

TRUSD ATHLETIC COACHES

Important things to know

Principal:

Interim Deputy Principal:

Vice Principal:

Vice Principal:

Athletic Director:

Activity Director:

When does Student Council Meet:

ASB Bookkeeper:

ASB District Contact: Denisa Marquez, Fiscal Services, Accounting Analyst Student Accounts

Denisa.marquez@twinriversusd.org

Office Line: 916-566-1600 ext 31174

Q: Where can I find the ASB Website?

A: Log into the Twin Rivers website and log into the staff room version of the site. If you do not have access to this site then please see your ASB Bookkeeper for any forms or information you need.

- Log into the Twin Rivers Website Staff Room Version
- Go to Departments
- Go to Fiscal Services
- Go to Associated Student Body

Q: Where can I get more Revenue Remittance Forms and ASB Check Request Forms?

A: Please see your ASB Bookkeeper for these forms.

Q: I need a receipt book where can I get one?

A: Your ASB Bookkeeper should have some you can check out. If they do not you can purchase a Triplicate Receipt Book and submit and ASB Check Request for reimbursement. The ASB Bookkeeper will need to log your receipt book that you purchase and check it out to you. When the receipt book is all used up you must submit it back to the ASB Bookkeeper.

TRUSD ATHLETIC COACHES MEETING

Q: What is a Fundraiser?

A: Anything that brings in revenue. Sporting Events, Bake Sales, Snack Bars, Spirit Wear, Spirit Packs, Sponsorships, Cash Wash, Spaghetti Feeds, Silent Auctions, etc.

Q: Can I do a Fundraiser whenever I want?

A: As long as you have submitted your Fundraiser Approval Form to Student Council for Approval and have received confirmation of your approval you may start your Fundraiser.

We suggest mapping out a plan prior to your season of what Fundraisers you would like to do and submit the forms to Student Council ahead of time. This will cut down the amount of work you need to do while your season is in session.

Q: Once my Fundraiser is approved what do I do with the money?

A: Please refer to the TRUSD Secondary Deposit Procedures

Did you know you can avoid collecting cash and check yourself? We have many touchless payment options please see your ASB Bookkeeper or Denisa Marquez at the District Office for more information.

In addition, at Foothill High School, Grant High School and Rio Linda High School they have a full time ASB Bookkeeper on staff. You can send all players and or parents to the bookkeeper directly to collect cash and checks to avoid you having to handle any funds or fill out deposit back up. You will need to alert the ASB Bookkeeper of any items you are going to have them sell via Fundraiser Approval Form and The Request for New Item Form (found on the ASB website).

Q: Can I deposit funds into my own account and pay for items I need on my own?

A: No, all deposits must be submitted to the ASB Bookkeeper to be deposited into your ASB Account and all check requests submitted to Student Council for approval.

Q: I need to order sports equipment can I do this on my own?

A: No, you must first check with your athletic director to ensure this is an allowable purchase. Then you must submit a quote from the vendor to student council for pre-approval. If you have already done an 'Up To Amount' and had it approved you do not need to submit a quote. As long as your order is approved by your athletic director and you are within your pre-approval amount you can make your order and submit the ASB Check Request with the invoice and W9 to your ASB Bookkeeper to pay.

Q: Can I have a Booster Club?

A: Yes, but it must be district pre-approved and they must follow all of our requirements. Before moving forward with a Booster please see Denisa Marquez in the District Office.