

- ➤ 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
		acher:
	etings will be held on (time; lunch?).	(day of the week) in room # @
Every we	as to when your meetings will tak	ow or explain in area given) or week Once a month e place, as this information is shared on the Acalanes home pa
	ders or Officers (Print Legibly! u need a minimum of <u>four</u> stud	
	(or President):	
Grade	E-mail	@auhsdschools.org
Grade	E-mail	
Leader 3	(or Secretary):	
Grade		@auhsdschools.org
Leader 4	(or Treasurer):	
Grade	E-mail	@auhsdschools.org
Leader 5		
Grade Phone	E-mail	@auhsdschools.org

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
 - o 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
 - <u>Budget:</u> 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
 - o 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

- Example of how to save: Minutes HarryPotterClub October 23 2015
- Approve Club Budget or Budget Waiver form in your first month's club minutes
- Clubs with a budget = handling money in any way, must approve all club fundraisers, spending and budget changes in club meetings, recording the changes in your minutes
 - Check Requests for reimbursement
 - All spending approved in Club Minutes
 - Check Request forms found on AHS website & Google Drive & in room 314
 - Write in pen
 - Receipts stapled to the back
 - Date approved in minutes recorded on the form
 - Submitted to Ms. G in the finance office AHS website & Google Drive
 - Fundraisers of any kind must first be approved by leadership two weeks prior to event
 - A fundraiser is anything you do where you will be collecting money examples: Club t-shirts, after-school bake sale, collecting money for club supplies
 - See Fundraiser Guidelines/Rules on AHS website & Google Drive
 - See Fundraising forms and approvals on AHS website & Google Drive
 - DO NOT conduct your fundraiser until you have approval
 - When fundraising, advertisements should explain who the money will be donated to. Example: Meat Team BBQ! Profits go to Special Olympics!
 - See all other financial forms also on AHS website & Google Drive Forms can also be found in the leadership room, 314
- Clubs are responsible for completing all bulletin & facility requests and submitting them to Mrs. Martini
 in the principal's office. Forms can be found on the AHS website, Google Drive and in room 314
- Clubs are responsible for submitting all **financial request forms to Mrs** .**G** in the finance office
 - Cash box request form at least 3 days prior to event
 - Check request/reimbursement forms, filled out completely with date approved in minutes, in pen and receipt stapled to the back
- Club posters and flyers must be posted on bulletin boards only, with BLUE TAPE
 - Clubs need to provide their own blue tape
- Each **club leader is expected to check their email regularly** for club requests and updates, informing Sabina Patel of any changes made and voted upon with the application documents
- All AHS clubs must benefit the Acalanes High School student body and all aspects of the club must be school appropriate
- Clubs must follow all the guidelines above
 - Club Guidelines can be found at the AHS website, in the Google Drive AHS Club Folder and will be emailed to all club leaders upon approval. Your club agrees to these guidelines when signing the application.
 - Clubs are expected to follow all Club guidelines above. Leadership is the AHS Associated Student Government required by law to monitor that all AHS Clubs are following these rules. The majority of these rules are mandated by the State of California. If you want to be an organized club at Acalanes High School, you MUST follow these guidelines. If you do not, then you will be disbanded as a club.
 - ➤ We have established a 3 strike rule. If you do not follow the expectations above more than 3 times, your club will be disbanded.
 - Some returning clubs earned strikes last year due to... not submitting minutes... taking down publicity after event... not meeting monthly...

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: Date: Signature: 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**

Leadership Teacher Administrator

A.S.B Vice President

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