax Credit Payroll Deduction

## Student Activities Requisition

To submit an electronic requisition request to your bookstore, start by clicking your school name below.













A PDF form will open in a new browser window. Download and save the form to your computer (or other device) before filling it out.

Once you've completed the form, note the documents that must be delivered to the bookstore then click the "Submit" button. You also can save the completed form for your records by choosing "Save as" from the file menu and updating the name of the file to reflect your event/requisition.

**Note that you also must deliver any required attachments to the bookstore. Your requisition will not be processed until you have submitted all documents.**

For questions or concerns regarding the form, please contact the bookstore manager at your site or the bookstore operations manager at 602-764-1443. For technical problems with the form, contact the IT Help Desk at [helpdesk@phoenixunion.org](mailto:helpdesk@phoenixunion.org).

Log in to [pay course fees](#) or [purchase school items](#).

ALHAMBRA ▼▲ 	BIOSCIENCE ▼▲ 	BOSTROM ▼▲ 	BROWNE ▼▲ 
CAMELBACK ▼▲ 	CENTRAL ▼▲ 	CHAVEZ ▼▲ 	DESIDERATA ▼▲ 
FAIRFAX ▼▲ 	FRANKLIN ▼▲ 	HAYDEN ▼▲ 	LINDA ABRIL ▼▲ 

Click on School Name for Requisition Request

Home / Departments /

**Bookstore**

**Student Activities Requisition**

Administrative Leadership Guides

**Documents, Forms, and Handbooks**

Fee Schedules

Purchasing Memo - Authorized Vendors

Tax Credit Payroll Deduction

## Documents and Forms

- [Account Code Description](#)
- [Advertising \(submit to Athletics Department\)](#)
- [Bus Request Form 20-21](#)
- [Cash Handling Procedures](#)
- [Club Constitution Form 20-21](#)
- [Club Meeting Minutes Form 20-21](#)
- [Club Sponsor Handbook 19-20](#)
- [Club Sponsor Form 20-21](#)
- [Club Sponsor Meeting 2019-2020](#)
- [Donation Form \\$300+ 20-21](#)
- [Joint Venture Fundraising Form](#)
- [Purchase Order Modification Request](#)
- [Request for Correction on Account](#)
- [Request for Fee Waiver](#)
- [Sales Reconciliation Form](#)
- [School Tax Credit - DOR Pub. 707](#)
- [Student Activities Requisition Form](#)
- [Tax Credit Eligibility Document](#)
- [Ticket Sellers Worksheet](#)

# Chain of Custody

- A Chain of Custody Form will accompany every cash box issued from the Bookstore
- The last individual listed when returned to the Bookstore is accepting responsibility for any discrepancy
- This form is not optional – Per our external audit firm this is an important internal control

CHAIN OF CUSTODY FORM	
PHOENIX UNION HIGH SCHOOL DISTRICT 210	
SITE: _____	BUDGET CONTROL GROUP: _____
<b>BOOKSTORE INITIAL CASH BOX</b>	
NAME OF EVENT: _____	EVENT DATE: _____
REQUESTED BY: _____	ISSUED AMOUNT: \$ _____
REQUESTER SIGNATURE: _____	DATE: _____
<b>TRANSFER 1</b>	
TRANSFERRING TO: _____	TOTAL AMOUNT: \$ _____
SIGNATURE: _____	DATE: _____
<b>TRANSFER 2</b>	
TRANSFERRING TO: _____	TOTAL AMOUNT: \$ _____
SIGNATURE: _____	DATE: _____
<b>TRANSFER 3</b>	
TRANSFERRING TO: _____	TOTAL AMOUNT: \$ _____
SIGNATURE: _____	DATE: _____
TOTAL AMOUNT IN CASH BOX: \$ _____	
RETURN CASH BOX WITH COMPLETED SALES RECONCILIATION FORM AND/OR TICKET SALES LOG TO BOOKSTORE IMMEDIATELY AFTER EVENT	
WHITE = FINAL BOOKSTORE COPY GREEN = TRANSFER 1 YELLOW = TRANSFER 2 PINK = TRANSFER 3 GOLD = BOOKSTORE VAULT COPY	
PLEASE PRESS FIRMLY WITH BALLPOINT PEN!	

# Reconciliation Form

[illegible]

# Ticket Sellers

PHOENIX UNION HIGH SCHOOL DISTRICT #210				
TICKET SELLER'S WORKSHEET				
Name:			Issued Tickets:	
<b>Ticket Sales</b>				
Beginning Number	Ending Number	Quantity Sold	Price	Total Line
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
				Total <hr/>
<b>Ticket Exchange Adjustment:</b>				
	Exchange	Price	For	Total Line
	<hr/>	<hr/>	<hr/>	<hr/>
	<hr/>	<hr/>	<hr/>	<hr/>
				Total <hr/>
CASH TALLY			<hr/>	
CURRENCY			<hr/>	
COIN			<hr/>	
TOTAL CASH ON HAND			<hr/>	
LESS: STARTING CHANGE			<hr/>	Total <hr/>
OVER <hr/>		SHORT <hr/>		
MONEY TALLEY				
CURRENCY:				
TWENTIES	<hr/>	\$ 1.00	<hr/>	
TENS	<hr/>	\$ 0.50	<hr/>	
FIVES	<hr/>	\$ 0.25	<hr/>	
TWOS	<hr/>	\$ 0.10	<hr/>	
ONES	<hr/>	\$ 0.05	<hr/>	
OTHER	<hr/>	\$ 0.01	<hr/>	
TOTAL:	<hr/> <hr/>	TOTAL:	<hr/> <hr/>	
TOTAL CASH ON HAND: <hr/>				
SELLER'S SIGNATURE <hr/>			COMMENTS: <hr/>	
 			<hr/>	
 			<hr/>	
 			<hr/>	
VERIFIED BY <hr/>			<hr/>	
 			<hr/>	
 			<hr/>	
 			<hr/>	
BOOKSTORE STAFF <hr/>			<hr/>	
 			<hr/>	

# Sponsor Checks

- Must be picked up at CEE-5<sup>th</sup> Floor (temporary) and signed out
- Only spend what is on Purchase Order and only at that Vendor!
- Checks cannot exceed two (2) weeks of being checked out
- **NO** personal items on receipts
- Please always submit a DETAILED receipt (must be itemized!)
- Return receipts within five (5) days from returning from trip

# Keep in Mind

## Costco Purchase Orders

- PLEASE READ MEMO FROM PURCHASING DEPARTMENT
- One-time use only at certain locations

## Sponsor Checks

- Will only be issued if a vendor does not take a PXU PO
- Will not be issued for common items that can be found using an approved PXU vendor

## Stugo Sponsors

- Cannot be sponsor of any other club
- Can be co-sponsor
- Main sponsor gives final approval on expenditures

## Crowdfunding Platforms

- Support My Club is preferred (already Board Approved)
- Be aware of fees and policies
- Must be approved by APO prior

## Defunct Clubs

- One year inactivity of financials – funds transferred to Stugo

## Travel Paperwork

- MUST be sent to the Travel Department
- Please provide a copy of authorized travel to Bookstore if Student Activities monies is being utilized

# Contact Us!

**Jenifer Pease**

Bookstore Operations Manager

602-764-1443

pease@phoenixunion.org

**Gail Coker**

Student Accounting  
Technician

602-764-1414

coker@phoenixunion.org

**Jaime Duncan**

Student Activities Assistant

602-764-1430

jduncan@phoenixunion.org