

Woodinville High School
“One Falcon, One Family”



ESTABLISHING AN ASB FUNDRAISING CLUB
Process & Guidelines – Spring Only

The Woodinville High School ASB encourages student participation in student-initiated clubs and organizations.

- New ASB fundraising clubs **can only** be established in the spring when the budgets are being established for the next school year. This budget process forms the basis for all future (next school year’s) budgetary decisions. Once the school board approves the budget in July, ASB club fundraising account codes become available for the upcoming school year.
- **At this same time only**, clubs that are no longer active may be voted upon at the April Student Council Meeting to be dropped and/or current and/or new non-fundraising ASB clubs that desire to become fully functioning fundraising ASB clubs (with a budget number for revenue and expenditures) may be recognized and voted into existence for the next school year.
- To be officially recognized in the spring, each individual ASB club is required to establish a Constitution of self-government that includes:
 - The name of the students (officers) who will constitute the governing body of this new club
 - The name of the faculty advisor of this club
 - The intent and purpose of this club
 - The activities anticipated for this club
 - Price of membership fees (if applicable)
- Once the Constitution is voted on and approved by the governing ASB voting membership (Student Council) in the spring, if approved by the School Board in July, a budget number will be assigned to the new fundraising ASB club and it will be brought into existence.

Important information to consider:

- The purpose of the club or organization must be in keeping with all school and school district rules and procedures
- Membership selection must meet school and district guidelines for selection
- All fundraising activities must be approved before implementation
- All funds for each club or organization activities are derived from the fundraising efforts conducted by the club or organization
- The ASB does not allocate funds to clubs and organizations from the ASB general fund

To be officially recognized by the Woodinville High School ASB the following procedures must be followed and the appropriate signatures secured:

- Obtain an ***Application for ASB Fundraising Club*** form
 - Meet with the primary ASB advisor/activities director or principal/designee to outline the purpose for the club

- **Submit the *Application for ASB Fundraising Club* form that includes:**
 - The name of the club or organization
 - The name of the faculty advisor
 - Name of a student contact
 - The purpose and primary activities of the club or organization
 - Method of membership selection or requirement
 - Method of leadership selection
 - Schedule of meetings
 - Budget
 - Fundraising activities
 - A constitution

Constitution Model

Statement of Purpose:

Article One: Name of club or organization

Article Two: Membership Structure

- Who is eligible to join
- General meeting schedule

Article Three: Officers

- List of Officers
- Outline of Officer duties

Article Four: Elections

- Election procedure for officers
- Procedure for removal of an officer

Article Five: Amendment Procedure

Article Six: Quorum

Sample Club Constitution



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Club Constitution

Preamble:

We the students, for the promotion of good government, good sportsmanship, student activities and the general welfare of the students of Woodinville 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 Woodinville High School. The club will be limited to students.

Article 2: The purpose of this organization shall be to:

Section A: Mission of the Club

Address the educational, social, cultural and or recreational purpose of the club.

Section B: The duties of the club are:

Article 3: Eligibility/Membership

Section A: Eligibility of the Club will .

Section B: Membership in the Club will be established and maintained by .

Article 4: Time and Place of Meetings

Club will meet on in Room .

Article 5: Fees

Fees for Club are in the amount of . (The fees shall not exceed \$5 per semester, except when national membership is required or when supplies, such as perishables and consumables, for the club are needed.)

Article 6: Number, Type, Selection and Definition of Student Leadership

Section 1: Student Leader Contact Information and Position

Section 2: Duties of the student leaders

Section 3: Documentation of Club Activities/Meetings

Article 7: Amendments

A club must have a 2/3 majority vote in order for the club to amend its constitution. All amendments must be cleared through the ASB Club Advisor and ASB Activity Director.

Adopted on this _____ of _____

By:

Student Club Representative

ASB Club Advisor

Approved by:

ASB Exec Board Student Representative

Mike Kelly, ASB Activity Director