

DEADLINES

To allow for ample time for the approval process, submit any ASB business paperwork at least two weeks in advance.

CALENDAR

Events & activities can be viewed by: 1) the adviser's Google master calendar from their school's gmail account; 2) www.goFHSfalcons.com and clicking on the calendar link; 3) going to the ASB room 4102 to view the ASB calendar on the back room. Use these resources when scheduling your fundraiser or activity.

APPROVAL PROCESS

Friday: Deadline to turn in forms to the ASB room 4102

Wednesday: ASB Council Business Meeting – review/approve/disapprove/table paperwork

Friday: Assistant Principal over ASB approves paperwork

Monday: Approved forms are copied and distributed to advisers

ADVERTISING AND PROMOTING

All posters and flyers must be approved prior to displaying or posting. The adviser must sign a PUBLICITY APPROVAL FORM. Please follow the publicity guidelines indicated on the form.

To have an announcement read over the PA system, advisers must have a username and password to submit it online through the announcement program. Email Mr. Martinez to request access.

HELP

For any assistance with any ASB procedures, please see any ASB Student Council member or ASB Bookkeeper or Activities Director. *WE ARE HERE TO HELP YOU HAVE A SUCCESSFUL YEAR!*

ASSOCIATED STUDENT BODY OF MARCO ANTONIO FIREBAUGH HIGH

Mr. B. Martinez ----- Activities Director
Kaina Reyes & Veronica Cruz ----- Co-Commissioners of Clubs
Mr. Eme ----- Assistant Principal over Activities



Clubs & Organization

LUSD Nondiscrimination Statement

The Lynwood Unified School District is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities.

The District's academic and other educational support programs, services and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual race, color, ancestry, national origin or nationality, ethnic group identification, age, religion, political affiliation, family status, marital status or parental status, veteran status, pregnancy, physical or mental disability, medical condition, sex, sexual orientation, genetic information, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Specifically, state law prohibits discrimination on the basis of gender in enrollment, counseling, and the availability of physical education, athletic activities, and sports.

Transgender students shall be permitted to participate in gender-segregated school programs and activities (e.g., athletic teams, sports competitions, and field trips) and to use facilities consistent with their gender identity. The District assures that lack of English language skills will not be a barrier to admission or participation in District programs.

LUSD prohibits harassment on the basis of a sex. Sexual harassment consist of any unwelcome sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting. Please reference Education Code section 212.5 for further information on this topic.

Complaints of unlawful discrimination, harassment, intimidation, or bullying are investigated through the Uniform Complaint Process. Such complaints must be filed no later than six months after knowledge of the alleged discrimination was first obtained. To file a complaint or additional information, employees contact Title IX Coordinator and CC of R Title V Compliance Officer: Assistant Superintendent of Human Resources 11321 Bullis Road Lynwood, CA 90262 (310) 886-1490; students contact Title IX Coordinator and CC of R Title V Compliance Officer: Director of Student Services 11321 Bullis Road Lynwood, CA 90262 (310) 886-1618.

2016-2017

Associated Student Body Procedures

HOW TO START A NEW CLUB – CLUB CHARTER & CONSTITUTION

All clubs & organizations must follow the rules and regulations set by the ASB Student Council of Marco Antonio Firebaugh High.

- Find an adviser (must be certificated – teacher, counselor, or administrator; a non-certificated advisor can be a co-advisor)
- Elect club officers
- Complete Club Charter Application and Club Constitution

RENEWAL OF AN EXISTING CLUB – CLUB CHARTER ONLY

Each school year, Club Charters must be renewed in order for the club to remain valid and active. At the beginning of each school year, an updated CLUB CHARTER FORM must be filed with the ASB Student Council for approval. This renewal information, with approval by the student council, constitutes an active student organization. A continuing club from the previous semester does not have to submit another constitution, unless the club made changes.

A club that is inactive for the first semester of the new school year is subject to their balance being transferred to the Associated Student Body general fund account.

FUNDRAISING APPROVAL

Approval must be received for any fundraising activity BEFORE the event can be advertised or promoted or held. In order to fundraise, a FUNDRAISER/ACTIVITY REQUEST FORM must be submitted.

Provide enough detail on how your club intends to use the funds raised. The PROJECTED REVENUE ANALYSIS – PROJECTED INCOME section on the back of the form must be completed. Complete the left side only. After the fundraiser is completed, fill out the right side and sign on the bottom.

There are restrictions on the kind of food and when certain foods can be sold on campus. Please consult with the Activities Director or ASB Bookkeeper if planning a food sale. Raffles, games of chance, and bingo are prohibited.

COLLECTING AND DEPOSITING FUNDS

NEVER take cash received from a fundraiser and spend it for something else needed. All funds received must be deposited into the club's account and accounted for as income.

No monies may be collected without the approval of the ASB Student Council. A FUNDRAISER/ACTIVITY REQUEST FORM must be submitted to accept monies for ANY reason.

After completion of a fundraising event or receiving monies, within 2 days all funds must be deposited with the ASB Bookkeeper. Make sure the REVENUE ANALYSIS – ACTUAL INCOME section on the right side is completed and sign the bottom.

ACTIVITY APPROVAL

Approval must be received for any activity or event BEFORE it can be advertised or promoted or held. In order to hold an activity, your club must submit a FUNDRAISER/ACTIVITY REQUEST FORM. Provide enough detail on the purpose of activity. Write N/A if no items will be sold in the ITEMS TO BE SOLD section.

PURCHASE ORDERS

In order to purchase items or services, a PURCHASE ORDER REQUEST form must be submitted BEFORE ordering any item or service. A quote should be attached to the PURCHASE ORDER REQUEST form.

If approval was not received by the ASB Student Council BEFORE a purchase, the club or adviser will be liable and no reimbursement will be made.

If an item or service wanting to be purchased will be paid in cash by the club adviser or club member, then a copy of the approved PURCHASE ORDER REQUEST form will be returned to the adviser. That copy will serve as authorization for the purchase of the items or services.

To be reimbursed, submit the receipts directly to the ASB Bookkeeper to process your reimbursement.

If the purchase will be paid directly to the vendor, a purchase order number will be assigned to the paperwork and be ordered by the ASB Bookkeeper. A copy of the PURCHASE ORDER REQUEST will be returned to the adviser to serve as notification that the item has been ordered.