

ASB Club Application Check-off Form

- Reviewed ASB Club Handbook

- Student Club Application

- Student Club Information Sheet

- Constitution and Bylaws

- Annual Budget

- Fundraising Request Forms

- Facility Request Forms

ASB CLUB CONSTITUTION AND BYLAWS

Article I: Name, Purpose and Authority

Club Name:

Purpose:

Article II: Membership

All students enrolled in Sierra High School are eligible for membership.

Article III: Meetings

Meeting Day:

Meeting Time:

Article IV: Club Officers

The club officers shall consist of the following:

- President
- Vice-President
- Treasurer
- Secretary

Article V: The club president will have the following duties:

- To preside over meetings of the club.
- To call special meetings of the club.
- To plan and prepare agendas for the club meetings.

The club vice-president will have the following duties:

- To serve as the club president if the president becomes unable to fulfill his/her duties either temporary or permanently.
- To support the club president.

The club treasurer will have the following duties:

- To maintain complete and accurate record of all club receipts and disbursements.
- To oversee club fundraising efforts.
- To supervise the preparation of the club budget.

The club secretary will have the following duties:

- To maintain accurate minutes of each club meeting.
- To carry out all correspondence for the club.

ASB CLUB CONSTITUTION AND BYLAWS

Article VI: Elections

The club will hold the election of officers once a year. The voting will take place by secret ballot.

Article VII: Financial Responsibility

In accordance with California Education Code 48932, all groups that fundraise must define their needs and plans for fundraising. Please see attached Annual Budget Club Form, listing the expected revenue from dues, fundraisers, and donations along with the estimated expenditures of the club.

Article VIII: Amendments

Two-thirds majority vote of the members in attendance is required to amend this club.

Application for Student Club And Non-Fundraising Activity/Club

I. Certificated Staff Advisor: _____.

II. Name of Club/Activity: _____.

III. Regular Meeting Day, Time and Location: _____.

IV. **Official Student Club Information**

A. We the students of _____ (name of school site), request permission to form a Student Club to serve grade levels _____.

B. Attach a list of the students sponsoring this application.

C. This group will be known as: _____
and will have as its purpose: _____

_____.

D. _____ will serve as the advisor for this club for the school year.

E. Student Clubs must submit the following with this application:
1. A copy of the proposed constitution.
2. A copy of the budget for this club for the school year.

V. Submitted by:

Student Club Representative: _____

Certificated Staff Advisor: _____

FOR ASB USE ONLY		
ASB Advisor	Signature	Date
Principal Name	Signature	Date
ASB Student Representative	Signature	Recorded In Minutes Date

**Associated Student Body
Club Information Sheet**

Fiscal Year:

Name of Club:

Certified Club Advisor:

Signature of Advisor:

Club President:

Club Vice President:

Club Treasurer:

Club Secretary:

Meeting Day and Time:

Site Location:

Place of Meeting:

Annual Budget for _____ school year.
Student Club: _____

INCOME

List each fundraiser to cover expenditures:	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
INCOME TOTAL	\$

EXPENDITURES

List what you want to spend money on this year (detail all expenditures) and how much for each item:	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
EXPENDITURE TOTAL (Must be less or equal to income total).	\$