

HOW TO SIGN UP TO BE AN APPROVED ASB CLUB

Thank you for your interest in signing up to be an approved ASB club. Please fill out all the following questions-

First and last name of Student(s) Proposing the Club:

Name of your proposed Club:

Purpose of Club:

Have you considered asking for budget support from a current club:

Name of the staff member to sponsor the Club:

Name _____

Signature _____

If no staff member is interested, see Mr. Wojcek for assistance to find a staff member. It is mandatory to have a staff member for student supervision during club hours.

Once the club is approved by Mr. Wojcek the following steps will be required to startup-

- ☐ Create a startup list of expenses (if any) for the ASB Cabinet to discuss.
- ☐ Use the template for the Constitution to become an official club (it looks scary, but just fill in some blanks, does not have to be fancy) You may do this at your first meeting.
- ☐ Write an announcement to advertise your club meeting date and location (must be done with staff member to determine their availability) and email Mr. Wojcek
- ☐ Your staff member must add the page to the club pages section on the website. Mr. Henderlight/Mr. Wojcek will help with the webpage.