Bellingham School District #501

Squalicum High School Associated Student Body (ASB) Guidelines for Establishing and Maintaining a Club

SqHS ASB | Patrick Brown AAC

Squalicum High School ASB

Guidelines for Establishing and Maintaining a Club

1. Find a Squalicum staff member to advise the club (Advisor Job Description--page 2).
2. Fill out the **Club Application** form (page 3).
3. Read and understand the **Criteria for ASB Recognition of Student Clubs** (page 4).
4. Write the **Club Constitution** (page 5). The Constitution must be in line with the SqHS Collective Commitments and School Board Policies.
5. Submit the Club Application and Club Constitution to the Activities Coordinator for Senate and House of Representatives' consideration. (This takes up to 4 weeks depending on the next Rep and Student Council Meeting.)

If approved…

6. Begin advertising/recruiting.
7. Choose/elect officers.
8. Schedule a regular meeting day—at least once a month. Keep minutes (page 6) for all meetings to be turned in and kept on file in the ASB Office.
9. The club must set up a yearly budget each Spring for the following school year. The club must follow all fundraising and budget guidelines as established by the ASB and the Bellingham School District.
10. Each Spring the Advisor and Club Officers need to review and update the Constitution and turn it in with the budget requests and the meeting minutes.
11. The ASB Bookkeeper and Activities Coordinator will provide any support needed for the above guidelines.

ASB Club Advisor Philosophy

The school district philosophy adheres to the belief that student involvement in activities outside the regular curricular program is an integral part of a complete educational program. Student participation in these programs adds to the student educational experience and enhances the overall educational process. Extra-curricular opportunities are designed to enrich classroom learning by providing activities which allow students to experience first-hand situations. Club activities encourage student participation through teamwork and social interaction. Planning, problem-solving, and goalsetting are some of the skills learned through the club experience.

Advising student activities requires time and effort. In the case of an ASB Club Advisor, time and effort are essential if the club is to operate for the benefit of its members, the school, and the community. Students should be encouraged to participate fully in all phases of club activities—from planning to record keeping—however, they cannot be expected to manage their clubs and activities without advisor supervision. Students must be apprised of correct ASB procedures and advisors must carefully monitor students' use of these processes. Advisors are to provide direction, counseling, and guidance in the supervision of these extra-curricular activities. They should also be able to administer and implement district policies and procedures in a manner which protects the welfare of our students.

The process for starting a new club is fairly simple but can take a few months. According to law, the club must be **cultural, athletic, recreational, or social** in nature. Although it is acceptable to be related to the curriculum, no club may be used to earn funds for a class or for curriculum. Furthermore, no activities of a club may be graded for earning credit in a class. A club must be **optional** and **non-graded**.

Job Description for Club/Activity Advisor

- ☐ Guide and supervise club activities and ensure compliance with the law
- ☐ Set expectations, clarify, plan, and set objectives
- ☐ Supervise and evaluate students and activities
- ☐ Monitor purchase orders and follow correct district operating procedures
- ☐ Monitor fundraising activities, including cash handling and reconciliation
- ☐ Know what activities are taking place
- ☐ Oversee the budget and work with students to anticipate revenues and expenditures, events/activities, issues/concerns, facility usage, etc.
- ☐ Act as a role model

Squalicum High School: Club Application

School Advisor Name:_____ Email:_____

1. Name of the club:

2. Was this club previously approved by SqHS Senate/House of Reps?

3. Day/Time/Location of meetings:

4. On a separate piece of paper, please submit the signatures of 10 students interested in being part of this club—all must have a current ASB card.

5. Mission Statement—include the intended function of this club, ex. cultural, athletic, recreational, competitive, or social in nature:

6. Please provide a program overview and the approximate number of students who will actively participate in this proposed club.

7. Are there any entry fees, participation fees, or equipment maintenance fees or other costs associated with this club?

8. What approximate amount of money would be necessary for you to run this program covering all essentials?

9. Please detail the application/tryout process for membership into the club.

Criteria for ASB Recognition of Student Clubs

1. **Non-disruptive of educational environment**—Clubs with a purpose, intent or activities that have the likely effect of disrupting the educational may be denied ASB recognition.
2. **Legal purpose and conduct**—Clubs with a purpose, intent or activities involving advocacy or participation in illegal conduct will be denied ASB recognition.
3. **No negative impact on District's cost for liability insurance**—Clubs engaged in activities, which have a high probability of student injury, may be denied ASB recognition.
4. **No hazing, harassment, intimidation, or bullying**—Clubs will not engage in any activities which violate District Policy #3207—Harassment, Intimidation, and Bullying. Clubs must promote open participation for all students.
5. **Defined organization**—Clubs must have a constitution, by-laws, and officers.
6. **Designated Staff Advisor**—Clubs must designate a staff advisor who has agreed to be responsible for supervision/monitoring of club activities.
7. **Minimum Membership & Meetings**—Club must have at least 7 active members and meet at least 9 times per year.
8. **Unique Club Purpose—**Club's focus/mission cannot duplicate an existing club's purpose.
9. **Fundraisers preapproved—**All fundraisers must be preapproved by the Activities Coordinator. (Forms available through the Activity Office and at the ASB Office.)
10. **ASB Funds—**Activities done by ASB Clubs with school approval or district supervision on or off school premises are ASB and, therefore, all money raised must be deposited to the ASB fund.
11. **Purchase procedures—**All purchases are to show evidence of prior student approval. Purchases are to be made with an ASB purchase order. Follow the procedure for obtaining a purchase order.

Failure to follow the above rules may result in loss of fundraising profits, ASB status, and/or school support.

SqHS Club Constitution Template

Please present this constitution in MLA Standard format. The club officers will turn in an updated copy each year to maintain club status at SqHS.

Constitution of the _____Club of Squalicum High School

Preamble
We, the students, for the promotion of good government, good sportsmanship, student activities, and the general welfare of the students of Squalicum High School, establish this Constitution of the _____Club.

Article 1: Name of Organization
Section A. It is resolved that the name of this organization shall be the _____Club of Squalicum High School.

Article 2: Purpose
The purpose of this organization shall be:
Section A.
1. To create_____
2. To achieve_____

Article 3: Officers and their Duties
Section A.
1. The President will_____
2. The Secretary will_____

Article 4: Membership
Section A. Membership in the _____Club is established by_____
Section B. Membership in the _____Club is maintained by_____

Article 5: Duties
Section A. Duties of _____Club
1. To create
2. To assist
3. To achieve
4. To organize
5. To attend
6. To support
7. To raise funds for

Article 6: Amendments
Section A. This constitution shall be amended by a 2/3 majority vote of the club membership provided.

Adopted on this _____day of_____, 20____

SqHS Club Meeting Minutes Template

Name of the Club:_____

Meeting Date:_____Meeting Time:_____Meeting Location:_____

Members Present:_____

_____

_____

Members Absent:_____

_____

Notes:_____

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_____

Next Meeting Scheduled for:_____

Meeting Date:_____Meeting Time:_____Meeting Location:_____

_____ _____ _____

Advisor Signature President Signature Secretary Signature