

# Tamalpais HS Club Information

Please make sure to read everything carefully and **check out all the hyperlinks.**

Any Questions?

Please Email Gabby Hoerberichts and Mr.Mcbride. [g.hoerberichts@student.tamdistrict.org](mailto:g.hoerberichts@student.tamdistrict.org) & [smcbride@tamdistrict.org](mailto:smcbride@tamdistrict.org)

## Current List of Clubs at Tam

**Event Timeline Form(s)**

[ClubApplication](#)

Starting a club! Deadline: ASAP

<p>Being an OFFICIAL club</p> <p><a href="#">Current List of Clubs at Tam</a></p>	<p><a href="#">Club Info Sheet</a></p> <p><a href="#">Budget Form</a></p> <p><a href="#">Zero Budget Form</a></p>
<p>Club Meeting/Voting to spend funds</p> <p>- At least <u>8 times</u> per semester</p> <p>- Submitted monthly</p> <p><b>Apply for a Club Grant</b></p> <p>AT LEAST <u>2 weeks</u> AHEAD of needed funds</p> <p>Want to strengthen or publicize your club community? Submit a grant application to sponsor an event or purchase without the need for a fundraiser!</p> <p><b>Spending Money</b></p> <p>Club must VOTE to spend funds on approved items either before or</p> <p><b>Getting Reimbursed</b></p> <p>after purchase. <b>Quote required from vendor BEFORE vote.</b></p> <p>MUST BE REFLECTED IN MEETING MINUTES</p>	<p><a href="#">Club Meeting Minutes Google Form</a></p> <p><a href="http://tinyurl.com/TamClubMinutes">tinyurl.com/TamClubMinutes</a></p> <p>es <a href="#">ASB Grant Application</a></p> <p><a href="#">PTSA Grant Application (up to \$200)</a></p> <p><a href="#">Purchase/Reimbursement Requisition</a></p> <p><b><a href="#">ATTACH MEETING MINUTES THAT SHOW VOTE IN FAVOR OF PURCHASE/REIMBURSEMENT</a></b></p>
<p><b>Organize a Fundraiser AT LEAST 2 weeks ahead of event date</b></p>	<p>1) <a href="#">Activity Request Form</a></p> <p>2) <a href="#">Revenue Potential</a></p> <p>3) <a href="#">Cash Box Request Form</a></p> <p>4) <a href="#">Sales Tally Sheet</a></p>

<p><b>Missed deadlines for an event?</b>  <b>Want to try to get reimbursed anyway?</b></p>	<p>ASAP after missed deadline</p> <p><b>**May not be approved**</b></p>	<p><a href="#">Administrative Override Form</a></p>
<p><b>Didn't spend all your funds?</b>  <b>Want to roll them over to next year?</b></p>	<p>By May 30th of current school year</p>	<p>Request for Carry-Over of Funds Contact Budget Secretary  lgiuliani@tamdistrict.org</p>

## How to Start a Club or Renew a Club Interested in Joining a Club?

[Go to Club Fair!](#)

1. Anyone is eligible to start a club, just make sure to read through the application to see what the requirements are!
2. Fill out this [application](#). Make sure you have all the necessary information before submitting it.
3. The application is due before September 2nd.
4. Attend the Student Club Meeting, mandatory for Club Presidents and Vice Presidents. Wednesday, September 2nd during tutorial

Date: Wednesday, Sep 14, 2022

Time: Tutorial

Where:

What: See the variety of clubs you can join! Meet people who share your passion!

Where: Leadership Room, Barrow Hall Room 2020