



## Club Application 2022-2023

Oak Valley Middle School Associated Student Body (ASB)  
Poway Unified School District

Prospective Club Name: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Room #: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

This verifies that this handbook has been received, reviewed and will be complied with 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 5 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. The club must also keep a copy for give the advisor
- The Associated Student Body (ASB) will review your packet.

If approved by ASB, you are an official club/organization at OVMS!

*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:

Personnel Support Services  
Poway Unified School District  
15250 Avenue of Science  
San Diego, CA 92128-3406

## **Club/Organization Officers & Duties (suggested)**

The club officers are critical to the success of a club. Their time and dedication can help ensure that a club will be fun and productive.

### **President**

The president is the leader of the club. The club is usually only as effective as the president, who must be committed to the goals and purposes of the organization. The president presides over and conducts meetings according to parliamentary procedures. The president is also responsible for developing agendas, scheduling fundraisers, creating a budget, and working with the club's advisor.

#### *President Duties*

1. Before the meetings:
  - a. Prepare an agenda with other club officers
  - b. Meet with club advisor to review agenda
  - c. Ensure all club members are notified about the time and location of the meeting
  - d. Ensure meeting location is reserved and all appropriate paperwork has been submitted
2. During the meetings:
  - a. Conduct the meeting
  - b. Follow the agenda
  - c. Encourage participation by all club members and visitors
  - d. Help clarify activities and recommend a plan of attack
  - e. Summarize action items and ask for volunteers to chair necessary sub- committees, as needed
  - f. Conclude the meeting and set next club meeting date
3. After the meetings:
  - a. Review the meeting with other club officers and advisors to discuss ways of possible improvement
  - b. Plan next meeting's agenda

### **Vice President**

The Vice President assists the president in carrying out his/her duties. In the absence of the president, the Vice President presides at club meetings and carries out all additional responsibilities normally done by the president. The most important role of the Vice President is to oversee all committee work.

#### *Vice President Duties*

1. Before the meetings:
  - a. Meet with any outstanding committees prior to the club meeting and reviews progress.
  - b. Prepares a report on committee works and progress
  - c. Help prepare agenda with other club officers
2. During the meetings:
  - a. Assist committee chairperson in making committee reports
  - b. Collect and maintain all committee work assignments
3. After the meetings:
  - a. Carry out any tasks delegated by the president
  - b. Follow up on committee work or assignments
  - c. Help plan next meeting with other club officers

### **Secretary**

The Secretary must take accurate notes at all meetings and prepare minutes. In addition, the Secretary prepares correspondence on behalf of the club. The Secretary assists the President in keeping permanent records for the club and copies of all minutes and committees reports. The secretary maintains a copy of the club constitution and the club handbook for reference when needed.

### *Secretary Duties*

1. Before the meetings:
  - a. Help prepare agenda forms
  - b. Ensure that the minutes from the previous meeting are approved and copies of the new agenda are ready to be passed out
  - c. Assist Vice President in having all necessary tools such as paper, pencils, and master calendar for meeting
2. During the meetings:
  - a. Take attendance
  - b. Read last meetings minutes and approve in minutes
  - c. Record the actual working of any motion
  - d. Take careful notes to create minutes
3. After the meetings:
  - a. Prepare minutes in concise, clear language
  - b. File copies of minutes for future reference
  - c. Complete any required club correspondence
  - d. Submit a copy of minutes to the ASB "In" Box/attach to P.O.

### **Treasurer**

The club treasurer is responsible for maintaining accurate financial records for all expenditures. The treasurer reports all money spent and collected and of the account balance.

### *Treasurer Duties*

1. Before the meetings:
  - a. Prepare financial report
  - b. Help prepare agenda with other club officers
2. During the meetings:
  - a. Make a report of money spent, collected, and current balance
  - b. Issue receipts when required
  - c. Make a year-end report and maintain accurate accounting books at all times
3. After the meetings:
  - a. Maintain up to date budget log
  - b. Handle any club financial business and ensure all funds are turned over to the school financial clerk in a timely manner
  - c. Submit any purchase order (P.O) with meeting minutes attached in which club funds were approved.

School Year 2022-2023

# OVMS Club Roster

Student Representative (If needed you will report on the actions of your club to the ASB).

Name of Club \_\_\_\_\_ Advisor \_\_\_\_\_ Room Number \_\_\_\_\_

Meeting Time \_\_\_\_\_ Day \_\_\_\_\_

## Officers

Name	Office	Phone	7th Period Class

## Members

Name	7th Period Class

Use a separate sheet of paper if necessary

## Club Organization and Goals

Goal/Objective	How your club plans to carry out this goal:
Goal #1	
Goal #2	

## Projected Club/Organization Budget Form

1. Name of the Club
2. Advisor of the Club
3. This club will be fundraising:  Yes  No (If "no" then skip to #7)
4. This budget is for funds appropriated for the 2018-19 school year.
5. Projected Generated Income (How much money do you think you will make?).

Name of Projected Fundraiser	Projected Amount	Projected Dates
	\$	
	\$	
Total Expected Generated Income	\$	

### Projected Expenses

- a. This is composed of any expected costs or purchases.
- b. 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:	\$

Presented and recorded in ASB Minutes:  
Signature, Title and Date: