**Starting a New Club**

**The Process:**

* Find a staff member to advise the club.
* Develop a club constitution (see attached template).
* Complete the *Establishing a Club Form* (attached)*.*
* Submit the constitution and *Establishing a Club Form* to the ASB Advisor.
* Attend an ASB meeting (held every Monday at lunch) and propose your new club (talk to the ASB advisor to get on the meeting agenda prior to the meeting).
* ASB discusses and votes to 1.) recognize your club 2.) grant any requested funds.
* If approved, your club is now official and funds will be distributed (if requested).

**Job Description for Club Advisor**

* Guide and supervise club activities and ensure compliance with the law.
* Set expectations / act as a role model.
* Follow correct district operating procedures for fundraising/purchasing.
* Monitor fundraising activities, cash handling, and reconciliation. (All money must be deposited correctly on the same day money is received).
* Budget. Work with students to anticipate revenues and expenditures.
* Maintain inventory (equipment, uniforms, etc.)
* Communicate to the students, ASB Advisor, and administrator:
  + a. Time Frames
  + b. Facility Usage
  + c. Responsibility

**Basic Things to Know**

* According to law, clubs must be cultural, athletic, recreational, or social in nature. **No club may be used to earn funds for a class or for curriculum, or be graded for earning credit in a class.**
* Activities done by ASB student groups with school approval/district supervision (on or off school premises) are ASB and **all money raised must be deposited to the ASB Fund**.
* Purchases are to be made with an ASB supply requisition. See the ASB bookkeeper (Janet Scheffer) to get and submit forms.
* Each ASB club or activity has an individual account number. This number is unique to them and is used on all deposit information, reimbursements, supply requisitions, and purchase orders.
* It is the responsibility of each activity to maintain their own records (meeting minutes, supply requisitions, etc.). They must be maintained and are subject to review by the State Auditor’s Office.

**Establishing a Club Form**

*Request for approval of new ASB club or activity*

**Name of club:**

**Describe proposed activities and goals of club:**

**Will money be raised or spent?** Y / N

**If yes, describe how money will be raised:**

**Funds raised will be used to:**

Are you requesting funds? Y / N Amount requested (if applicable):

Student Submitted by:

Signature Date Print Name

Club Advisor

Signature Date Print Name

ASB Advisor **Hailey Henderson-Paul**

Signature Date Print Name

ASB President Signature Date Administration Signature Date

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

ASB Treasurer Signature Date ASB Secretary Signature Date

ASB Approved □ ASB Disapproved □ Date:

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**CONSTITUTION OF THE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CLUB OF FRIDAY HARBOR HIGH SCHOOL**

**Preamble**

We, the students, for the promotion of good government, good sportsmanship, student activities, and the general welfare of the students of Friday Harbor High School, establish this Constitution

of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club.

**Article 1. Name of Organization**

Section A. It is resolved that the name of this organization shall be the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club of Friday Harbor High School.

**Article 2. Purpose**

The purposes of this organization shall be:

Section A.

1.

2.

Section B.

1.

2.

**Article 3. Membership**

Section A. Membership in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club is established by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Section B. Membership in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club is maintained by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Article 4. Duties**

Section A. Duties of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club

1. To create

2. To assist

3. To achieve

4. To organize

5. To attend

6. To support

7. To raise funds for

**Article 5. Eligibility**

Section A. To be eligible to participate in the\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club, all Club members must have and maintain a cumulative \_\_\_\_\_\_\_\_*(must be 1.7 or higher)\_\_\_\_\_* grade point average.

Section B. Requirements for all \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club members during their period of service shall be required to:



**Article 6. Amendments**

Section A. This Constitution shall be amended by a two-thirds majority vote of the membership provided \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Article 7. Dissolution of the Club

Section A. If the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club was ever dissolved and there were remaining monies in the account, the Club funds would revert to the school’s Associated Student Body general account.

**Adopted on this \_\_\_\_day of \_\_\_\_\_\_\_, 20\_\_\_\_.**

by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

approved by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_