

Hazen High School

CLUB CHARTER APPLICATION

Hazen High School Clubs provide academic, social and athletic opportunities and experiences. All Hazen High School clubs must be chartered prior to any meeting or fund-raising activities. All new requests for a Hazen High School sanctioned club or activity must be thoroughly planned, have completed the request information below and be presented to the ASB Senate for discussion and approval by a two-thirds vote of voting Senate members, then submitted to the building Principal for administration approval before the club or activity can take place. All Hazen High School sanctioned clubs must have a faculty advisor and available space at Hazen for their activities. The faculty advisor must attend all meetings and must approve and supervise all activities.

The following steps will be involved in the chartering process:

1. All prospective clubs must complete a Hazen High School Club Charter Application. The application may be obtained in the ASB Office.
2. The completed application should be turned in to the Activities Director.
3. The application is reviewed by the Executive Board and Activities Director.
 - a. Faculty advisor is aware of his/her responsibilities.
 - b. Space is available at Hazen High School for club activities and meetings.
 - c. Building and district policies and procedures are met and followed. Any club not adhering to these policies and procedures will have their charters cancelled and/or revoked.
4. The application is placed on the next scheduled Senate Meeting Agenda.
 - a. Student(s) representing proposed club presents the proposal to the ASB Senate for discussion and approval by a two-thirds majority vote.
5. The membership list is reviewed to verify that all members have purchased and ASB sticker.
6. The applicant is notified of the approval or denial of the request.
7. Club Officers must be elected at the first meeting held. These officers include President, Vice President, Secretary and Treasurer.
8. A membership list must be attached to the application.

Hazen High School Club Charter Application

Club Name: _____ Date: _____

Faculty Advisor: _____

Meeting / Activity Location: _____

Purpose:

Goals for the Year:

Services You Intend to Perform for the School:

Membership Criteria:

APPROVED _____

DENIED _____

DATE _____

ASB President _____

Activities Director _____

Principal _____