

The
CARLSBAD
High School



**ASB
CLUB
PACKET**

Application Instructions for Club Application/Renewal

1. General Rules:
 - a. Each club must have a minimum of 10 members
 - b. Each club must have a CHS Certificated Advisor
 - c. All approved clubs operating with a financial budget, must maintain an account with the ASB Finance Office.
 - d. Must follow all ASB Finance Guidelines and submit ASB Activity Requests for any club fundraisers or activities being organized by the club.
 - e. Clubs may not meet, advertise, elect officers, or have any fundraisers until the club is formally approved by the Carlsbad Unified School Board.

2. For all clubs **renewing** their status:
 - a. Club must submit 4 forms (Club/Organization App., Advisors Agreement, and Club Roster & Club Budget) to the ASB Office.
 - b. Applications will be sent to ASB for Approval
 - c. If approved by ASB, Application will be sent to Administrative Cabinet for Approval
 - d. Once approved by Administrative Cabinet, the club will be active for the current school year

3. For all **new** clubs status:
 - a. Club must submit 4 forms (Club/Organization App., Advisors Agreement, Club Roster & Club Budget) and a printed constitution to the ASB Office.
 - b. An electronic copy of the constitution must also be e-mailed to Mr. Simonds in the ASB Office at ksimonds@carlsbadusd.net.
 - c. Application and Constitution will be sent to ASB for Approval
 - d. If approved by ASB, Application and Constitution will be sent to Administrative Cabinet for Approval
 - e. If approved by Administrative Cabinet, Constitution will be sent to School Board for Approval.
 - f. Once Approved by the School Board, the club will be active for the current school year

How to Write a Club Constitution

Font must be Verdana.

Font size must be 11.

An electronic version of the Constitution must be submitted when starting a club.

Article I- Name, Purpose, and Authority

The purpose should summarize your goal as a club. Insure that it follows the guidelines in the Club Advisor's Handbook.

Article II- Membership

Use the provided sentence on the Club Constitution Sample. If you have other requirements to become a member (try-outs, interviews, etc.) include in this section.

Article III- Meetings

The club is required to meet, provide a general time when these meetings will occur. (Ex. once a week at lunch in advisor's room)

Article IV- Club Officer

Include the officer titles only as provided in the sample. DO NOT include actual student names. What positions will your club have? (ex. President, Vice-President, etc...)

Article V- Officer Duties

Specify the individual duties of each position that they will perform for the club.

Article VI- Elections

Section 1- Explain how officers will be chosen. Follow Sample if necessary.

Section 2- What requirements are needed to become or remain an officer (Attending meetings, showing up for all events, etc.)?

Section 3- List the methods of officer removal if the requirements listed above aren't followed. Club members may vote to have an officer leave etc.

Sections 4- If an officer is not present, discuss who will fill their roles and how they will be appointed.

Article VII- Staff Advisor

Section 1- A certificated member of the Carlsbad High School faculty and staff must over-see and be present for all club meetings, activities, and functions.

Section 2- List what the Advisor will do to help with club.

Carlsbad High School
_____ Club Constitution

Article I - Name, Purpose, and Authority

The purpose of the _____ Club at Carlsbad High School shall be..... to educate members on the rules of rugby and discuss different styles and techniques of play. Students will watch different rugby matches to help visualize and educate members on the game. The Rugby Club will not be participating in any actual rugby matches or play and will strictly provide an opportunity for students to get together and discuss their passion for the game of rugby.

Article II - Membership

All currently enrolled students at Carlsbad High School shall be considered for membership. Addition info if needed following this statement.

Article III - Meetings

The club shall have meetings..... at lunch every Wednesday at lunch in the advisor's room.

Article IV - Club Officers

The executive power of the _____ Club shall be vested in its officers. The officers shall be:

- President / Captain
- Vice President / Co-Captain
- Secretary

Article V - Officer Duties

The President will have the following responsibilities:

- To lead the meetings
- To communicate the needs of the club
- To watch over all other officers and make sure the club is running correctly

The Vice President will have the following responsibilities:

- To help the president conduct meetings
- To carry out the needs of the club given by the president
- To organize what will be talked about in the meetings at lunch

The Secretary will have the following responsibilities:

- Organize and record information presented at meetings
- Organize fundraising events
- Keep financial records of the club

Article VI - Elections

Section 1. Elections

Officers will be elected on the last meeting of the school year. Each candidate will be given five (5) minutes to make a speech for the position, and then a vote will take place. A simple majority is required to be elected. If a tie occurs, the advisor will have the tiebreaking vote.

Section 2. Eligibility of Officers

The requirements for eligibility of officers of the _____ Club are as follows:

- Students must have above a 2.0 Cumulative GPA.
- Students must attend all club meetings and be active in club events.

Section 3. Recall of Officers

If an officer chooses to act unruly, their officer position shall be revoked and an election to replace their former position shall occur.

Section 4. Vacancies and Appointment of Officers

If an officer is unable to attend any club function, the next most eligible officer shall temporarily take their place. Officers will be appointed according to eligibility requisites.

Article VII - Staff Advisor

Section 1 - A certificated staff member of the Carlsbad High School faculty will be present to oversee all club meetings, activities, and functions.

Section 2 - The faculty member that is chosen for this role will have the following duties:

- Oversee all meetings held in their classroom
- Make sure all meetings are held on the specified days
- Make sure no unruly conduct occurs during the meetings
- Attend and oversee all club functions and activities

Club functions, club requirements, officer categories, officer duties, and advisor responsibilities could vary depending on the club purpose and activities. This is a sample format and the suggestions for content include:

1. Single space the document (not 1.15).
2. Do not include the advisor name, student names, or room numbers for meetings.
3. The list of officer categories should match the lists of officer duties.
4. Spelling and syntax must be checked for accuracy and understanding prior to submission for Board approval.

Non-highlighted sections are required when putting together a constitution.

Highlighted sections are an example of how the constitution should read.

CLUB ADVISORS HANDBOOK

All CHS clubs/ organizations are open to any Carlsbad High School student wishing to join at anytime during the school year, regardless of race, religion, sex, age, etc.

All clubs will conform to the regulations and standards set forth by the CHS Administration and the Carlsbad School Board. Student membership can be revoked for disciplinary reasons. If a club is found to be discriminating, harassing, or pressuring fellow students, that club's charter may be revoked. Absolutely no hazing of any kind is allowed by any club or organization.

Certain organizations, with approval by the CHS Administration and the Carlsbad School Board, may have, as part of their membership, an audition process in front of a selected, unbiased panel. (Ex. choral groups, dance groups, athletic groups, etc.)

Forming a Club/Organization

- All CHS Clubs/Organizations must have a CHS certificated advisor. Each club must have a minimum of 10 club members.
- Every club must have a CHS club constitution approved by the CHS ASB Council, CHS Administration and Carlsbad School Board.
- Every club is required to complete an ASB Club packet each year to renew their charter.

School Accounts

- Clubs/Organizations will need to have school financial accounts set up through the ASB Finance Office if need be.
- Proper forms for expenditures and deposits of funds must be used and are available through the ASB Finance Office and electronic copies are available to be e-mailed out.
- No outside accounts are to be established by any club/ organization.
- All expenditures must be for the benefit of current CHS students of that club/organization. Funds cannot be spent on non-Carlsbad Students.
- With administrative and School Board approval, some organizations may have a Parent Booster Club which must follow the guidelines established by the school board and CHS Administration.

Activities

- Prior to planning any activity, club/organizations must complete an ASB Activity Request form.
- This form must be approved by the ASB Council and CHS Administration.
- Activities must be submitted no later than two weeks prior to the event.

School Facilities

- Club/Organizations wishing to have activities beyond the school day must fill out a Facility Use Request form for any activity taking place on the school campus.
- The Facilities Use form is available online.
- Clubs/Organizations wanting to use the Cultural Arts Center must also fill out a Facility rental request on School Dude on the Carlsbad Unified School District Webpage.
- Advisors are encouraged to check with the main office to see what facilities are in use at the time being requested.
- Advisors need to remember there are occasions where a custodian may need to be assigned to the facility being used at the time requested and payment for this custodian might be the responsibility of the requesting club/ organization.

Fund Raising

- Clubs/Organizations are allowed fundraising opportunities throughout the school year.
- All fundraising events require an Activities Request Form filled out in full and submitted for CHS ASB and Administration approval.
- A club/ organization cannot have back to back fundraisers.
- No more than one approved food item sale may go on at time.
- Food items must meet the guidelines established by the Carlsbad Food Services and the Carlsbad Board of Education when sold during school hours.
- All parent boosters' clubs must also fill out a CHS ASB Activity Request for any fundraiser and be submitted to CHS Administration for approval.

Fees and Donations

Under the law (California Constitution 1879), public schools must provide a “free and equal public education.” This means that students enrolled in public school cannot be charged fees for participation in educational activities that are part of the core program of the school. Educational activities include field trips, athletics, and extracurricular on-campus activities such as student clubs. Schools must adhere to the law and ensure that student equity in the educational process is not compromised.

Club/Organization Meetings

- Club Advisors are to turn in the club/ organization meeting days, times, and locations for publication in a Club/Organization Bulletin available to staff and students when submitting the ASB Club Packet.
- Times and Locations will also be posted on the Carlsbad HS websites and schoolloop.
- Clubs are required to take minutes for all meetings and keep a record of those minutes to be presented at any time of request from auditors or CHS Staff.
- Meetings must be used to obtain approval for club purchases of any item prior to the actual purchase of those items. If a club does not approve the purchase than it should not be getting ordered.
- Club meetings can be used to prepare deposits of funds to be given to the ASB Office. This would ensure that the required 2 people needed are able to verify and record all funds together and sign off on deposit slip prior to handing funds and paperwork to ASB Office.

ASB Contact

- All clubs/ organizations are encouraged to contact ASB at any time if concerns or questions come up concerning activities, fund raising, deposit of funds, payment requisitions, or other concerns.
- Advisors are encouraged to share the information in this packet with the members of their club/ organization.

Disbanded/Terminated/Inactive Clubs

Any terminated, disbanded, or inactive club must complete the club application process again during the following school year to be reinstated. No terminated, disbanded or inactive club is permitted to meet for the duration of the year in which they are terminated, disbanded or inactive. No student may claim ownership over any terminated, disbanded or inactive club at any point in time. If a club believes it has been terminated without reason, it may appeal to the administration and the school leadership class for reinstatement.

Club/Organization Advisor Job Description

- The following is intended to be a guideline to assist club/ organization advisors in performing their duties with these groups.
- Club/ organization advisors are encouraged to assist students in taking the initiative in running their club/ organization, and serve as a guide in helping the students make good, safe, wise decisions for their club and its members.
- General Duties
 - At least one club advisor must be in attendance at all club meetings.
 - At least one club advisor must be on duty at all club fundraising activities, especially those off campus -for example: car washes.
 - All funds collected from fundraising activities must be turned into the ASB Office using proper paper work (Deposit Slip) and making sure proper 2 person verification and signatures are recieved.
 - A club advisor must sign all authorizations for expenditures (ASB Requisitions) and provide the proper documentation and dates prior to submitting to ASB Office.
 - A club advisor must approve all forms for bulletins for schoolloop and CHSTV before submitting to Admin.
 - A club advisor must sign and approve all Activity Requests and Facility Use Requests.
 - Each club will need to review their club/organization constitution yearly to make any needed changes and resubmit this constitution for approval if changes have been made
 - Each club/organization will need to submit an ASB Club Packet each year to renew their club to function for another school year.
 - The club must record and maintain all money collected and turn into the ASB bookkeeper. The ASB bookkeeper will set up an account for the club in the student body account. **Never have checks made payable to yourself, or to a student, and never deposit funds in your personal bank account.**

CARLSBAD HIGH SCHOOL
ASSOCIATED STUDENT BODY

CLUB\ORGANIZATION APPLICATION

Date: _____

Club/Organization Name: _____

Status (Check One): _____ **New Club/Organization** _____ **Continuing Club/Organization**

**New Clubs/Organizations must attach original constitution when submitting application*

Purpose of Club/Organization: _____

Club Information:

➤ Faculty Advisor: _____

➤ Club Officer: _____ Title: _____

➤ Club Officer: _____ Title: _____

➤ Club Officer: _____ Title: _____

➤ Club Officer: _____ Title: _____

➤ Proposed Schedule of Meetings: _____

➤ Meeting Location: _____

List Methods by which club/organization will be financed: _____

Note: In order to spend club/organization funds, you must have held a formal meeting, with faculty advisor present, and have voted to approve the expenditure. Formal written and signed minutes must be kept and made available to the ASB Finance Office upon request.

All club fundraising activities must be submitted on the activities request form and reviewed and approved by the ASB prior to the activity taking place.

Yes, as the faculty advisor I have read the above note.



ADVISOR'S INITIALS

APPROVAL SIGNATURE:

Club/Organization President: _____

Club/Organization Advisor: _____

(For ASB Office Use)

ASB Executive Council Rep. Date

ASB Advisor Date

ASB Accounting Tech Date

Administrator Date

Date Approved
By Student Council

Account Number

Club Budget Completed

Constitution Approved
& On File

Advisor's Agreement Signature Page

After reading the Club/Organization Advisors Handbook, sign below and return this slip with the ASB Application and ASB Club Budget to the ASB Office.

I have read and understand the job description for club/organization advisors and agree to abide with the policies listed.

Advisors Name (print) _____

Advisors Signature _____

Date _____

Club/ Organization. _____

CARLSBAD CLUB BUDGET

Date: _____

Club Name: _____

Club Advisor: _____

_____ - Previous Year Ending Balance

Estimated Income

Total Income

Sale/Expense Items

Fundraisers for the year

Club/Org. Supplies

Club/Org. Equipment

Food for Meetings/Parties

Club Banquets

Estimated Expense

Total Expense

Carryover for Next Year: _____

Previous Year Balance +
Total Income -
Total Expense =
Carryover for Next Year

Total Income +
Previous Year Balance

Total Expense + Carryover

Left Column Total

Should Equal

Right Column Total

CARLSBAD CLUB ROSTER

Date:

Club Name:

Club Advisor:

[illegible][illegible]