

ASB Guidelines 2014 - 2015

ASB (Associated Student Body or “All Students Belong”) are formed in schools when students are engaged in money-raising activities. It is a formal organization much like a business. ASB has to have a constitution and bylaws which we currently have for Wilson Middle School; these have to be approved by the Assistant Superintendent of Business Services. All ASB activities **MUST** be lawful activities which are cultural, athletic, recreational and social in nature, **NOT** curricular. ASB fundraising activities **MUST** be consistent with district goals, and **MUST** comply with district operational procedures which are supported by laws.

Request of ASB Money

- If you wish to request for use of ASB money, make sure it is for activities that are **Cultural, Athletic, Recreational, and/or Social (CARS)** in nature, **NOT** curricular. If it is to serve two purposes, curricular and CARS, then ASB can do a white paper to indicate a portion will be paid through ASB and the other portion through the General Fund.
- Wilson ASB Budget Request Forms (yellow) can be found at the Registrar’s window. Please include all information. The request will go on the next ASB meeting agenda. ASB meetings will be held on the 3rd Monday of each month, beginning September 15th. If necessary, special Executive Board meetings may be held.

Request for Fund Raising

- All fundraising activities should be requested and approved through ASB **PRIOR** to starting the fund raiser as the General Fund cannot fund raise. Special forms **MUST** be completed and approved. This includes Food Drives, Gifts for Giving, and any donations.

Collection of Money

- Please do **NOT** collect any money in your classes for anything, charity or non-charity, including but **NOT** limited to Food Drives, gifts for someone, clothing items (shirts, socks), class competitions, or for a sports team or classroom.
- All money collection should go through our ASB Building Secretary, Lucia Espinoza. At dances or other social type activities, our ASB student leaders will be encouraged to collect the money with the supervision of an administrator or designee.

Use of ASB Items including Nacho, Popcorn, and Snow-Cone Machines

- **MUST** ask/request use of machine through ASB Building Secretary, Lucia Espinoza, then ASB approved.
- **MUST** sign in and out with date used.
- **MUST** be cleaned when finished using item.
- **MUST** notify Lucia when supplies are low before and/or after use.