

SPONSOR'S DECLARATION

As a sponsor of a club at:

_____ at _____
(Club Name) (Name of School)

I acknowledge that funds earned by the efforts of students have been defined by ARS 15-1121-1123 and Governing Board Policy JJE and JJE-R as student activity funds. I understand tax credit contributions and paid board approved participation fees shall not be co-mingled with student activity funds.

I further acknowledge that the only lawful repository of student funds is a bank account established by the Governing Board. This account is called the Student Activities Fund and is managed by the Student Finance Accounting Division of Financial Services.

I am aware that all monies received by the club must be receipted at the time the money is received, by either ticket sales, pre-numbered receipts, or documentation on daily class/club/customer lists.

I am aware that a fully completed Cash Collection – Ticket Sales Form that includes a reconciliation of items sold to cash collected must be turned in to the Office/Finance Manager with the monies to be deposited daily.

I am aware that all student funds are required to be deposited in the District approved bank account in their entirety as they are earned. Fundraising monies collected are not allowed to be deposited into a personal or PTA/PTO or Parent Booster Organization bank account.

I am aware that all goods and services received by a club must be received on a valid purchase order prepared by the TUSD Purchasing Department. I will not procure items before a purchase order is issued from the Purchasing Department. I understand that the mandatory Procurements, Vendors and Public Records Training Overview will need to be completed through the District's Professional Learning Portal.

I am aware that I am personally not allowed to contract for goods and services on the behalf of any TUSD entity. Monies are also not to be used to directly pay a vendor for goods and services or reimburse any individual.

I have a copy of the Student Activities (Club) Manual and have read, and understand Governing Board Policies DJ, DJE, DJG, JJA, JJE, JF, GBAA and their accompanying Administrative Regulations.

I have been given an orientation by my supervising administrator regarding these and other issues involved in my responsibilities as a club sponsor.

I will complete the Student Activities Cash Handling -Sponsor Training Course on the District's Professional Learning Portal (see District's Home Page quick links – Professional Learning Portal). I understand that any submission of requisitions for noted Student Club will not be approved through the ERP system until I have completed this training course. This training will be required to be completed each fiscal school year. Please attach copy of training certificate showing course completion.

Sponsor Signature

Date

Administrator Signature

Date

SCHOOL NAME: _____ DATE: _____

CLUB CONSTITUTION FORM

Consitution of the _____ Club

Purpose of this Club is: _____

ARTICLE I

This organization shall be known as _____

ARTICLE II

Any Student of _____ who is interested in _____
may be a member of the _____ Club.

ARTICLE III

A. The _____ Club Officers Shall be:

1. President or
2. Vice President or
3. Secretary or
4. Treasurer or

B The duties of these officers shall be:

1. President shall preside over Club meetings
2. Vice President shall arrange programs and other activities for the Club.
3. Secretary shall take minutes of meetings and handle all correspondence as deemed necessary.
4. Treasurer shall handle all monies connected with the Club.

ARTICLE IV

Those members present shall elect officers at the second to last meeting at the end of the school year.

ARTICLE V

Committees shall be formed as the need arises, and formed on a Volunteer basis.

ARTICLE VI

Dues shall be assessed by agreement and vote of Club membership.

ARTICLE VII

A. Meetings shall be held on _____ every week at _____ A.M. or P.M.

B. President may call special meetings as need arises: he/she may change date and time of regularly scheduled meetings when deemed necessary.

ARTICLE VIII

Any Club member may propose Amendment(s). Amendments must be ratified by two-thirds of the membership in order for amendment to take effect.

ARTICLE IX

This Constitution shall become effective upon approval of two-thirds of the Club members, the Club sponsor and the _____ School Student Council.

NOTE TO NEW CLUBS: Make any revisions on this form to suit your own needs.

CLUB OFFICER NAME & SIGNATURE

CLUB SPONSOR NAME & SIGNATURE

_____ DATE

_____ DATE