TIPS FOR CLUB ADVISORS

Thank You for being a Club Advisor! Here are some helpful tips to making your job as easy as possible.

First things first, make sure your club has submitted a completed club charter to Jamie Archer and has been approved through ASB. Clubs must submit a new charter each school year showing they are still an active club on campus. ASB meetings take place during leadership class every Wednesday. If you have a question about whether your club was approved, please reach out to Jamie (jarcher@lvjusd.org) or Mrs. Gatehouse (tgatehouse@lvjusd.org).

Set up a weekly time to meet with your club. Make sure this day of the week, time, and location is on your club charter. This information is published on the school website, so we need to be sure it is accurate.

o Minutes from the meeting should be submitted to ASB (Jamie Archer)
o Minutes must be submitted at least twice a year showing your club is active on

campus. This helps when we get audited each year. If your club is not actively meeting , you should not be a club.

o The secretary should take the minutes on the official ASB note template- you can

make a copy of this and use it throughout the year.

Purchasing:

● Any time you want to spend any of your club funds, you must follow the purchase order

process.

● If you want to open a purchase order (blue forms you can get from Jamie), you must

have attached minutes with approval to open this purchase order. Be sure the minutes are signed by the class president, secretar y, and one advisor.

● Absolutely no spending money until the purchase order has been submitted and passed

through an ASB meeting for approval. This can take up to two weeks, so please plan ahead!

● Once your PO is approved through an ASB meeting, it is now open and you may begin

purchasing.

o Be sure the only people who purchase for reimbursement are those listed on the

purchase order.

o Be sure the only vendors purchased from are those listed on the purchase order.
o Be sure you do not spend more money than you have opened the purchase order

for.

o Any online purchases must be delivered to Granada High School Address (Wall St).

o Please use Jamie Archer or club name as the receiver (Name)

● See this reimbursement form reminder sheet for more specific information.