

Name of School: AHS

Name of Club: \_\_\_\_\_

---

Application for Student Club

**Application for New Student Club**

**1.** We the students of Alameda high school, request permission to form a Student Club

**2.** This club will be called \_\_\_\_\_  
and will have its purpose \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mr./Ms. \_\_\_\_\_ (name of certificated faculty member) will serve as the advisor for this club for the \_\_\_\_\_ school year.

**3. ARTICLE I - Name, Purpose and Goals** SCHOOL YEAR: \_\_\_\_\_

CLUB PURPOSE: (What is the goal of your club? Be creative, but be realistic, too. Think about short-term goals, i.e., weekly and monthly, and long-term goals, i.e., yearly. Write 3-5 sentences that explain the purpose and goals of your club and a list of what you want to accomplish.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submitted by:  
Student Club Representative: \_\_\_\_\_

Club Advisor: \_\_\_\_\_  
Title and Date

**4. AFFILIATION:** (Is your club affiliated with an outside nonprofit or charity organization? If these organizations will be beneficiaries of club fundraising proceeds, please list the name(s) of these organizations. All beneficiaries must be approved by the district board of education)

---

---

**· ACHIEVING YOUR PURPOSE:** (How will you achieve your club's goals? What actions will you take to work toward its purpose? List your ideas for achieving your goals. Explain how those ideas relate to the purpose of the club.)

---

---

---

**CLUB AND THE COMMUNITY:** (How will your club impact the school and/or the community? What things can the club teach, share, assist with, or use to engage with the student body and/or the community? Be creative in writing down what your club can do to positively impact your school and community.)

---

---

---

**ARTICLE 2 - Financial Responsibility**

**FINANCIAL RESPONSIBILITY:** In accordance with Education Code Section 48932, all groups that fundraise must define their needs and their plans for fundraising. A Club Budget Plan form, listing the expected revenue from dues, fund raisers, and donations, along with the estimated expenses of the club, must be submitted.

**ARTICLE 3 - Elections**

The club will hold the election of officers once a year. The voting will take place by secret ballot.

**ARTICLE 4 -Amendments**

**AMENDMENTS** To amend the constitution, a two-thirds majority vote of the members is required to amend the club constitution. To amend the club bylaws: (Write down the process by which the bylaws may be amended, e.g., who can recommend a change and what percent of a vote is required.)

---

---

---

**ARTICLE 5 – Club Officers and Duties**

ELECTION OF CLUB OFFICERS: (Explain how and when officers will be elected, who elects them, how long they will hold office, and what the qualifications for office shall be.)

---

---

---

- President: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Phone # \_\_\_\_\_
  
- Vice President: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Phone # \_\_\_\_\_
  
- Treasurer: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Phone # \_\_\_\_\_
  
- Secretary: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Phone # \_\_\_\_\_

**Duties:**

**The club president will have the following duties:**

- Preside over all meetings.
- Call special meetings.
- Plan and prepare an agenda for all meetings.
- Act as a facilitator of group discussion by summarizing, clarifying, etc.
- Work closely with the student club advisor on all planning.
- Participate in student club activities.

**The club vice president will have the following duties:**

- Work closely with the president.
- Serve as the ASB president if the president becomes unable to fulfill their duties.

# Club Constitution

---

---

---

---

---

**APPROVALS:**

Club President Name \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

---

**FOR OFFICE USE ONLY:**

Approved:  Yes  No

Comments:

---

---

---

**Senate Approval**

**Date:** \_\_\_\_\_

Student Body Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of School: AHS

Name of Club: \_\_\_\_\_

Budget Development

**Budget Development**  
 Fiscal Year: \_\_\_\_\_

Date: \_\_\_\_\_

**Part I: Beginning Balance:** \_\_\_\_\_ (A)

*Note: If balance exceeds 20% of prior year's budget, please complete Request to Carry Over Excess Ending Balance.*

**Part II: Revenues**

Planned Fund-Raiser	Prior Year Budgeted Revenue	Current Year Estimated Revenue
Total (B)		

**Part III: Expenses**

Planned Expenditure	Prior Year Budgeted Expense	Current Year Estimated Expense
Total (C)		

**Part IV: Ending Balance and Carryover:** \_\_\_\_\_ (A+B-C)

Report prepared by club representative: \_\_\_\_\_

Signature and Date

Report reviewed by club advisor: \_\_\_\_\_

Signature and Date

Presented and approved by ASB on: \_\_\_\_\_

Signature, Title and Date

Approved by principal/site administrator: \_\_\_\_\_

Signature and Date