

Required:
Complete entire
document in dark
pen

- Submit to the Leadership Room 314 by 3:30pm, September 15th along with your Constitution & Budget or Budget Waiver
- Mandatory club informational meeting Sep. 1 @ lunch in 314

APPLICATION FOR ACALANES HIGH SCHOOL A.S.B. CHARTER

The _____ Club is being organized for the purpose of

The Club will be advised by certificated teacher: _____
Faculty Advisor Signature: _____

Club meetings will be held on _____ (day of the week) in room # _____ @
_____ (time; lunch?).

These meetings will occur: (circle one below or explain in area given)
Every week Every other week Once a month
Be clear as to when your meetings will take place, as this information is shared on the Acalanes home page and with freshmen.

Club Leaders or Officers (Print Legibly!)
Note: you need a minimum of four students to start a club.

Leader 1 (or President):
Name _____
Grade _____ E-mail _____@auhdschools.org
Phone _____

Leader 2 (or Vice President): Name _____
Grade _____ E-mail _____@auhdschools.org
Phone _____

Leader 3 (or Secretary):
Name _____
Grade _____ E-mail _____@auhdschools.org
Phone _____

Leader 4 (or Treasurer):
Name _____
Grade _____ E-mail _____@auhdschools.org
Phone _____

Leader 5:
Name _____
Grade _____ E-mail _____@auhdschools.org
Phone _____

Required Application Documents DUE by 3:30pm on September 15th

- All can be accessed at AHS Website/Students/Clubs
- **Mandatory club informational meeting on Thursday, September 1st at lunch in 314**
- Download & print out documents
 - ◆ Completed **Application** to Sabina Patel, ASB V.P. in room 314 or Mrs. Walton's box
 - ◆ Club **Constitution**, complete with articles and all: See example on AHS Website
 - ◆ If handling any money, **Proposed Budget**: See examples on the AHS Website
 - ◆ If not handling any money, signed **Budget Waiver**

Club Guidelines:

- **Deadline to apply as an AHS Club: September 15th by 3:30pm** in room 314 or Mrs. Walton's box
 - All documents needed & support material are online @ AHS website/students/clubs
 - Have a certificated teacher agree to be your advisor & sign your club application
 - Submit the following 3 documents by the deadline above
 - **Application:** complete and signed by all parties
 - **Constitution:** complete, following the exact format of the example online
 - **Budget or Waiver of a Budget:**
 - Waiver of a Budget: if as an AHS club you promise to never handle any money, fundraise or spend money
 - Budget: This document is an estimate of the funds you plan to bring in, the spending you plan to do and the final, estimated account balance at the end of the school year. Attempt to end your year with a zero balance, or have a detailed explanation of why money needs to be carried over to the following year; see examples online
 - Club leaders should be **checking their emails regularly**. Sabina Patel and Mrs. Walton will be reviewing your documents and often contacting club leaders about revisions that need to be made. Not checking your email and not coming in to make revisions will slow your approval process. We will be using the **Google apps email address** provided at the info meeting
 - **Wait to be approved** before conducting any club business
 - Clubs can check on Google Drive at the "Approved Clubs Roster" to know if their club has been approved; we will invite you to Google Drive when you apply
- All AHS club meetings, activities, fundraisers, gatherings, etc. must be supervised by your advisor or a certificated AHS teacher
- **Follow your ratified club constitution**
 - Changes to your constitution must be voted upon by the club, signed by your advisor, signed by your club leaders and submitted to Sabina Patel or Mrs. Walton
- **Meet with your club at least once a month**
 - **Record minutes at least once a month** and at every meeting where financial matters are decided upon or club decisions are made
- **Submit monthly minutes by the first of each month**
 - Take detailed minutes; allowing all members in the club to be heard; vote on important club business, especially financial business
 - Sample minutes can be found at AHS website/students/clubs
 - **Minutes will need to be submitted to Google Drive/AHS Clubs/Submit Minutes Here folder**
 - Submit as a **PDF**. Club minutes are legal documents and may be reviewed by the state auditor
 - Save all minutes in this format: **MINUTES CLUB NAME MONTH DAY YEAR**
 - The first month's minutes are due by November 1, 2016

- **Be prepared to be disbanded if you cannot follow all the guidelines above**

We, the leaders of the _____ Club understand and agree to all the guidelines above. We understand that we cannot conduct business as a club until approved by the AHS Leadership.

Leader 1 Name: _____

Signature: _____ Date: _____

Leader 2 Name: _____

Signature: _____ Date: _____

Leader 3 Name: _____

Signature: _____ Date: _____

Leader 4 Name: _____

Signature: _____ Date: _____

Leader 5 Name: _____

Signature: _____ Date: _____

To be Completed by Leadership -----

| Document | Date Received |
|-------------------------|---------------|
| This Charter | |
| Constitution | |
| Budget or Budget Waiver | |

The application documents listed above have been reviewed by the AHS administration and the Acalanes Student Body Government on _____, 2016.

The club has been: APPROVED NOT APPROVED

A.S.B Vice President

Leadership Teacher

Administrator