

# Student Organization

## Important Information for Advisors, Coaches and Moderators

### Set-Up

- Rosters with names of all members/participants including SO card numbers
  - establishing a club requires a minimum of 10 students
  - Constitution (a format is available) – Clubs Only
- College Alignment Forms – detailing how your club/team/event is aligned with college awareness and/or college readiness skills

**All clubs must participate in or host at least (1) event, (1) community service project and (1) fundraiser per school year. Failure to do so can result in your club charter being revoked.**

### Fundraising/Collection of Funds

- Authorization Form – This form **MUST** be submitted to COSA 30 days prior to the collection of money for any reason. (e.g. – bake sales, sweatshirts, trips)
    - Additional signature is required for teams and department collections
  - Final Statement - 2 days after the completion of fundraiser a final statement and money collected needs to be handed in to the treasurer
  - Only cash and money orders are accepted by the office of the Treasurer– No personal checks!
  - Purchases over \$2000 require bids from 3 different DOE approved vendors.
- \*\*\* All student groups receive a budget which must be spent in the school year it is distributed.

### Reimbursement of Funds

- Original receipts must be submitted along with a disbursement of funds form available from the treasurer or assistant treasurer. Sales tax can not be reimbursed, tax exempt forms are available in room 131.

### Events/Community Service

- An Event Registration Form **MUST** be filled out 30 days prior to any activity
- EVERY activity must be registered in the Student Activities office
  - Use of building space after school and on weekends requires a building permit obtained from the custodians office.
    - In some cases security agents and deans will need to be arranged
    - If you are charging admission or selling any items at the event then an authorization to collect funds form must be filled out
- Off Campus Events or trips require a Trip Plan approved by the Principal and a signed parental/teacher consent forms for every student attending
  - If there is a cost associated with the trip then an authorization to collect funds form must also be filled out

Copies of all the forms are available in the Student Activities Center Room 131.