

Club/Organization Application



Prospective Club Name

**Advisor signatures are required to verify that this handbook has been received,
reviewed and will be complied in order for your club to remain active.**

How to Start a Club/Organization

Checklist

- Read all information in this packet with other club officers
- Complete a club roster of all members at this time. Be sure to have at least 20 members
- Create and complete a club constitution. Use the form enclosed as a guide to write your draft
- Type your final draft of the constitution including a date and signature page for officers and advisor
- Complete the club goals and objectives page
- Complete the Projected Budget Form
- Bring all completed forms bound together neatly to the ASB room and give a set to the Inter-Club Commissioner. The club must also keep a copy for the club binder and give one to the advisor
- Select 1 or 2 representatives to present what your club is about to the Student Senate
- Your packet will be reviewed by the Student Review Board.

If approved by both the Senate and the SRB, you are official club/organization at MCHS!

The Poway Unified School District (PUSD) is an equal opportunity employer/program and is committed to an active Nondiscrimination Program. PUSD does not discriminate on the basis of race, color, national origin, sex, sexual orientation, ethnic group identification, ancestry, religion, gender, gender identification, mental or physical disability. All course offerings, student clubs, extracurricular activities are open to all students. For more information, please contact Tracy Hogarth, Associate Superintendent, Personnel Support Services, Poway Unified School District, 15250 Avenue of Science, San Diego, CA 92128-3406.

Club Application 2019-2020
Mt. Carmel High School Associated Student Body (ASB)
Poway Unified School District

School Year:20____ Term:____

MCHS Club Roster

Student Senate Representatives:
 1. _____
 2. _____

Name of Club/Organization: _____

Advisor:_____ Room # _____ Ext _____

Meeting Time _____ Day _____ Place/Location: _____

Officers

Name	Office	Phone	3rd period

Members

Name	ID #	Phone	3rd Period
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			

Club Constitution

Article I. Organization

- a.) Name of organization _____
- b.) Purpose of organization _____

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

- d.) Dues, if any _____

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

- a.) Titles and duties of officers _____

- b.) Election of officers _____

Article V. Meetings

(a) Definition of Quorum in regard to voting

(b) Standing Committees

Article VI. Amendments to the Constitution

(a) method of origination

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 Athletic Director, Financial Clerk and the ASB Advisor must be obtained in order for a purchase to be made.

Article VII. Other

Club/Organization Goals and Objectives

Goal/Objective	How your club plans to carry out this goal
Goal #1	
Goal #2	
Goal #3	
Goal #4	
Goal #5	

Your club/organization might only have 1 or 2 goals. Fill in only what is applicable to your group.

Projected Club/Organization Budget Form

Name of Club _____

Advisor of Club _____

This budget is for funds appropriated for the _____ school year.

Projected Generated Income:

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

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

_____	\$	_____	_____
_____	\$	_____	_____
_____	\$	_____	_____
_____	\$	_____	_____
_____	\$	_____	_____
_____	\$	_____	_____

Total Expected Generated Income: \$ _____

Projected Expenses

This is composed of any expected costs or purchases.

Expenses: Make sure all purchases are approved in your minutes and submitted to the ASB "In" Box before requesting payment or reimbursements.

Name of Projected Expense: _____ Projected Amount _____

_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____

Total Expected Expenses: \$ _____

Report prepared by club representative: _____
Signature and Date

Report reviewed by club advisor: _____
Signature and Date

Presented and recorded in Student Council Minutes: _____
Signature, Title and Date