

**AWSP AND WASBO PRESENT THE
2010-11 ASB WORKSHOPS**

**2010-11 Associated Student Body Funds
Regulations, Rules, Policies, and
Procedures**

Designed Specifically for Administrators, Business Officers, Principals, Assistant Principals, ASB Accountants, ASB Advisors, ASB Secretaries, Coaches, and any adult involved with ASB or Parent Groups.



All Workshops run from
8:30 am-2:30 pm.

Fee includes lunch, clock hours and all workshop materials

Five (5) Clock Hours / CPE credits are available at no charge.

Clock Hours are issued by AWSP and recorded with WASBO.

Dress is casual. We recommend you wear layered clothing to allow for fluctuating room temperatures.

Workshop Fees

AWSP and WASBO	\$175 each
Groups of four or more*	\$160 each
AWSP Interns	\$ 80 each

**Register Online at
www.wasbo.org**

Groups of four or more from the same school district and registered on the same purchase order receive a discounted rate of \$160 per registrant.

Refund Policy: a \$25 service fee will be charged for refund requests received up to ten (10) calendar days prior to the workshop date. Refunds will not be made after that deadline.



ASB Workshop

Anyone who works with ASB programs must be aware of the stewardship of public money that is expected by your patrons. How are you observing the spirit and intent of the rules and regulations related to the use of ASB funds?



Do you understand the rules governing the collection and use of ASB funds. How can your district avoid many of the most common errors found in recent audits.

When was the last time you checked that...

- ✓ All the minutes of students meetings were available for inspection?
- ✓ Students and staff were involved in preparing the ASB budget?
- ✓ All ASB funds are properly accounted for and deposited intact?
- ✓ The ASB budget was submitted and approved by school district directors?
- ✓ ASB fund raising activities (types) were submitted and approved by the School Board?
- ✓ Procedures have been established to have all collected funds deposited intact?
- ✓ All disbursements have students approval?
- ✓ ASB records are maintained for at least six years, and some forever?
- ✓ Your ASB constitution was current?
- ✓ Your parent support groups were in compliance with Washington State law?
- ✓ Your key staff have attended an ASB Law, Rules, Regulations and Procedures workshop?

2010-11 Faculty

Workshop faculty is comprised of experienced, qualified instructors representing the Association of Washington School Principals (AWSP), the Washington State Auditors Office (SAO) and the Washington Association of School Business Officials (WASBO).

AWSP Representatives

- Sue Fisk, Colville SD
- Jack Roy, Everett SD
- Jim Wright, Yakima SD
- Greg Barker, Snohomish SD
- Martin Fortin, Jr. AWSP Director of Outdoor Learning Centers
- Craig Lacy, West Valley (Yakima) SD
- Mary Taylor, Tumwater SD
- Caity Karapostoles, Sequim SD
- Heath Booth, Franklin Pierce SD
- Pam Kinkela, Puyallup SD (retired)

SAO Representatives

- Rick Bonner, CPA, Team School Programs
- Joanne Klein, Assistant Audit Manager
- Felica Den Adel, Assistant Audit Manager, Bellingham

WASBO Representatives

- Sharon Suver-Jones, Shoreline SD
- Jan Hamilton, Bainbridge Island SD
- Shelly Lyons, White River SD
- Dianne Linden, Monroe SD (retired)
- Gina Zeutenhorst, Everett SD

Custom ASB workshops are available at your school district upon request. Contact us at WASBO at (360) 528-2025 to learn more about this exciting opportunity.

AWSP and WASBO presents
2010-11 ASB Workshops

2010-11 Associated Student Body Finance Workshop Calendar

September 22nd

Renton

Holiday Inn —One Grady Way South—Renton —(425) 226-7700

September 29th

Video Conference

Pre-Registration Required

October 7th

Olympia

ESD 113—601 McPhee Road SW, Olympia—(360) 464-6700

October 12th

Pasco

Red Lion Hotel—2525 North 20th Avenue—Pasco—(509) 544-3934

October 21st

Vancouver

ESD 112—2500 NE 65th Ave.—Vancouver —(360) 750-7500

November 4th

Yakima

Red Lion Inn—607 E Yakima Avenue—Yakima—(509) 454-2459

November 10th

Bremerton

ESD 114—105 National Ave. N —Bremerton —(360) 479-0993

November 16th

Anacortes

Northwest ESD 189—1601 R Avenue—Anacortes—(360) 299-4000

December 8th

Spokane

ESD 101—4202 Regal St—Spokane —(509) 789-3800

December 14th

Tacoma

LaQuinta Inns & Suites—1425 East 27th Street—Tacoma—(253) 383-0146

January 11th

Renton

Blackriver Conference Center, Puget Sound ESD-
800 Oakesdale Ave. SW—Renton—(425) 917-7600

**AWSP AND WASBO
PROUDLY PRESENT THE
2010-11 ASB WORKSHOPS**

Phone: 360-528-2025

WASBO
284 Lee Street, SW, Suite 132
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