

Issaquah High School Club REACTIVATION Form

Club Information:

Name of Club: _____

Staff Advisor: _____ (Advisor Gmail address)

Student Representative Information:

Name: _____

Position/Office: _____

Email Address: _____

Phone Number: _____

Club Meeting Information: (please be clear, this information will be on the website and will let interested members know when and where to find you)

Day _____ Time (Afternoons no earlier than 3:00pm): _____

Location (include specific room #): _____ Frequency of meetings (ex. weekly, every other week, 1st Thurs): _____

Purpose of Club (this will be used on the ASB club list for publicity, so include what you would like students to know):

Officers: List the officers for the current school year. (All club officers should have an ASB Card).

<u>Officer Name</u>	<u>Position</u>	<u>ASB Member (Yes/No)?</u>
_____	President	_____
_____	Vice President	_____
_____	Treasurer	_____
_____	Secretary	_____

If this club has an ASB account that is either funded by ASB or your own fundraising, the advisor MUST have attended the Clubs Training or meet with Mr. Evans to be sure they understand policies that apply to the use of ASB funds. A representative from the Clubs' Executive Board (preferably Club President) is required to attend the Clubs meeting or meet with Mr. Evans. Signing below indicates you have had this meeting. Initially each item on the attached Fundraising, Activities and Expenditures FAQ page (on the reverse of this page) indicates you have read the requirements and will follow through with all ASB guidelines.

Advisor signature: _____

Club President Signature: _____

ASB Advisor Signature: _____

ALL clubs must sign off indicating they understand the following:

Agreement:	Advisor Initial	Club President Initial
We understand that this form must be completed and submitted to Mr. Evans no later than 10/9 or we can no longer meet as a club.		
We understand that our constitution must be uploaded to our Clubs google folder by 10/9 or we can no longer meet as a club.		
We understand that all club members SHOULD have paid ASB fees and have an ASB card as all clubs and activities use IHS facilities and services.		
We understand that all posters and fliers should be signed off by our club advisor and approved by IHS Activities Director (Mr. Evans) BEFORE they are hung up in the school.		
We understand we can hang posters in school hallways or on balconies with BLUE tape ONLY .		
We understand that all posters and fliers must be taken down within 2 weeks. Fines will be assessed accordingly.		
We understand that we are limited to 30 flyers hanging in the building at any one time. Flyers can be posted on the textured fabric portion of walls or brick walls throughout the building using blue tape.		
We understand all club meetings MUST have an advisor present.		
We understand our club is held accountable to all ISD policies and procedures.		
We understand all club meetings must keep regular records of attendance and meeting minutes on the IHS Clubs google drive folder. Failure to do so may result in your club status being revoked.		

All clubs that have ASB accounts requiring funding or requesting the use of ASB funds must fill out this form to demonstrate understanding of school policies:

Agreement:	Advisor Initial	Club President Initial
We understand we must complete a fundraising/activity form prior to all events. Those forms must be turned in two weeks before we can begin the fundraiser.		
We understand our club minutes must reflect ANY decisions made regarding fundraising or spending money. These minutes must include approval from the club. These minutes MUST be uploaded to the google clubs folder BEFORE any funds can be spent or raised.		
We understand the advisor must be present to supervise all fundraiser activities, particularly when they involve ticket sales or a cash box.		
We understand we must fill out a fundraiser review form AFTER each fundraiser and reconcile their accounts before funds can be distributed.		
We understand we must turn in a field trip form at least 2 weeks prior to any field trip. Extended field trips should be completed several months (at least 45 days) in advance as they need board approval.		
We understand that we must complete a purchase order to buy items and our advisor must sign off on the purchase order.		
We understand that ONLY our club advisor can be reimbursed for any purchased items. Any other purchases will NOT be reimbursed.		