

ASB

STUDENT CLUB

HANDBOOK

REVISED 08/2017

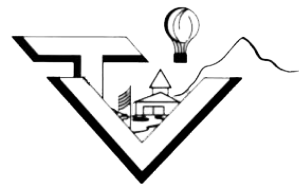


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STUDENT CLUB APPLICATIONS

FINAL DEADLINE: __/__/____ at ___ a.m./p.m. in the ASB Bookkeeper's Office

MANDATORY REQUIREMENTS

- All clubs must have at least one certificated teacher as their advisor and at least 8 active members.
- All clubs must have at least 8 active members composed entirely of students enrolled in the school.
- Clubs must meet at least once a semester and maintain minutes of all their meetings.
- Clubs must abide by all the Club Bylaws.

CLUB PRIVILEGES

- Participation in Club Day activities
- Hold fundraisers and sponsor events
- Raise awareness

CLUB APPLICATION PROCESS

- The following forms must be completed, signed, and submitted for administration's approval:
 - Application for Student Club Charter – this application will be submitted to the Governing Board for approval.
 - Club Bylaws - the club bylaws are established by the school and must be read and signed for acknowledgement.
 - Club Constitution - Club objectives, meeting dates(s), officer election process, and schedule of events and fundraisers must all be outlined on this form.
 - Club Budget Plan - a club budget plan must be completed for all clubs that will be fundraising.
- These completed and signed forms must be turned in to the ASB bookkeeper by the established deadline.

TIMELINE

- __/__/____ Club application paperwork due date
- __/__/____ Preliminary club approval
- __/__/____ Final club approval
- __/__/____ Club Day



CLUB APPROVAL AND MANAGEMENT

Once the deadline for club applications has passed, an initial review is performed by the student body council. Applications will be checked for completeness and duplication of objectives. Clubs will be notified of any corrections that need to be made or merging with other clubs with the same goals. A final list of approved clubs will be posted and the clubs will be monitored throughout the year by the leadership class.

PROCEDURE

Review Process:

1. Sort club applications by type of club.
2. Review club applications for completeness and duplication of objectives.
 - a. If a club application is not complete, notify the initiating club president and advisor for completion and deadline to resubmit.
 - b. If clubs have the same objectives, notify both clubs and request they merge. They must also submit a new club application by the deadline to resubmit.
3. After the final submission date, forward all club applications to administration for approval. Notify the club advisor and club president of their approval or non-approval.
4. Enter the approved club information in the campus clubs spreadsheet.
5. Forward completed & approved "Application for Student Club Charters" to the District Office for approval by the Governing Board.
6. File club applications in an alphabetical file.
7. Forward a copy of the club budget plan to the ASB bookkeeper.

Ongoing Management Process:

1. Monthly, ensure that minutes have been forwarded to the leadership class by logging them in the campus clubs spreadsheet.
2. If a club fails to submit minutes for more than six months, notify the club advisor and club president. Put them on warning that failure to meet for more than six months and submit minutes could lead to the club's termination.
3. After the third offense, notify the club advisor and club president that the club has been terminated.



CLUB ADVISOR GUIDELINES AND RESPONSIBILITIES

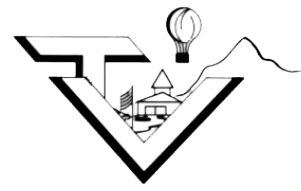
The Club Advisor holds primary responsibility for oversight of all club activity and acts as a liaison to administration, student body, & community for all club activities.

*** REMEMBER:

Under the law (California Constitution 1879), public schools must provide a “free and equal public education.” This means that students enrolled in public school cannot be charged fees for participation in educational activities that are part of the core program of the school. Educational activities include field trips, athletics, & extracurricular on-campus activities such as student clubs. Schools must adhere to the law & ensure that student equity in the educational process is not compromised.

Club Advisors must:

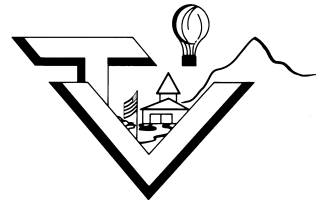
- Be a certificated staff member
- Ensure club application paperwork is completed & turned in by the deadline
- Be present at **ALL** club meetings, events, & fundraisers. Ensure the club meets regularly, minutes are taken & approved, & that a copy is forwarded to the ASB student council in a timely manner
- Ensure that club officers & club members understand the school club bylaws, school policies, & their duties as a club leader
- Ensure that all fundraisers are approved prior to being held
- Ensure all flyers & posters are approved by administration prior to being posted
- Ensure the club is following good cash handling practices:
 - Most, if not all, cash collection should be handled directly by the ASB bookkeeper
 - When handled by a Club:
 - Club advisor must be present for all cash collection
 - Club must record & maintain all money collected & turn it in to the ASB bookkeeper
 - All money collected is to be deposited to the ASB bank account. **Never have checks made payable to yourself, or to a student, & never deposit funds in your personal bank account.**
 - Money is not to be kept in classrooms, personal belongings, or outside of the site safe
- Ensure all club expenditures:
 - are compliant with law & Board Policy
 - benefit a group of students rather than individuals
 - are not considered a gift of public funds
 - supplement the educational experience but not supplant
 - are preapproved in writing by a District Administrator, Certificated Advisor, Student Representative



Disbanded/Terminated/Inactive Clubs

Any terminated, disbanded, or inactive club must complete the club application process again during the following school year to be reinstated. No terminated, disbanded or inactive club is permitted to meet for the duration of the year in which they are terminated, disbanded or inactive. No student may claim ownership over any terminated, disbanded or inactive club at any point in time. If a club believes it has been terminated without reason, it may appeal to the administration & the school leadership class for reinstatement.

If a student club becomes inactive, the funds will be transferred to the general ASB unless the club's constitution, or a decision made by students before the club became inactive, provides specific instructions to do otherwise. *An inactive club is defined as having no financial activity for more than 12 months and/or the absence of a current year club charter/members.*



Name of School: _____

Application for Student Club Charter

Name of Club: _____

Club Advisor Name: _____ Phone #: _____ Room #: _____

Club Meeting Information Day: _____ Time: _____ Location: _____

| Officer Title | Student Name |
|----------------|--------------|
| President | |
| Vice President | |
| Secretary | |
| Treasurer | |

I. We the students of _____ (School Name), request permission to form a student club for the _____ school year. Attached is the list of students sponsoring this application & herby affirm that they will support & maintain this club.

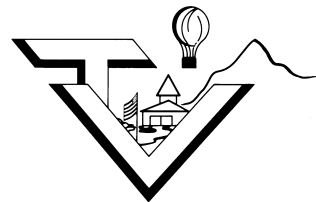
II. Purpose/Mission of Club: _____

III. General Description of Club Activities: _____

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

Initials of Club Advisor _____ *I understand that as advisor for this student club, I am primarily responsible for all club activity & required to be present for ALL club functions including meetings, fundraising activities, practice sessions, & field trips. As club advisor, I have reviewed & understand the policies & procedures for a student club, fundraising, purchase orders, & other paperwork.*

- V. We have attached:
- A copy of the signed TVUSD club bylaws.
 - A copy of the proposed constitution for this club.
 - A copy of the proposed club budget for this school year.
 - A list of the student members (Club Roster).



VI. Submitted by:

Student Club Representative: _____ Date: _____

Club Advisor: _____ Date: _____

VII. FOR ASB USE ONLY:

This petition has been approved by the ASB Student Council at _____ School
on (date) _____.

ASB President: _____ Date: _____

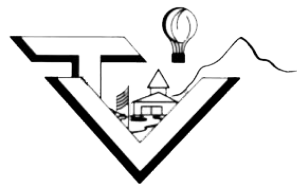
ASB Advisor: _____ Date: _____

Principal/Site Administrator: _____ Date: _____

VIII. Approved by Governing Board:

This petition has been approved by the Governing Board of Temecula Valley USD on (date)
_____.

Superintendent/Designee: _____ Date: _____



Name of School: _____

Name of Club: _____

CLUB BYLAWS

- I. Clubs must submit a club constitution and budget plan before the deadline set forth by the school student body and administration.
- II. Clubs purpose/mission must promote the general welfare, morale, and educational experience of the student body.
- III. Clubs must raise enough funds for all students to participate in events including any event that occurs during the school day (e.g. field trips). **"PAY-TO-PLAY" IS STRICTLY PROHIBITED.**
- IV. Generally, donations to an outside charity or nonprofit organization is not an allowable use of ASB funds. Contact Business Support Services for further guidance as the district board of education must approve all nonprofit affiliate charities that will be beneficiaries of club fundraising.
- V. Clubs may not participate in activities on behalf of the school or the district that pose risk to the safety of students (i.e. mountain biking, martial arts, skiing, snowboarding, horseback riding, etc.). All athletic &/or physical activity clubs require approval from Business Support Services and the Governing Board.
- VI. A Club advisor must be a certificated staff member in the district (per Ed Code). A club advisor must be present at all club meetings, club events, and club fundraisers. If the advisor cannot be present, another certificated staff member can be designated as a substitute.
- VII. Clubs must hold official meetings at least once a semester if funds exist in the ASB account for that club. Failure to meet for more than six (6) months over the course of the school year will result in termination of the club.
- VIII. Clubs must meet on the days set forth in their club constitution (e.g., every second Tuesday of the month) except in the event of another school or club event. All club meetings must be held on campus.
- IX. Clubs must take minutes at all meetings, have them approved, and submit a copy of the minutes to the student body class. Failure to submit minutes regularly may lead to termination of the club.
- X. Each club must have a minimum of eight members - four (4) active members & four (4) club officers. Two-thirds of the membership must be present at 51% of all meetings. Attendance must be recorded at official meetings as a part of the club minutes. Clubs will have up to one semester each school year to reach the minimum number of active members.
- XI. The only four positions considered club officers are club president, club vice president, club secretary, and club treasurer. All other titled positions in a club are considered leadership positions, not officer positions. There may be as many or as few leadership positions as the club sees fit.



- XII. Club officers must be full-time students at the school. If a part-time student wishes to be a member of a club, he or she must sign a code of conduct.
- XIII. When a club holds an election, the following must occur:
- a. Each active club member is allowed no more than one vote for any election.
 - b. The process of the election must be clearly established and outlined in the club constitution. This must include, but is not limited to, what percentage is needed to win/pass and what happens in the event of a tie.
 - c. If a position has an eligibility requirement, these requirements must be clearly defined in the club constitution. The selection committee may include club members but must include the club advisor. The committee must be impartial when choosing candidates for a position and abide by the criteria set forth in their constitution.
- XIV. Whenever a club elects or appoints a new officer or leadership position, the results must be documented in the club minutes of that month.
- XV. Two violations of any of the club bylaws will result in the termination of the club for the remainder of the school year (this means violations of any two bylaws or of the same bylaw twice).

ACKNOWLEDGEMENT

I HAVE READ AND UNDERSTAND THE CLUB BYLAWS:

CLUB NAME: _____

Club President Name (please print)

Club President Signature

Date

Club Vice President Name (please print)

Club Vice President Signature

Date

Club Secretary Name (please print)

Club Secretary Signature

Date

Club Treasurer Name (please print)

Club Treasurer Signature

Date

Club Advisor Name (please print)

Club Advisor Signature

Date



Name of School: _____

Name of Club: _____

CLUB CONSTITUTION

“Meet & Discuss” Club only

Fundraising Club (must complete a Club Budget Plan form)

ARTICLE I – Name, Purpose and Goals

CLUB NAME: _____ SCHOOL YEAR: _____

CLUB ADVISOR: _____

CLUB PURPOSE/MISSION: (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.)



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.)



ACTIVITIES AND FUNDRAISERS: (Again, be creative! Activities should be fun, related to the club, and you should learn something new from them. Activities can be a field trip or a fundraiser. Write down a list of ideas for activities and fundraisers for a 12-month period.)

| Activity/Fundraiser | Approximate Date |
|---------------------|------------------|
| • | |
| • | |
| • | |
| • | |
| • | |
| • | |

ARTICLE II – Membership & Recruiting

MEMBERSHIP QUALIFICATIONS: (Write down the qualifications required to become a member.)

RECRUITING: (Write down your ideas for promoting the club and recruiting new members. List the various forms of media your school has to assimilate information.)

ARTICLE III – Meetings & Guidelines

Clubs shall structure meetings with the club advisor to fit the needs of the club and to fulfill the goals that have been established. Meetings should be held at least once a month and minutes taken and forwarded to the leadership class. Meetings must be held on campus.

Meeting Day: _____ **Time:** from _____ to _____

Location: _____



ARTICLE IV – Club Officers

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.)

NAMES OF CLUB OFFICERS:

| | | | |
|-----------|--|----------------|--|
| President | | Vice President | |
| Treasurer | | Secretary | |

CLUB OFFICERS’ DUTIES:

| | |
|---|---|
| <p><u>President</u></p> <ul style="list-style-type: none"> • Preside over all meetings • Plan & prepare agenda for all meetings, working closely with the club advisor • Know the basic rules of parliamentary procedure • Facilitate group discussions by summarizing & clarifying • Conduct himself/herself with academic integrity and in an exemplary manner | <p><u>Vice President</u></p> <ul style="list-style-type: none"> • Assist the president & serve in his/her absence • Assist in planning meeting agendas • Know the basic rules of parliamentary procedure • Help facilitate group discussions • Conduct himself/herself with academic integrity and in an exemplary manner |
| <p><u>Secretary</u></p> <ul style="list-style-type: none"> • Notify members of upcoming meetings • Distribute meeting agenda • Take attendance at meetings • Keep accurate minutes of all meetings, attach the agenda & attendance report, & keep on file • Report minutes of previous meetings • Handle all club correspondence • Conduct himself/herself with academic integrity and in an exemplary manner | <p><u>Treasurer</u></p> <ul style="list-style-type: none"> • Work closely with club officers & club advisor to prepare an annual budget • Ensure all expenses are approved prior to purchasing • Assist with fundraiser profit & loss analysis statements • Maintain a complete & accurate record of all club receipts and disbursements • Conduct himself/herself with academic integrity and in an exemplary manner |

ARTICLE V – Financial Responsibility

FINANCIAL RESPONSIBILITY: (In accordance with Education Code Section 48932, all groups that fundraise must define their needs and their plans for fundraising. Complete the attached Club Budget Plan form, listing the expected revenue from dues, fundraisers, and donations, along with the estimated expenses of the club.)

All financial appropriations shall be made at the consent of two-thirds (2/3) of the members and must be recorded in the minutes of the organization.



ARTICLE VI – Amendments

AMENDMENTS: All amendments to this constitution shall require a three-fourths (3/4) majority vote by the membership of the student club unless specific directions are set forth below.

(Write down the process by which the bylaws may be amended if different from above, e.g., who can recommend a change and what percent of a vote is required.)

Article VII

Date each year this constitution becomes effective:

Today's Date: _____ Ends on June 30th of the given school year

APPROVALS:

Club President Signature: _____ Date: _____

Club Advisor Name: _____ Email address: _____

Club Advisor's Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Approved: Yes No

Comments: _____

Student Body Advisor's Signature: _____ Date: _____

Administrator's Signature: _____ Date: _____



CLUB MEETING PROTOCOL

1. Call to Order:

- President: "This meeting will now come to order"
- Secretary: Records the time meeting was called to order for the minutes and circulates a sign-in sheet.

2. Minutes of Previous Meeting Approval:

- Secretary: Reads minutes of previous meeting and asks for a motion to approve and a second to the motion. If there is a correction to the minutes, the motion is to "approve the minutes as corrected." Names of the motion makers must be documented in the minutes.

3. Committee/Officer Reports:

- President: Calls upon officers and/or committee chairs for updates or information.
- Secretary: Documents the information in the minutes.

4. Treasurer's Report (if a fundraising club):

- Treasurer: Provides a list of approved expenditures and asks for any new requests for expenditures. The requests are voted on by the club using the motion protocol. The new request(s) are submitted to the ASB bookkeeper and administration for approval on a Request for Check/PO form.
- Secretary: Documents expenditures, approved and new, for the minutes, noting the motion makers and the outcome of the vote.

5. Old Business:

- President: "Is there any old business to discuss?" This is the forum for following up on previous meeting issues or events. If voting is required, the motion protocol should be used.
- Secretary: Documents the discussion in the minutes, noting the motion makers and outcome of the vote.

6. New Business:

- President: "Is there any new business to discuss?" This is the forum for new issues or events to be decided on. If voting is required, the motion protocol should be used.
- Secretary: Documents the discussion in the minutes, noting the motion makers and the outcome of the vote.

7. Announcements/Presentations:

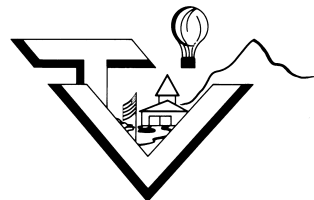
- President: Shares any announcements or introduces any presenters to the club.
- Secretary: Takes notes and documents in the minutes.

8. Adjournment:

- President: "This meeting is now adjourned."
- Secretary: Records the time of adjournment for the minutes.

9. Finalization:

- Secretary: Club minutes should be finalized on the Club Minutes form with the sign-in sheet of members attached. A copy of Club Minutes form and sign-in sheet should be forwarded to the ASB Student Council within a week of the meeting. A copy of the Club Minutes form and sign-in sheet should also be retained on file for the club.



Name of School: _____

Name of Club: _____

Student Club Meeting Minutes

I. Meeting Date: _____ Meeting Time: _____ Location: _____

II. The meeting was called to order by: _____

III. The minutes of the meeting dated _____ were read and approved (corrected and approved).

IV. Purchase Order Requests

The following purchase orders were approved (list below or attach separate listing):

| Purchase Order # <i>(To be Assigned by ASB)</i> | Vendor Name | Amount | Purpose of Expenditure |
|--|-------------|--------|------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Motion by: _____ Second by: _____

Vote Count: _____ Number For: _____ Number Opposed: _____

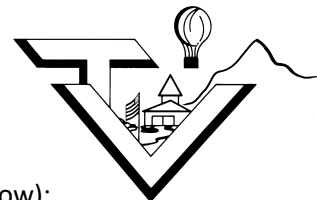
V. Check Requests

The following invoices were submitted for payment (list below or attach separate listing):

| Check # <i>(To be Assigned by ASB)</i> | Payable To | Amount | PO # | Purpose of Expenditure |
|---|------------|--------|------|------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Motion by: _____ Second by: _____

Vote Count: _____ Number For: _____ Number Opposed: _____



VI. Fundraising Activities Authorization Requests

The following requests for fundraising activities were submitted for approval (list below):

| Fundraiser Name | Proposed Date(s) | Description | Anticipated Revenue Potential (Revenues – Expenses) |
|-----------------|------------------|-------------|--|
| | | | |
| | | | |
| | | | |

Motion by: _____ Second by: _____

Vote Count: _____ Number For: _____ Number Opposed: _____

VII. Communication:

Old Business: _____

New Business: _____

Submitted by: _____

VIII. Financial Reports:

| Cash Receipts Total | Cash Disbursements Total | Club Account Balance | As of (DATE) |
|---------------------|--------------------------|----------------------|--------------|
| | | | |

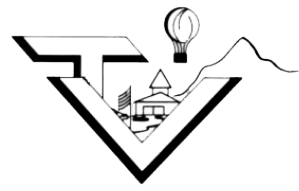
Budget Revisions: _____

IX. Time of Adjournment: _____

Club Secretary: _____
(Signature and Date)

Club Advisor: _____
(Signature and Date)

X. Meeting Attendees (list below or attach separate listing):



CLUB DONATION COLLECTION PROCEDURE

Although a membership, or any other kind of payment, cannot be required under the law from students enrolled in public school, a club may request a donation. **All requests must clearly state that the donation is not required for participation in the club or club activities.**

All donations should be collected by the ASB bookkeeper, when possible. If collected during a club meeting, the club advisor must be present and proper cash handling procedures must be followed. Students must never collect money outside of a supervised club meeting. (Refer to the *FCMAT Associated Student Body Accounting Manual, Fraud Prevention Guide, and Desk Reference* for more detailed information)

PROCEDURE

1. Any requests for donations should be made in the form of a letter or email that can be sent home to parents explaining the reason for the request.
 - a. Request should have a deadline for submission
 - b. Club members should be instructed to bring the donation to the ASB bookkeeper
 - c. All donation requests must be in compliance with district rules and policies (i.e. some may require principal approval prior to being sent out)
2. All donations must be documented with a receipt by member name.
3. The ASB bookkeeper will deposit the donations in the club's student body account.



FUNDRAISER PROCEDURE

Fundraisers must be approved by the school administration before they are held. Administrators will consider appropriateness, safety, and compliance with Education Code when reviewing and approving fundraisers. (Refer to the *FCMAT Associated Student Body Accounting Manual, Fraud Prevention Guide, and Desk Reference* for more detailed information)

TYPICALLY ALLOWED FUNDRAISING EVENTS

- Food Sales 30-minutes after school (Refer to the *FCMAT ASB Manual* for nutrition regulations)
- Entertainment
- Publications
- School Logo items
- Tournaments
- Book Fairs

UNALLOWABLE FUNDRAISING EVENTS

- Raffles or games of chance
- Activities that pose liability, safety or risk concerns such as,
 - Mechanical or animal rides
 - Use of darts or arrows
 - Objects thrown at people
 - Tug-of-war
 - Trampolines or mini-trampolines
 - Human Hamster Balls (a person runs inside of a large transparent plastic sphere)
 - Use of water tanks into which a person is dunked
 - Destruction of cars or similar objects with hammers
- ASB does not have the authority to rent district-owned equipment or facilities to outside groups. All Facility Use Requests must go through Business Services.

PROCEDURE

1. Complete a Club Event/Fundraising Activities Request form. The Club Event/Fundraising Activities Request form must be signed by a club representative and the club advisor and approved in the club minutes.
 - a. Forward the completed Club Event/Fundraising Activities Request form to the ASB bookkeeper.
 - b. After the fundraiser is reviewed by administration, the club advisor will be notified whether the event was approved or not.
 - c. If the fundraiser is approved, the Cash Control for Fundraisers procedure (see below) must be followed.

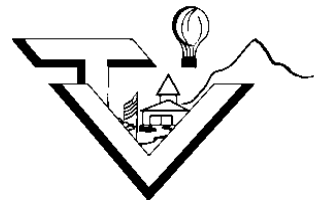


CASH CONTROL FOR FUNDRAISERS

A cash box must be requested if cash will be accepted at a fundraiser, and it must be under the control of an adult at all times. Sound cash control procedures are essential from the time cash is collected until it is deposited in the bank. This not only deters fraud, but protects all parties from accusations of wrongdoing. (Refer to the *FCMAT Associated Student Body Accounting Manual, Fraud Prevention Guide, and Desk Reference* for more detailed information)

PROCEDURE

1. Cash box request should be made to the ASB bookkeeper at least 24 hours before a fundraising event:
 - a. Request for Cash Box form is completed by the ASB bookkeeper once received
 - b. Cash is verified by both the ASB bookkeeper and the club advisor prior to releasing box
 - c. White and yellow copies of the form are placed in the cash box
 - d. The pink copy is retained by the ASB bookkeeper
2. During the event, at least two people should control cash sales using one of the following cash control documents:
 - a. Tally Sheet
 - i. Tally items as they are sold
 - ii. Total sales on sheet
 - iii. Count cash and complete Request for Cash Box form
 - iv. Total sales and cash must balance
3. Ticket Sales Report
 - i. Write in beginning ticket number and ending ticket number for each pricing level of tickets
 - ii. Calculate the total ticket sales on form
 - iii. Count cash and complete Request for Cash Box form
 - iv. Total ticket sales and total profit cash must balance on the form
4. If the fundraiser is a multiple-day event, a Cash Reconciliation form must be used at the end of each day. The cash must be counted by two people at the end of each day, and then recounted at the beginning of the next day. The two totals should match. On the last day of the event, the Cash Box form should be used for the final count.
5. The cash box should be returned to the ASB bookkeeper in a timely manner
 - a. Cash is verified by ASB bookkeeper and the advisor, and a receipt is given to the advisor
 - b. ASB bookkeeper deposits money in the student body club account



Name of School: _____

ASB Budget Development

Fiscal Year: _____

As Of (Date): _____

Check Applicable Box

- Budget Adoption
- Budget Revision

Part I: Revenues

| Activity Description | Prior Year Budgeted Revenue | Current Year Estimated Revenue |
|----------------------|-----------------------------|--------------------------------|
| | | |
| | | |
| | | |
| | | |
| Total | | |

Part II: Expenses

| Activity Description | Prior Year Budgeted Expenses | Current Year Estimated Expenses |
|----------------------|------------------------------|---------------------------------|
| | | |
| | | |
| | | |
| | | |
| Total | | |

Part III: Ending Balance and Carryover

Difference between total revenues and expenses: _____

Plus carryover (ending balance) from prior year: _____

Projected ending balance: _____

Part IV: Budget Approval

Recorded in ASB Minutes on (Meeting Date): _____

| | Approved By: | Signature | | | Signature |
|----------------------|-----------------------------|-----------|---------------------|---------------------------------|-----------|
| CLUB USE ONLY | Student Club Representative | | ASB USE ONLY | ASB Student Representative | |
| | Club Advisor | | | ASB Advisor | |
| | | | | Principal/ School Administrator | |