

Hazen High School

CLUB CHARTER APPLICATION-26-27 SY

Hazen High School Clubs provide academic, social, and athletic opportunities and experiences. **All Hazen High School clubs must be chartered and approved prior to any meeting or fund-raising activities.** New requests for a sanctioned club or activity must be thoroughly planned, with a complete charter application. To complete the application, follow the checklist. Any student may join any club, regardless of gender or grade. All Hazen High School sanctioned clubs must have a faculty advisor and a designated space at Hazen for their activities. The faculty advisor must attend all meetings and must approve and supervise all activities. Building and district policies and procedures must be met and followed. Any club not adhering to these policies and procedures will have their charters cancelled and/or revoked.

Complete these steps, in order, for the chartering process:

- ❑ Prospective clubs complete a Hazen High School Club Charter Application, available in the ASB Office or on the school web site. Chief applicant identifies self as primary contact through chartering process. **Chief applicant keeps the first page of application, to follow checklist.**
- ❑ Attach membership list to the application. Must have at least 7 interested students to start a club. Names must be legibly written. Chief applicant must inform all potential members that they will need an ASB card to join the club.
- ❑ Faculty advisor signs and dates charter, to confirm acceptance of his/her responsibilities.
- ❑ Day, time, length of meeting, and location for club meetings must be detailed on application.
- ❑ Submit completed application to ASB Office, for the Assistant Principal in charge of Activities. Chief applicant should check with ASB Office for approval or revisions, after 72 hours. Applications with incomplete information may take longer to go through the approval process.
- ❑ If revisions are needed, chief applicant revises, then resubmits to ASB Office. Chief applicant checks again for approval or revisions, after another 48 hours.
- ❑ Once approved, the Assistant Principal forwards application for review to the Executive Board.
- ❑ Executive Board places the application on the next scheduled Senate Meeting Agenda.
- ❑ Student(s) representing proposed club **present the proposal** at the ASB Senate for discussion and approval by a two-thirds majority vote.
- ❑ If Senate approves, application will be forwarded to the building principal for **FINAL approval**.
- ❑ Chief applicant checks with ASB Office 3 days after Senate presentation, for approval/denial of club.
- ❑ Club Officers must be elected at the first meeting held. Officer duties should be defined in Club Constitution.
- ❑ **Advisor must review member ASB cards at first meeting, to verify that all members have purchased and ASB sticker. This is an ASB Constitutional requirement.**

Hazen High School Club Charter Application- PLEASE PRINT

Club Name: _____

Chief Applicant (s): _____

Advisor:(please print): _____ Date of Application _____

Advisor statement: I acknowledge that by signing this application, I am committing to supervising the club for all meetings and fundraising activities, during the meeting days, time, location described below.

Advisor signature _____ Date _____

Is the advisor a teacher at Hazen? Yes ☐ No ☐ If no, alert Ms. Dodson when submitting the application.

Meeting Location: _____ Day(s) of meeting: _____ Time of meeting: _____

Purpose of Club: Please Print Legibly

Services You Intend to Perform for the School:

Goals for the Year:

Membership Criteria (if needed). *All ASB clubs and groups must be open to all Hazen Students. In certain circumstances, such as national groups like Honor Society, there are membership criteria. If no criteria, leave blank.*

ASB President: _____

DATE _____

ASB Advisor: _____

DATE _____

Asst. Principal: _____

DATE _____

Senate Approval:

APPROVED _____

DENIED _____

DATE _____

Initial Club Members

Print First & Last Name-Print Legibly

Signature

[illegible][illegible]

[illegible][illegible]