

Club Application

2019-20 School Year

**Del Norte High School Associated Student Body (ASB)
Poway Unified School District**



Club Application

PLEASE PRINT LEGIBLY!

Prospective Club Name

Note: Advisor signatures are required to verify that the PUSD ASB handbook has been reviewed and will be complied with in order for your club to remain active. A link to the handbook is available on the DNHS website under ASB & Club Information.

The Poway Unified School District (PUSD) is an equal opportunity employer/program and is committed to an active Nondiscrimination Program. PUSD prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. For more information, please contact the Title IX/Equity Compliance Officer, Associate Superintendent, Poway Unified School District, 15250 Avenue of Science, San Diego, CA 92128-3406, 858-521-2800, extension 2761.

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How to Start a Club/Organization

1. Print a club application packet.
2. Find a faculty member willing to serve as a club advisor.
3. The new club/organization must complete a club request form, club roster, a constitution, and an annual budget. You will need to download the PUSD ASB Club Handbook. When you and your advisor have read the handbook, please sign the waiver on the last page of the club application. This is a crucial step, required before clubs are considered official. Turn in all paperwork to the ASB room.
4. The club application will then go through an approval process according to the ASB constitution. You will receive notice within two school weeks via email, informing you if the club has been/has not been approved.
5. Once you have been notified of your approval, your application will be routed to get the required signatures: ASB Club Commissioner, ASB Advisor, and Finance Clerk. You will then be able to hold club meetings, plan club activities, and set up a club account with the finance office (if applicable) You will then be considered an ACTIVE ASB club. Congratulations!

Tips to remember: a. Turn in all required paperwork to the ASB room in a timely manner. b. All signs to be displayed on campus must be approved through ASB. A limit of 30 signs for your club to post at one time is recommended. c. When hanging signs on campus, only use the blue painter's tape (or it will be taken down). d. When money is spent it must be reflected in your club minutes and receive prior approval from the finance office. e. A copy of all club minutes must be kept in your club binder. f. All fundraisers must have an approved "Fundraiser Request Form". g. Links to all policies and paperwork can be found at delnortenighthawks.com, under the *ASB* and *Club Information* tabs. g. Contact the DNHS ASB club commissioners at delnortebasbclubcommissioners.com with any questions or concerns.

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ROSTER

(May attach a roster to this packet)

School Year: 20 _____
Name of Club: _____
Name of Staff Advisor: _____
Meeting Days and Times: _____
Location: _____

Officers

President: _____
Vice President: _____
Secretary: _____
Treasurer: _____
President's E-mail: _____
President's Home Phone #: _____
President's Cell Phone #: _____

Members

(Ten students are required in order to start a club)

- | | |
|-----------|-----------|
| 1. _____ | 16. _____ |
| 2. _____ | 17. _____ |
| 3. _____ | 18. _____ |
| 4. _____ | 19. _____ |
| 5. _____ | 20. _____ |
| 6. _____ | 21. _____ |
| 7. _____ | 22. _____ |
| 8. _____ | 23. _____ |
| 9. _____ | 24. _____ |
| 10. _____ | 25. _____ |
| 11. _____ | 26. _____ |
| 12. _____ | 27. _____ |
| 13. _____ | 28. _____ |
| 14. _____ | 29. _____ |
| 15. _____ | 30. _____ |

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Constitution

Note: Please fill out the following areas. This will be your club constitution for the school year. Please keep a copy of this for your records! You will need to include your club constitution in your club handbook.

Article I. Organization

a.) Name of club _____

b.) Purpose of club _____

c.) Time, place, and frequency of meetings _____

Article II. Authority

a.) Abide by the Associated Student Body Constitution and Associated Policy

Article III. Membership

a.) Membership Requirements _____

b.) Duties of Members _____

Article IV. Officers and Elections (i.e. president, vice president)

a.) Titles and Duties of Officers _____

b.) Election of Officers (How do you run your elections?) _____

c) Minimum GPA of Officers: _____

(If not established, a minimum of 2.0 GPA must be earned to maintain an officer position.)

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Article VII. Appropriation

All financial appropriations shall be made with consent of two-thirds of the members and must be recorded in the minutes of the club or organization. Approval from the ASB Advisor and the Financial Clerk is required before a reimbursement.

Article VIII. Quorum

When holding a meeting:

What is the minimum percentage of members required to be present in order to hold an official meeting? _____%

If not established, a majority (51%) must be present at a meeting for transaction of business.

When taking a vote at the meeting:

Besides the financial appropriations (2/3 majority vote) what percentage of the vote of members present is necessary to approve all other decisions _____%. If not established, a majority of 51% of members present must approve a matter

Note: For High Risk Clubs, the following addendum must be added to the constitution, "Any high risk activity must be carried out off campus on a private basis and that there will be no sponsorship, promotion, or management by the school or PUSD. As private activities, there is no need for the faculty advisor to be present

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Projected Club Budget Form for the 2019-20 School Year

Name of Club _____

Advisor of Club _____

This budget is for funds appropriated for the 2019-2020 school year.

Approved Fundraisers: You are allowed 10 on campus days per year

Name of Projected Fundraiser	Projected Amount	Projected Date
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Expected Generated Income: _____

Projected Expenses

Name of Projected Expense/Projected Amount

_____	/ \$
_____	/ \$
_____	/ \$
_____	/ \$
_____	/ \$
_____	/ \$
_____	/ \$

Total Projected Expenses: _____

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Financial Waiver

I have read and reviewed the Club Handbook. I will follow the procedures listed and abide by the regulations. If for any reason, rules or regulations are not followed, ASB and Finance have the right to freeze my account, which will not allow funds to be received or distributed until the organization/club is back in compliance.

Advisor Signature: _____

President Signature: _____

IMPORTANT

Any major club decision, including purchases, must be discussed during club minutes, documented, and kept in the club binder. Purchases must be submitted to the finance office for prior approval. A copy of the corresponding meeting minutes and an invoice must be attached to any purchase request. Once per school year, all clubs must complete a binder check. If a club fails to comply with their binder requirements, ASB and Finance have the right to freeze your account, which will not allow funds to be received or distributed until the organization is back in compliance. Please also note that all flyers posted around campus must first be approved by ASB with the Del Norte stamp. All advertising must be taken down by your club in a timely manner.

BY SIGNING THIS CONTRACT, I AGREE TO ABIDE BY ALL THE RULES AND REGULATIONS STATED ABOVE AND IN THE CLUB HANDBOOK.

Advisor Signature: _____

President Signature: _____