

MESA VERDE
Club Guidelines

Students interested in starting an Official MVHS Club may do so at any point during the school year. Please follow these steps and complete the necessary forms to gain official sanctioning by the Mesa Verde HS Associated Student Body.

1. **ADVISOR** – Secure a certificated teacher who is willing to guide the club and attend all club meetings and functions. It is the job of the **advisor** to oversee all club activity and assist with meeting, financial planning, fund-raising, and all other club functions.
2. **CLUB APPLICATION** – Complete the application for Student Club (attached) including a roster (attached) of all official members. **Rosters need to be updated each term.**
3. **Election of Officers** – Hold elections for club officers – typically a President, VP, Secretary and Treasurer. Other club members serve as members-at-large, however, you are welcome to create your own club titles and roles.
4. **Constitution** -Establish a constitution and By-Laws for the club (sample guide attached). Your advisor should assist with this process.
5. **Meeting Minutes** -All Clubs must complete meeting minutes at all official club meetings. A copy is to be filed with ASB (room 21) within 48 hours of your meeting.
6. **Budget** – All official MVHS clubs must complete a Budget Development Form and submit along with the club application. It is expected that clubs will make an accurate budget.
7. **Fund Raising** – Clubs wishing to fundraise must complete and submit a fundraiser request form to ASB (room A21) no later than three weeks prior to the proposed date of the event. ASB will approve or deny (with explanation) at the next regularly scheduled ASB business meeting. Once ASB approval has been granted, the club will receive written notice of approval along with the requisite forms for completing a fundraiser. The state of California, the San Juan Unified School District and Mesa Verde have restrictions on items that can and cannot be sold. Clubs must adhere to all restrictions and follow all dietary guidelines, or they are subject to disciplinary action.
8. **Purchases** – Clubs must obtain a Student Body Purchase Request Form the from the Financial Office or online at the SJUSD website. Your club must include signatures from the club officer, club advisor and Mrs. Peterson. Submit your paperwork to the Financial Office, along with meeting minutes supporting the approval. After a purchase order has been received and approved, your club may make their purchase(s). Then you will submit your receipts and/or invoices before payment will be made or checks issued to vendors.

If you have questions or need assistance, please see Ms. Troppmann in room A21 or email her at ltroppmann@sanjuan.edu.

Student CLUB Application

Organization Name _____ Date _____

Part 1

Purpose of the Club

Part 2

Club Advisor _____ Room # _____

Part 3

Club Officers	Name	Signature
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President	_____	_____
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Vice President	_____	_____
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Secretary	_____	_____
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Treasurer	_____	_____
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Part 4

Meeting Detail

- When does your club meet (days and times)? _____
- How often will you meet? _____
- Location of Club Meetings _____

Part 5

Fundraising ideas and approximate Revenue

1. _____ Approximate \$ _____

2. _____ Approximate \$ _____

3. _____ Approximate \$ _____

Part 6

Estimated Expenses

1. _____ 3. _____

2. _____ 4. _____

Approvals:

Club Officer _____ ASB Advisor _____

Club Advisor _____ Administrator _____