



**Poway Unified School District**

# **Club or Organization Application**

**For the Use of  
RANCHO BERNARDO HIGH SCHOOL CLUBS**

**In order for your club or organization to stay active,  
advisor signature verifying that the handbook has  
been received and read is necessary.**

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. For more information, please contact Associate Superintendent, Personnel Support Services, Poway Unified School District, 15250 Avenue of Science, San Diego, CA 92128-3406.

# **How to Start a Club/Organization**

**New clubs can only be formed prior to Club Rush each year.**

1. Attend the mandatory Club Rush Interest Meeting and pick up an application packet, and Club Rush participation form.
2. The new club/organization must complete a club request form, a free response sheet, a constitution, and a club roster. Turn in all paperwork to Ms. Rogelstad (the club roster will be turned in after Club Rush).
3. The club application will then go through an approval process with the ASB Director, the VP of Communications, and a representative from the administration.
4. If your club is approved, you will need to obtain a Club Handbook.
5. It is imperative that you read the handbook with your advisor. Please keep the handbook for reference.

Once you have read the handbook, please sign, and have your advisor sign, the contract on the last page and return it to Ms. Rogelstad. Once ASB has your signed contract and the required signatures, you will be given a financial account, if necessary. Once your account has been activated, you will be considered an ACTIVE ASB group. Congratulations!

Tips to remember:

- a. All signs to be displayed on campus must be approved through ASB. A limit of 50 signs for your club to post at one time is recommended.
- b. When hanging signs on campus only use the blue painter's tape for glass or painted surfaces (or it will be taken down).
- c. When money is spent or earned, it must be reflected in your club minutes.
- d. When making a financial request, a copy of the meeting minutes reflecting the expenditure must be attached to the request.
- e. A copy of all club minutes must be submitted to ASB on a monthly basis.
- f. All fundraisers must have an approved "Fundraiser Request Form" on file.

# Roster

(Turn in after your first meeting)

School Year: 2018-2019

Name of Club/Organization: \_\_\_\_\_

Name of Advisor: \_\_\_\_\_

Meeting Day and Time: \_\_\_\_\_ Location: \_\_\_\_\_

## Officers

President: \_\_\_\_\_ 3<sup>rd</sup> Period Teacher/Rm. # \_\_\_\_\_

Vice President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

President's E-mail \_\_\_\_\_

President's Cell Phone # \_\_\_\_\_

## Members

(A minimum of ten students is required 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. _____ |



**CLUB APPLICATION/REQUEST**

PLEASE PRINT OR TYPE

NAME OF CLUB: \_\_\_\_\_

DESCRIPTION OF PROPOSED CLUB ACTIVITIES: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

STUDENT ORGANIZERS: \_\_\_\_\_

\_\_\_\_\_

ADVISOR: \_\_\_\_\_

ADVISOR SIGNATURE: \_\_\_\_\_

**FOR ASB USE ONLY:**

Type:

Prohibited \_\_\_\_\_

Partial/Discussion only \_\_\_\_\_

Full Sponsorship \_\_\_\_\_

APPROVED ON: \_\_\_\_\_

REASON FOR DISAPPROVAL: \_\_\_\_\_

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\_\_\_\_\_  
VP of Student Affairs and Wellness

\_\_\_\_\_  
Date

\_\_\_\_\_  
ASB Director

\_\_\_\_\_  
Date

# Club Free Response

## Essay

Why do you want to start a club? Please include what inspired/motivated you and what you hope to accomplish by starting a club at RBHS. Write an essay of no less than 100 words and attach it to your application.

## Short Answers

*Please respond to the following Short Answer Questions and attach it to your application. Be descriptive.*

1. Why have you chosen your specific advisor?
2. Give a description of the average meeting for your prospective club.
3. How will your club increase culture on campus?
4. What steps will you take to make sure your club stays active both while you attend RBHS and after you have graduated?
5. How does your club plan on spending funds?
6. There may be clubs already established on campus that have similar interests as your own. If this applies to your prospective club, what will make your club unique compared to other similar clubs on campus?

**\*\*Please note, if two or more clubs are similar in nature, these clubs will be combined into one 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 VII.**

***Appropriation***

**All financial appropriations shall be made at the consent of two-thirds of the members and must be recorded in the minutes of the club or organization.**

**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."**