

# STUDENT ACTIVITY FACULTY ADVISOR

## **Job Description**

CERTIFICATION:	None
IMMEDIATE SUPERVISOR:	Building Principal
NEXT HIGHEST SUPERVISOR:	Superintendent of Schools
HIGHEST SUPERVISOR:	Board of Education – annual appointment

The Student Activity Fund Faculty Advisor (Faculty Advisor) is responsible for the guidance and advisement of student officers of Extraclassroom Activity Organizations in planning extraclassroom activities and the planning of financial budgets under New York State established rules, regulations and procedures, and Board of Education policies, and Administrative Regulations.

This job shall include, but not be limited to the following:

1. The Faculty Advisor shall guide and advise the student officers in planning extraclassroom activities.
2. The Faculty Advisor shall consistently work toward the goal of insuring the largest educational return from the activities in which students participate.
3. The Faculty Advisor shall insure that monies collected are safeguarded and deposited with the Central Treasurer on a daily basis as prescribed in Board Policy and Administrative Regulations.
4. The Faculty Advisor shall assist the Student Activity Treasurer in preparing statements profit and loss and posting the account ledger. He/She shall audit these statements and sign them as verification of the profit and loss to be attached to deposit slips. The Faculty Advisor shall from time to time, check the balancing of the activity treasurer's accounts and the completeness of his supporting evidence. The Faculty Advisor shall supervise expenditures by insuring that funds are available before approving each proposed purchase and by signing all requisition forms.
5. The Faculty Advisor of each extraclassroom activity fund shall be responsible for determining which of the activities of his organization are subject to sales tax. As appropriate, the New York State sales tax should be collected and identified by amount included in each deposit.
6. Deposits of cash and checks must be made promptly following each fundraising activity. Deposit forms are available in the office and from the central treasurer. Requests for withdrawal of class/club funds (checks or petty cash) must be made by completing a Payment Order form, signed by the faculty advisor, student treasurer, building principal. Funds will not be distributed without proper documentation.
7. If a class/club member desires to purchase supplies prior to a fundraising activity, the faculty advisor should complete a Payment Order form, available in the office or from the central treasurer. The student treasurer and faculty advisor are then responsible for the actual purchase and submission of proper receipts.
8. Faculty advisors and student treasurers should request a receipt after each deposit into a class/club account. Student treasurers are required to keep one set of books, entering all transactions (deposits and withdrawals) and recording a balance on hand. The faculty advisor and student treasurer should verify their balance on hand with the

central treasurer at least once each quarter. It is recommended that a student treasurer's report be given at each class meeting.

9. Senior Class Advisors - Auditors require that the books for the graduating class be closed six months after graduation. Remaining Senior Class funds, after all invoices have been paid, will be transferred into Student Council as provided in Board policy. Class advisors must carefully estimate the financial obligations of the class for the entire year. Seniors may be asked to pay for caps and gowns and announcements if class funds are not sufficient to pay for these items.
10. Other duties as assigned by the building principal or Superintendent of Schools.
11. Other Duties and Responsibilities of Faculty Advisors:
  - a) Faculty advisors must attend all meetings of the class or club.
  - b) Faculty advisors must be present before, during, and after any class or club activity. This might include activities such as decorating for a dance and the clean up afterward.
  - c) Faculty advisors must be present for the entire duration of social events and ensure the presence of adult chaperones.
  - d) Scheduled events will begin and end at the pre-established and approved times.
  - e) Most functions held at school will require the services of a custodian. It is necessary to complete a Building Use Request, available in the district office, to ensure the facility is available for your event.
  - f) Activities should be planned well in advance and must be approved by the school principal before being entered on the school calendar.
  - g) The school and advisors will have no connection with unapproved student activities off school property.
  - h) The faculty adviser must assist the activity treasurer in completing a Fundraiser Request Form must be completed by the advisor and signed by the principal and central treasurer at least two (2) weeks before initiating (advertising, purchasing materials, etc.) a fundraising activity. This form must detail the projected receipts and expenses. Also, if an activity will be conducted on school property, a Building Use Request must also be completed.
  - i) The faculty advisor must assist the student activity treasurer to complete a Fundraiser Profit and Loss Statement within 1 week of the end of each fundraiser completed. This should detail all cash receipts collected and expenses incurred.