

Encina Preparatory High School Starting a Club Checklist

Club Constitution: Every year every club/sport/organization must have a current Constitution on file with ASB and the Controller's Office for auditing purposes. Feel free to use the enclosed template and just fill in the blanks. Additional copies can be found on the Encina website under Student Activities or in the Staff Copy Room. Make sure you have club signatures, but all ASB, Administrator, and Controller signatures will be obtained by the ASB Secretary after ASB approval. You must have a certificated advisor. A coach can be a co-advisor, but there must a certificated staff member listed as the official advisor. You must have at least 10 members present during the approval of the Constitution and at all meetings where decisions are being made for upcoming activities and financial transactions.

Club Budget: Attached is a copy of the form that the Controller's Office would like the organizations to use. Please plan out your year as best as you can for fundraisers and activities. List anything that is going to bring in potential revenue. On the same note, you are going to want to plan your expenses as detailed as possible. The more detailed the better. Feel free to add attached copies if needed. Again, you need the signature of the Club Treasurer and Certificated Advisor. All other signatures can be left blank at one time from ASB.

Meeting Minutes: Attached a copy of the meeting minutes detailing that the Club Constitution and Club Budget were approved by the club members. You will also need to attach a list of students that attended the meeting.

These forms need to be in by September 30th. No fundraisers are approved until the above paperwork has been submitted. No requisitions will be approved until current paperwork is on file. Club Rush will be in September during both lunches. The date is to be determined. Please have a representative at your table for your club.

Flyers/Posters: All flyers or posters must be approved by the ASB Director prior to hanging them up. You can come and get one stamped/approved prior to making copies. Failure to do so will result in the flyers/posters being removed. You also must remove all flyers and posters every weekend.

STUDENT COUNCIL PAPERWORK MUST BE IN EVERY FRIDAY BY 10:00AM FOR CONSIDERATION FOR TUESDAY'S MEETING. PLEASE DELIVER ALL FORMS TO THE ASB DIRECTOR'S (Ms. Reich) BOX IN THE OFFICE IN YOUR CLUB FOLDER.