

**TEMPLE CITY HIGH SCHOOL
TEMPLE CITY, CALIFORNIA**

CLUB CHARTER

Provisions

1. The chartered organization must accept and conform to all policies governing school clubs as outlined by the Associated Student Body (ASB) Constitution and the school administration. An "Interest" Club does not maintain an ASB account (no funds), a "Campus" club will have an ASB account and is required to have an approved budget on file prior to making expenditures. Both types of clubs are sanctioned by the ASB.
2. This Charter is granted only for one school year and for as long as the organization functions in a constructive and creative manner. Should the organization through the lack of planned membership, or general inactivity, show that it is not operating in such a manner, this Charter is revocable by a majority vote of the ASB Leadership or Faculty.
3. Every chartered organization must have a constitution which includes: organization name, name of advisor, scope and purpose, proposed activities, proposed meeting dates, and list of officers and their powers. Campus clubs must include a proposed budget.
4. Should the chartered organization cease to exist or dissolve before the end of the school year, this Charter is to be returned to the ASB. All Charters will expire at the end of the school year. Funds of expired clubs shall return to the ASB General Fund as designated.
5. This Charter is issued in duplicate. The original is to be retained in the ASB office as an official record, and a copy is given to the club or organization.

Name of Organization

President of Organization (please print)

Advisor of Organization (print)

President of Organization (signature)

Advisor of Organization (signature)

President of Student Body

Student Activities Director

TEMPLE CITY HIGH SCHOOL
Application for Student Club

We, the students of Temple City High School, request permission to form a Student Club. This organization shall be called _____

and will have as its purpose:

_____ (name of faculty advisor) will serve as the advisor for this club for the school year.

If your club for some reason is not renewed next year, then what will be done with your club funds? (you MUST circle at least one)

- | | | |
|-----------------------------|-----|-------------|
| A. ASB General Fund | ALL | Some _____% |
| B. Renaissance Recognition | ALL | Some _____% |
| C. Other similar club _____ | ALL | Some _____% |

Names of chartering Members (attach extra paper if necessary)

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Submitted by:

Club President _____ Date _____

As a club advisor, I understand that I should play an active part in club activities including supervision of club meetings, attendance at club events, and overseeing the deposit and receipt of all club monies.

Advisor Signature _____ Date _____

Club Student – Advisor Contract

Club Name _____

Club President _____ Advisor _____

Both the Club President and Club Advisor must agree to the following terms in regards to conducting club business on or off campus at TCHS.

- Both parties must sign all documents (such as meeting minutes, check requests, deposits, etc.) prior to submission to ASB.
- Students agree to not start planning fundraisers or events without club and advisor approval. Approval must be listed in meeting minutes
- Both parties must agree to all club rules, club advisor rules, and advisor requirements.
- The advisor agrees to be a participatory member of the club, including fundraisers and Fun Food Fridays. He/she will guide students in decision-making and expenditure of funds.
- TCHS does not allow for the substitution of an advisor. If an advisor cannot attend an event, the event would need to be cancelled or rescheduled.
- If a club has 50 or more active members, it may be wise to have a co-advisor as well.

Advisors must be present at all club meetings, events and fundraisers.

Please list the agreed upon meeting schedule:

Day/Frequency _____ Time _____ Location _____

Please list all agreed upon club events including trips, activities, and fundraisers (add dates if known):

Advisor Signature _____ Date _____

Club President Signature _____ Date _____