New Club Application Form

This application, once approved, formally recognizes a student Club or Organization at Crater High School. The approval of this application denotes access to Student Body Funds and the use of Crater facilities in accordance with District 6 policy. Once a student Club or Organization has received official recognition by the Administration of Crater High School, that Club will be considered "active."

For the purposes of this application, a "Club" will be any organization that is primarily run by and for students, with the guidance of an adult adviser(s), and that is not directly sponsored by a Department of Crater High School (such as Crater Athletics). Because Clubs are intended to offer leadership experience to the students they serve, they will be primarily organized and operated by members of the Student Body themselves.

Section One: Club Details

1. Name of Club: _____
2. Club Adviser(s) - Minimum one, approved by the Principal: _____

   _____
3. General Purpose of Club: _____

   _____

   _____
4. Description of Club Goals: _____

   _____

   _____
5. Description of types of activities that would be sponsored by this Club: _____

   _____

   _____
6. Will this Club be affiliated with a state or national organization? (*If so, please list the affiliated organization and include a statement about the Club's affiliation*) _____

   _____

   _____

7. Will this Club participate in competitions against other Clubs beyond Crater? (*If so, please describe the competitions*) _____

_____

8. List this Club's Membership Requirements, if any (*note that all Clubs must be open to **all** students who meet the listed requirements*): _____

_____

_____

_____

9. Estimated number of members over a single academic year: _____
10. **When** and **where** will this Club meet during the school year? (*For example, Every Tuesday after school in the Student Center, or during lunch on B-Day Wednesdays in Room #126*) _____

_____

11. Will this Club require any special resources to function? (*If so, please describe*) _____

_____

12. When will this Club be accepting new members during the school year? (*For example, all year or only until November, etc*.) _____

Section Two: Club Finances

13. Will this Club charge membership dues? (*If so, please state the amount charged per member, and how often dues are collected*) _____
14. Will this Club need "start up" funds? (*If so, please state the needed amount*) _____
15. What will be this Club's primary source of revenue during a typical year, if any? _____

_____

_____

16. What will be this Club's primary expenditures during a typical year, if any? _____

_____

_____

Section Three: Club Charter

All student Clubs at Crater High School will operate under a governing charter. Club Charters may be modified upon the approval of a two-thirds majority of student-members after initial adoption if desired, however an initial Charter must first be submitted for review. Clubs may develop and submit their own Charter, or they may complete the Club Charter template below and submit it with the rest of the application for review:

Crater High School Club Charter

a. We, the Student Body of Crater High School, who seek to promote a culture of participation, inclusion, and authentic learning experiences, and who believe the opportunity for student leadership will contribute to the development of life-long skills, hereby establish this subsidiary organization of the Associated Student Body (ASB), named below:

_____

b. This purpose of this organization will be: _____

_____

_____

_____

_____

_____

c. This organization will be open to all members of the Student Body who meet the following requirements: _____

_____

_____

_____

_____

d. There will be no fewer than four designated student officers of this organization whose positions are listed below, and they will perform the associated duties described in this Charter:

- President, whose duties will be: _____

  _____

- Vice President, whose duties will be: _____

  _____

- Treasurer, whose duties will be: _____

  _____

- Secretary, whose duties will be: _____

  _____

e. The terms for the student officers of this organization will commence on _____

   _____

   and will end on _____

f. The election of this Club's officers will take place _____

   of each academic year.

g. The requirements for eligibility to become an officer will be: _____

   _____

h. This Club will meet on _____

   unless changed by agreement of the active members.

i. This Club will maintain an accurate roster of active members throughout the year.

j. This Club's Charter may be amended upon the approval of a two-thirds majority of the active members of this Club.

k. In accordance with District 6, this organization prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status.

Section Four: Acknowledgements

- Subsidiary organizations of the Associated Student Body will be all clubs, associations, or other organizations of similar standing that have been chartered by the Administration of Crater High School.
- All subsidiary organizations must submit this completed application and all necessary materials to the Crater High School Principal, and must receive the formal approval from the Principal in order to be considered "active" and functional.
- Any subsidiary organization's charter may be suspended or revoked at any time by the Principal of Crater High School.

- All subsidiary organizations must register with the Administration of Crater High School by the end of September of each year in order to retain the status of an "active" Club. Completion of the Club Registration Form is sufficient to meet this requirement. Failure to submit a Club Registration Form may result in the Club being deemed "inactive" and therefore unable to access approved Student Body funds or District facilities.
- Any funds left in the accounts of "inactive" subsidiary organizations will be transferred to the General Associated Student Body Account.
- The adviser(s) for this organization must be approved by the Crater High School Administration. Non-employee advisers must be cleared to volunteer at District 6 events through the District Office.
- All money managed by this Club must be held in a District 6 approved account managed by the Crater High School bookkeeper without exception.
- Any subsidiary organization wishing to raise funds by any method must submit a Fundraising Request Form to the Crater Athletics & Activities Director for approval before beginning their project.
- All funds raised by the Club must be deposited with the campus bookkeeper with a deposit slip immediately following the fundraising activity without exception.
- All Clubs may receive a report of current expenses and balances upon request.
- The Charter for this Club may be amended by a two-thirds vote of the student members of the organization, but must be re-submitted to the Crater High School Principal for final approval.

Section Five: Administrative Approval

The materials presented in this application, and the submitted Charter included, have been approved by the Crater High School Administration on the dates listed below:

- Club Adviser Name: _____
- Club Adviser Signature: _____ Date: _____
- Student Representative Name: _____
- Student Representative Signature: _____ Date: _____

- Athletics & Activities Director: _____ Date: _____

Brad Eaton

- Crater High School Principal: _____ Date: _____

Scott Dippel

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