

Justin Garza High School
2025 - 2026
Request for Continued Club Recognition

Please submit the following application along with your Club Constitution, Club Roster, and proposed Budget for the 25-26 school year. **This packet is due to ASB-Leadership by Friday, October 17th, 2025**. Remember, you cannot conduct ANY official club business without having ASB and Admin approval. Clubs are required to submit meeting minutes at least once a month in order to maintain a good club standing.

Club Name: _____

Certificated Advisor: _____ **Advisor Room #:** _____

Meeting Days: M Tu W ✓ Th F **Meeting Location:** _____

Purpose of Club/ Organization: _____

Membership Qualifications: _____

Events/ Community service projects planned for year: _____

Elected Officers for the 2025 - 2026 school year:

President _____ **Vice President** _____

Secretary _____ **Treasurer** _____

Club Advisor Signature: _____ **Date:** _____

***** **FOR ASB USE ONLY** *****

Continued Club Recognition ☐ **APPROVED** ☐ **DENIED**

ASB President: _____ **Date:** _____

Activities Director: _____ **Date:** _____

Principal: _____ **Date:** _____

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Constitution for _____

Article I – Name

The name of this organization shall be _____.

Article II – Purpose

The purpose of this organization shall be _____.

Article III – Membership

Membership shall be limited to Justin Garza High School students who are interested in being involved in _____
_____.

Article IV – Officers

President:

Preside over meetings
Have the power to call meetings
Represent the organization to the public
Be in charge of activities for his/her organization

Vice President:

Assume the duties of the president in his/her absence Be in charge of fundraisers

Treasurer:

Give and receive receipts for money Help the v.p. in fundraising

Secretary:

Keep minutes of meetings
File copies of minutes in Activities Office

Article V – Election Process

(How will officers be chosen?)

Article VI – Meetings

(How often will your organization meet?)

Article VII – Amendments

(How will you make changes to the constitution?)

CLUB ROSTER

[illegible]

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Club/ Activity Budget

Club/ Organization Name: _____

A. BEGINNING BALANCE FROM PRIOR YEAR \$ _____

B. TOTAL ESTIMATED INCOME - INCOME: List **estimated** income from all planned and/or anticipated fundraisers for the school year. **Use prior fiscal year for estimates**

SOURCE:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

****If you need to list additional Income Sources, please attach a separate sheet.

TOTAL ESTIMATE INCOME \$ _____

C. TOTAL ESTIMATED EXPENDITURES - EXPENDITURES: List ALL **estimated** expenses for the school year. List of vendors **Use prior fiscal year for estimates**

TO BE PURCHASED/ PAID:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

****If you need to list additional expenditures, please attach a separate sheet.

TOTAL ESTIMATE EXPENDITURES \$ _____

D. ESTIMATE ENDING BALANCE (A + B + C) \$ _____

Club Advisor Signature

Club Treasurer Signature

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Meeting Notes Template

Name of Club/ Organization: _____

Date of Meeting: _____ **Location of Meeting:** _____

I. Meeting called to order: _____ by _____
(time) (Club President)

II. Members Present: List of students present - can attach sign in sheet/ roster

III. Review of Previous Minutes: (minus from last meeting read by secretary/ club president)

IV. Treasurer's Report: Contact the ASB Treasurer to get your club account balance.

Please use balance **AFTER** encumbrances. \$ _____

V. New Business

A. Fundraisers - should be identical to the Fundraiser Request (FR) Form.

Fundraiser Name: _____

Purpose: _____

Requested Dates of Fundraiser: _____

Approval: Motion: _____ (name of student)

Second: _____ (name of student)

B. Purchase Orders - should match Purchase Order (PO) and include an estimate/ quote

Vendor Name: _____

Purpose: _____

Approval: Motion: _____ (name of student)

Second: _____ (name of student)

VI. Other Business:

Approval: Motion: _____ (name of student)

Second: _____ (name of student)

VII. Meeting Adjourned at _____ (time)

Submitted by: _____

Club Secretary

Date