

CLUB REQUEST FOR ACTIVE STATUS

School Year

Submit completed form WITH estimated budget form to ASB Clubs and Organizations Commissioner.

Name of Organization _____

Purpose of Organization _____

Membership is open to which students? _____

Advisor(s) _____

Elected student officers:

- President _____
- Vice-President _____
- Secretary _____
- Treasurer _____

As an organization chartered under 6DPXHOL\$FDGHPASB Constitution, our members accept both the privileges and responsibilities of active status for this school year.

President's Signature _____ Date _____

Advisor's Signature _____ Date _____

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Request for active club status approved by ASB Executive Board on _____

ASB Clubs and Organizations Commissioner
SAMPLE APPENDIX B

Student Activities Coordinator

Samueli Academy

ELECTED CLUB OFFICERS

School Year

Elected officers for the _____ Club are as follows:
(Name of Club)

(This can be completed after final approval is given.)

- President: _____
- Vice President: _____
- Secretary: _____
- Treasurer: _____
- Historian: _____
(If one elected)

This petition has been approved by Samueli Academy ASB Executive Board on _____.
(Date)

President

Secretary

Advisor

Clubs and Organizations Commissioner

Constitution of the club has been approved on _____.
(Date)

Student Activities Coordinator

SAMPLE APPENDIX C

Samueli Academy

STUDENT ORGANIZATION APPROVED BUDGET ASB AND CLUB/CLASS TRUST ACCOUNTS

_____ School Year

Name of Club or Organization _____

Budget Year _____

_____ account as of July 1, _____ \$ _____

Estimated INCOME for current year: _____

Activity	Income
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____ TOTAL +\$ _____

Estimated EXPENDITURES for current year: _____

Purpose	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____ TOTAL -\$ _____

Estimated ENDING BALANCES as of July 30, _____: +\$ _____

Date of meeting at which budget was approved: _____

President or Treasurer Signature
SAMPLE APPENDIX D

Advisor's Signature

Sample Club Constitution

New and emerging student clubs can use this example when developing a constitution specific to their club needs.
Established clubs can use this when updates and changes.

1. ARTICLE I: NAME & PURPOSE

- a. **Section A: Name** – The name of this club shall be [name of club].
- b. **Section B: National Affiliation** – If the club is a member of a national or state organization, add the following statement and attach a copy of the national constitution as it will become part of this document.
- c. **Section C: Purpose** – The purpose of this club shall be:
 1. *[List in detail the purposes and objectives of the clubs.]*
 - 2.
 - 3.
 - 4.

2. ARTICLE II: MEMBERSHIP

- a. **Section A: Eligibility** - Membership shall be open to [define membership qualification, i.e., majors in a particular academic area, etc.].

3. ARTICLE III: OFFICERS

- a. **Section A: Officers** – The officers shall be a President, Vice-President, Secretary, and Treasurer. [These are general officers, you may add officers specific to the needs of the club, if necessary.]
- b. **Section B: Eligibility** – Officers must be _____ [full-time students, carrying at least a 3.5 GPA, etc.]
- c. **Section C: Election** – The officers shall be elected by ballot at a meeting in the 1st quarter by a majority of the vote cast for that office.
- d. **Section D: Term** – The officers shall serve for one year and their term of office shall begin at the following meeting.
- e. **Section E: Vacancy** – If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election.

4. ARTICLE IV: DUTIES OF OFFICERS

- a. **Section A: President** – it shall be the duty of the President to:
 - i. Preside at meetings
 - ii. Vote only in case of a tie
 - iii. Represent the club
 - iv. Appoint committee chairpersons subject to the approval of the Executive Committee
 - v. Serve as an ex-officio member of all committees
 - vi. Perform such other duties as ordinarily pertain to this office
- b. **Section B: Vice-President** – It shall be the duty of the Vice-President to:
 - i. Preside in the absence of the President

- c. **Section C: Secretary** – It shall be the duty of the Secretary to:
 - i. Record the minutes of all meetings in the club binder
 - ii. Keep a file of the club’s records
 - iii. Maintain a current roster of membership
 - iv. Issue notices of meetings and conduct the general correspondence of the club
- d. **Section D: Treasurer** – It shall be the duty of the Treasurer to:
 - i. Receive all funds and process Request for Payment, Deposit Slip, and Officer Signature Forms?
 - ii. Keep an itemized account of all receipts and expenditures and make reports as directed

5. ARTICLE V: MEETINGS

- a. **Section A: Meetings** – Regular meetings shall be held monthly during the regular school year.
- b. **Section B: Special Meeting** – Special meetings may be called by the President with the approval of the Executive Committee.
- c. **Section C: Quorum** – A quorum shall consist of [example: two-thirds (2/3)] of the membership. [The number required should be small enough to ensure that a quorum will usually be present but large enough to protect the club against decisions being made by a small minority.]
- d. **Section D: Parliamentary Authority** – Robert’s Rules of Orders, shall govern this club in all cases to which they are applicable.

6. ARTICLE VI: EXECUTIVE COMMITTEE

- a. **Section A: Responsibility** – Management of this club shall be vested in an Executive Committee responsible to the entire membership.
- b. **Section B: Membership** – This committee shall consist of the officers as listed in Article III and the staff advisor.
- c. **Section C: Meetings** – This committee shall meet at least once between regular meetings of the club to organize and plan future activities.

7. ARTICLE VII: ADVISOR

- a. **Section A: Selection** – there shall be a staff advisor who shall be selected each year by the membership.
- b. **Section B: Duties** – The responsibilities of the staff advisor shall be to:
 - i. Maintain an awareness of the activities and programs sponsored by the student club.
 - ii. Meet on a regular basis with the leader of the student club to discuss upcoming meetings, long range plans, goals, and problems of the club.
 - iii. Attend regular meetings, executive board meetings as often as schedule allows.
 - iv. Assist in the orientation of new officers.
 - v. Explain and clarify campus policy and procedures that apply to the club.
 - vi. Maintain contact with the The Den
 - vii. Provide direction in the area of parliamentary procedure, meeting facilitation, group-building, goal setting, and program planning.

- viii. Assist the club treasurer in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up-to-date account ledger.
- ix. Inform club members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequence of said behaviors.

8. ARTICLE VIII: AMENDMENTS

- a. **Section A: Selection** – the constitution may be amended by a two-thirds (2/3) majority vote of the active members.
- b. **Section B: Notice** – All members shall receive advance notice of the proposed amendment at least five days before the meeting. [The time may be extended to the following meeting.]

SAMPLE APPENDIX E

Samueli Academy Minutes
Sheet-- Clubs/Class Meeting
Minutes

Samueli Academy _____ Meeting Minutes.
(Club/Class Name)

1. The meeting was called to order by: _____
2. Location of meeting: _____
3. Date and time of meeting: _____
4. The minutes of the previous were: Read & Approved _____ Corrected & Approved _____
5. The following requisitions were approved:

PO#	Vendor	Amount	Purpose
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- a. _____
- b. _____

*Note: PO must be returned to the Student Activities Coordinator & approved by ASB BEFORE purchase(s) can be made.

Motion: _____
 Moved by: _____
 Seconded by: _____

6. The following fundraiser/activity requests were submitted for approval:

Fundraiser/Activity Date	Brief Description
--------------------------	-------------------

- a. _____
- b. _____

*Note: Fundraiser/Activity request MUST be approved by ASB at least 2 weeks prior to event.

7. Communication and Reports (attach separate sheet if necessary):

Old Business: _____

New Business: _____

8. Those in Attendance (attach separate sheet if necessary): _____

Respectfully Submitted (*Note: Submit to The Den the first Tuesday of each month)

Secretary Club Advisor

Staff Advisor

SAMPLE APPENDIX F

PETITION FOR ORGANIZING A NEW CLUB

If it can be demonstrated that the need exists for a new club, and if enough students express sincere interest in inaugurating and maintaining it, if staff sponsorship can be secured, and if certain formal requirements are met, it is possible to organize a new club within the student body framework.

Two organizational steps are necessary:

1. This petition must be presented to the ASB Executive Board. The petition must state specifically the purpose, names, and membership requirements of the club. The petition must be subscribed to by at least fifteen members (in good standing) of the Associated Students of Samueli Academy.
2. After approval of the petition by the ASB Executive Board, the organizers must write a club constitution and file it and the petition with the Student Activities Coordinator and the ASB Executive Board for approval.

A new club exists after these steps have been taken; it is duly constituted and becomes a contributing part of the student body organization.

The _____ Club is being organized for the purpose of

_____;

membership will consist of _____; and the club will be advised

by _____.

The following students do hereby affirm that they will support and help maintain the above named club.

NAME

NAME

SAMPLE APPENDIX G

Samueli Academy Activity Request Form

Date Submitted: _____

Organization/Club: _____

Activity Requested by: _____
(Adult Advisor/Sponsor/Applicant)

Activity: _____

Location: _____

** Please remember that an In-School Building Assignment Form must be filled out when using any Academy facility or area for an activity.

Date(s) of Activity: _____

Time: _____ to _____

Number Expected at Event: _____

OFFICE USE ONLY

Approved: _____ (Administrator)

Date: _____

Master Calendar: _____

Recorded by: _____ Date: _____

THIS FORM MUST BE TURNED IN THREE WEEKS PRIOR TO DATE OF ACTIVITY.

Samueli Academy
REQUEST TO PURCHASE

Please submit to the Student Activities Coordinator no later than one week prior to your event.

Name of club: _____

What are you selling? _____

Name of Vendor: _____

Item	Description	Quantity	Unit Price	Total

Date of fundraiser:

Start: _____ End: _____

Where will items be sold? _____

When will items be sold? _____ Time? _____

Projected Cost: \$ _____

Projected Income: \$ _____

Projected Profit: \$ _____

Club Treasurer/Representative: _____ Date: _____

Advisor Signature: _____ Date: _____

FUNDRAISER AUTHORIZED: _____

SAMPLE APPENDIX I

Firewolves ASB *FUNDRAISER APPROVAL*

Please submit to ASB no later than one week prior to your event

Name of club: _____

What are you selling? _____

Date of fundraiser:

Start: _____ End: _____

Where will items be sold? _____

When will items be sold? _____ Time? _____

Company providing items? _____

Projected Cost: \$ _____

Projected Income: \$ _____

Projected Profit: \$ _____

Club Treasurer/Representative: _____ Date: _____

Advisor Signature: _____ Date: _____

FUNDRAISER AUTHORIZED: _____

*****Please be prepared to speak to the Student Activities Coordinator about cash needs*****

Cash box requests must be submitted no later than 3 days before the event.

SAMPLE APPENDIX J

Samueli Academy
FUNDRAISER REQUEST FORM

Date Submitted: _____

Requested By: _____

(Adult Sponsor/Advisor/Applicant)

Organization: _____

Fundraiser: _____

Description: _____

(Circle one): On-Campus Off-Campus

Date of fundraiser: 1st Choice _____ to _____

2nd Choice _____ to _____

No Preference _____

Times: _____

Will a Cash Box be required for this event? Yes No

If yes, cashbox will be picked-up by _____ on the following date _____. Cash box will be returned by _____ on the following date _____. Denomination request (how many bills, quarters, etc.) _____.

ASB APPROVAL: _____

Signature of ASB Business Manager

Signature of Student Activities Coordinator

Date: _____

Date: _____

Approved Fundraising Dates: _____ to _____

OFFICE USE ONLY:

FINAL APPROVAL: _____ Date: _____

(Signature/Clubs & Organizations Commissioner)

THIS FORM MUST BE TURNED IN AT LEAST ONE MONTH BEFORE REQUESTED DATE(S)

SAMPLE APPENDIX K

Samueli Academy CLUB PERMISSION SLIP

Consent for Participation in Samueli Academy Associated Student Body Organization

_____ has permission to participate as a member of the
Student's Name

_____ at Samueli Academy
for the Student Body Organization

School Year.

A copy of the organization's constitution is on file and available for inspection in the The Den.

Date

Parent/Guardian

ASB FUNDRAISER PARTICIPATION CONSENT

I give permission for my child to participate in fundraising activities sponsored by the club under the guidelines set forth by the Associated Student Body. I understand I/my child will be financially responsible for items released to them for sale and any funds they are to collect.

Date

Parent Signature

Date

Student Signature

SAMPLE APPENDIX L

STUDENT CLEARANCE FORM

Please excuse the following students for: _____

Name of Location: _____ ON/OFF CAMPUS

Last Name	First Name	Last Name	First Name

SAMPLE APPENDIX M

Samueli Academy

PARENTAL AUTHORIZATION FOR STUDENT TO PARTICIPATE IN SCHOOL-APPROVED FIELD TRIP WITHIN STATE OF CALIFORNIA

_____ has my permission to attend
(Name of Student)

(Activity/Event)

which will take place at: _____
(Facility)

(Location/City)

Date of Event: _____

Class/Group Attending: _____

Time of Departure: _____ AM/PM Time of Return: _____ AM/PM Teacher or

Advisor: _____ Method of

Transportation: _____

- I understand that all students going on this trip will conduct themselves properly, Be responsible to the bus driver, to teachers, and adult sponsors. It is further understood that students will go and return from the event in the transportation provided.
- I understand that the Education Code Section 35330 provides, in parts, as follows: "All persons making the field trip or excursion shall be deemed to have waived all claims against the district or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion."

(Parent or Guardian Signature)

(Date)