

CLUB APPLICATION FORM 2021 - 2022

INSTRUCTIONS FOR THE FORMATION OF A CLUB

ASB sponsored clubs should serve the following purposes:

- A. Give students an opportunity to further a special interest.
- B. Give service to the school or community.
- C. Give students an opportunity to develop leadership skills.

The club program at Granada Hills Charter High School is for students only. Clubs are NOT performance or competitive groups, and thus **cannot compete or perform**. They should conduct their own meetings, plan their yearly program, establish a trust account, keep it up-to-date throughout the year, and make their own arrangements for functions. In order to gain recognition as an "approved club" and have the privilege of calling meetings and carrying on any form of activities associated with the school, it is necessary for the students to comply with the following rules:

1. Students should come to the Activities Office and obtain this packet, which includes instructions and the forms needed to apply for a club approval.
2. Students need to find a teacher member to sponsor their club. See page 4 for advisor's duties and responsibilities.
3. Students need to follow the guidelines in this packet to establish a club. Guidance from the teacher sponsor is essential in a successful application to ensure that each submissions accomplish the following:
 - a. If you are a new club, review the following sheet to ensure that your mission statement is different from any other returning clubs. Submitting your application with a mission statement similar to that of another returning club deems your club less likely to be accepted. Link to the

sheet:

https://docs.google.com/spreadsheets/d/167NVQB5XYgLe2eyXGbdRSXFtTHnR4_iF9WtN2fiAEUk/edit?usp=sharing

b. Complete and attach the club application included in this packet.

c. Complete and attach the advisor's duties and responsibilities form in the packet.

d. All clubs must write their own constitution.

i. Make sure the constitution has a cover page with the club's name (large font), the school year below the name and names of the officers listed with their ID number and grade.

ii. If the club does not have selected officers, type the name of the contact student. A list of officers must be submitted after 2 meetings.

iii. Follow all of the directions in this packet for writing a constitution. Club constitutions that lack the necessary sections will not be approved.

4. All clubs must dedicate one of their meetings per month to **campus beautification**: the ASB Club Council Committee will designate to the club an area on campus. The club members are expected to assist Granada students in keeping the area clean, through helping them pick up their lunch. It is the responsibility of the Club Officers to ensure that their designated area of the campus is kept clean by the end of lunch. *If necessary, corrective action will be taken to ensure that these duties are upheld throughout the school year.*

5. The Administrative Director, Student Services will review and sign the club application. The Club President will be responsible for making corrections as necessary. A copy of the application will go to ASB for approval.

6. If ASB approves the club, the club president will be notified. This will be after thorough examination and interview of the club president.

7. Once a club has been approved by all necessary persons, the club will then be added to the "Approved List of Clubs on Campus". This list is available at the Activities Office for any student or parent interested. The "Approved List of Clubs on Campus" includes a summary of the club's purpose, president's name and advisor's name, and place and date of meeting. This list will be available on **Friday, September 17, 2021** in SPC1 Room. If the club has been selected then the **club president** is required to attend a mandatory meeting on **Monday, September 20, 2021** in Rawley Hall during lunch.

For any questions regarding clubs on campus, please contact Club

Commissioners

- Joseph Cordero at
j38688@student.ghctk12.com
- Jessica Liyanage at
j38357@student.ghctk12.com

**CLUB APPLICATION FORMS DUE ON FRIDAY, AUGUST 27, 2021 in the
ACTIVITIES OFFICE by THE END OF LUNCH.**

Club presidents will be summoned for their interview. It is the president's responsibility to attend the interview on time to ensure that the club is considered for the 2021-2022 school year. Club presidents should check their email daily for reminders of their interview date.

**ALL CLUB APPLICANTS (Returning and New)
MUST ATTEND A MANDATORY MEETING IN RAWLEY HALL ON
MONDAY, SEPTEMBER 20 DURING LUNCH.**

CLUB APPLICATION FORM

Name of Proposed Club

Purpose of Club

Name of Club Advisor(s) _____ Room # _____

Signature of Club Advisor(s)

	Name	4th Period Room #	Student ID #
President			
Vice President			
Secretary			
Treasurer			

**Please note:* You may have two Co-Presidents instead of a President and Vice-President. No student may serve in more than one position per club. *Submit a written constitution attached to this application.*

I agree to fulfill all duties outlined in both my club's constitution and the Granada Hills Charter Club Application Form Rules.

President

Vice President

Secretary

Treasurer

CLUB/CLASS ADVISOR DUTIES AND RESPONSIBILITIES

- The advisor must be a certificated GHCHS faculty member. Advisors may supervise more than one club but will only receive one stipend.
- Advisors must be present at all meetings and activities of the organizations. **Advisors are expected to attend ALL of the club's functions, such as class or club sponsored dances, assemblies, fundraisers (this includes Club Rush), etc.** If the advisor is unable to attend, another GHCHS faculty member may supervise the event.
- **All questions should be directed to the club advisor.** The club advisor may contact the club commissioner for any further questions.
- Advisors must ensure that students follow all school policies and procedures, such as dress code, GPA eligibility for after school activities, submission of all paperwork and ASB financial requirements.
- Advisors wishing to receive a stipend must request the form from the Director of Activities via e-mail and submit the application no later than **September 30, 2021**. To receive a stipend, event participation and other requirements are necessary.
- Advisors must allow the students to "run" the meetings, guide them in proper use of basic record keeping, responsible money handling, etc.
- Advisors are required to open a trust account with the ASB Treasurer and Student Store Manager to handle all club money received and paid. All club funds are considered student body funds. **No club or activity can maintain a private fund, such as a separate bank checking account.** Clubs cannot show a negative balance without prior permission from

student council and approval will be granted only if the negative balance is temporary due to purchase of materials for a fundraiser that will offset the negative balance. Money must never be taken home and always due must be submitted when they are received. Never make expenditures using money collected. Always deposit money and request a check for reimbursement or a check in advance from the Student Store.

- The advisor shall ensure that at least two meetings are held each month. A record of the minutes of the meeting **MUST** be submitted at the **Student Store** within 48hrs after the meeting. If the club does not meet for the current week, the advisor must ensure that *a minutes document is still turned in for that week*. **If necessary, corrective action will be taken to ensure that these duties are upheld throughout the school year.** The mandatory format for the minutes is attached.
- The advisor or a club officer should keep a record of the club's finances and minutes in case of an audit, or for use of the succeeding years. The advisor shall teach the student secretary/treasurer how to keep the books, records and make sure that they are accurate and current at all times.
- The advisor shall require each officer in the group to prepare an end of the year summary status report to be passed on to the in- coming slate of officers. Such a report is valuable in keeping the next group informed of accomplishments and problems of the group and point out the need for improvements or new direction for a group to take.
- The advisor shall require the secretary of the club to submit the club application and constitution no later than the above outlined dates. Old clubs, as well as new ones, must charter each year.
- The advisor shall insist that students assume the responsibility of their organization and encourage a sense of order and loyalty.
 - a. All e-mails or activity on-line must be executed through the GHCHS Google system.
 - b. Failure to submit club meeting minutes will result in one of three allotted **strikes**. If the club continues to not submit club meeting minutes, it will result in the disbandment of the club.
- No transaction is final until the advisor's signature is on all documents: requisitions, calendar date requests and handouts distributed in mailboxes. **THE CLUB ADVISOR SIGNS EVERYTHING AND IS RESPONSIBLE FOR ALL OF THE CLUB'S ACTIVITIES AND FINANCIAL RESPONSIBILITIES.**

I have read and understood all of the above duties and responsibilities.

Club Advisor Name:

Club Advisor Signature: _____ **Date:** _____

The Drafting of Organization Constitutions

Title Page. The constitution must contain the title of organization printed at the top of the first page with the word "Constitution" printed underneath it.

Article I – Name. The constitution must state the name of the organization; and if the preamble is omitted, it contains a short statement of the purposes of the organization.

Preamble. Consists of a brief statement of the aims and purposes of the organization. The organization must be of a benefit to the school, students and/or Granada Hills community. **Officers.** The constitution must contain a list of officers of the club and must state the length of their term in office.

Article II – Membership. The constitution must define the general requirements necessary for membership which MUST include but is not limited to the below:

1. Students must be a current GHCHS student body member.
2. Students must have a 2.0 GPA ("C" average) for all participants.
3. The Club must maintain a positive balance in its trust account.
4. The Club will be cancelled and/or not renewed if members with a GPA below 2.0 participate in after school activities and/or if the Club carries a negative balance at the end of the school year.
5. The Club must adopt a "quad" area for campus beautification and clean-up (location to be determined).
6. Meetings must be held at least twice a month. The day(s), time(s) and place(s) where meetings will be held must be listed in the constitution.
7. Members must not discriminate based on color, creed, religion or national origin.

Article III – Selection of Officer's Term of Office and/or Qualifications. The constitution must include how officers are elected, who elects them and what the qualifications of the office shall be.

Article IV – Meetings. The constitution states the time for regular meetings and provides a method by which special meetings may be called, and by whom. If meeting dates or venues

are changed, the Activities office must be notified.

Article V – Amendments. The constitution must contain a statement of the method of amending the constitution and of the vote required for such amendments.

***Note: No club will be allowed to collect dues, however donations to clubs will be accepted.**

GHC Club Minutes Sample Format

Club Name:

Club President:

Date:

Week #:

Meeting opened at:

Meeting closed at:

Number of attendees:

Agenda:

1. Topic 1

-
-
-

2. Topic 2

-
-
-

3. Topic 3

-
-
-

Upcoming Events:

- Next Meeting Day/Date:

-

Club President:

Club Advisor:
