

CLUB NAME: _____

DANA HILLS HIGH SCHOOL **REQUEST FOR ORGANIZATION OF A NEW CLUB**

Required Organizational Steps:

1. A request form must be completed and presented to the Club Approval Panel and then submitted to the ASU Cabinet for final approval. (The dates when the Club Approval Panel will convene for clubs to conduct their presentations will be announced and published in the weekly bulletin.) **THE COMPLETED CLUB CONSTITUTION MUST ACCOMPANY THE REQUEST.** The constitution **MUST** contain each of the articles listed on the sample club constitution. No clubs shall limit eligibility on the basis of actual or perceived race, ethnicity, gender, age, color, disability, gender identity, gender expression, nationality, religion, sex, and sexual orientation or association with a person or a group with one or more of these actual or perceived characteristics.
2. The advisor and at least five students from Dana Hills High School must sign the request. These signatures indicate that they have both read and support the club's constitution.
3. During the school year, the minutes of every meeting, including regular financial reports, must be submitted to the ICC President after each meeting. Forms may be turned into the Activities Office or to Mr. Nedler's mailbox.
4. Club Presidents and Club Faculty Advisors must meet with Activities Director and ICC President to discuss the purpose of their club and their plans for their club's Community Service Project. This meeting will have to be scheduled at some Tutorial or lunch time when all members are able to meet and **MUST** be after the application is turned in and before ASU Cabinet approves the club.

A new club will be recognized after these steps have been taken and will remain in good standing only as long as they continue to fulfill the requirements outlined above.

We request that the _____ Club be formed.

The Advisor(s) will be: _____ **Room Number:** _____

Advisor Signature: _____

The President will be: _____

President's Fourth Period Classroom: _____

Schedule & Location of Meetings: _____

The following students do affirm that they will support and help to maintain the above named club:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | |

President's Teacher Recommendations: (From Current Year Teacher):

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
|----------|----------|

3. _____

4. _____

Approved by the ASU Cabinet

Approved by the Activities Director

On: _____

On: _____

ASU ICC President

Activities Director

This is an outline template for creating a club constitution. If you are an existing club, you may re-submit last year's constitution. If you are a new club, replace the italicized portion with information relevant to your new club.

DANA HILLS HIGH SCHOOL CLUB CONSTITUTION

Create a Club Constitution that includes each of the following articles. Have the Club Advisor and the Club President sign the Club Constitution and return it with the Request for Club Recognition Form. To the ICC President for ASU approval.

Article I: **NAME:** *If you want an original name, choose one that would mean something to persons unfamiliar with your organization.*

Article II: **PURPOSE:** *The objectives and proposed membership should be discussed. Make sure that they are general and wide in scope. The purpose should coincide with how the club will contribute to DHHS by meeting some need of the student body.*

Article III: **ELIGIBILITY:** *Membership restrictions shall only be allowed in honorary clubs or in those clubs where special achievement is required. No clubs shall limit eligibility on the basis of actual or perceived race, ethnicity, gender, age, color, disability, gender identity, gender expression, nationality, religion, sex, and sexual orientation or association with a person or a group with one or more of these actual or perceived characteristics.*

Article IV: **ELECTION OF OFFICERS:** *Describe the method of nominating and electing officers.*

Article V: **RESPONSIBILITIES:** *Describe each officer's function as well as his/her specific responsibilities.*

Article VI: **REMOVAL OF OFFICER:** *Describe conditions and methods under which an officer may be removed.*

Article VII: **PHILOSOPHY OF FUNDRAISING:** *If you are going to be involved in fundraising, describe the method of fundraising that your club will use, and how you plan to spend the money*

Article VIII: **LIABILITY:** *If your club falls into the high-risk category, provide verification of insurance. All clubs need to describe the procedures they will follow to prevent members from being injured during any of its activities on or off campus.*

Article IX: **AMENDMENTS:** *A club should have a 2/3-majority vote of members present to amend its constitution. All amendments must be cleared through the club's cabinet.*

Article X:

SERVICE PROJECTS: *Describe what community service projects the club will participate in or the philanthropy the club will adopt. Every club must be involved in some form of community service in order to maintain their charter.*

Article XI:

CLUB INTEGRATION: *Describe what your club will to do to solicit participation in its events, to avoid excluding or isolating other students, and to foster integration between students at DHHS.*

CLUB & COUNCIL ADVISOR EXPECTATIONS

1. Attend **EVERY** meeting or activity planned on campus. Formally recognized club or council activities held **OFF** campus must also be attended by the advisor.
2. Keep track of attendance and monitor behavior, and verify that the club president turns in a copy of the minutes and financial reports from each club meeting to the ASU Clubs Commissioner.
3. Assist students in making their own decisions. Help students to clarify their goals, to work through their problems, to plan activities and to continually evaluate their efforts.
4. Supervise nomination and appointment of officers and members; Council advisors must coordinate with their Council President to plan interviews.
5. Be aware of all events and actions being planned; **ALWAYS OBTAIN MASTER CALENDAR APPROVAL AT LEAST THREE WEEKS IN ADVANCE.**
6. Turn in an activity planner to the activities director a **MINIMUM OF TWO WEEKS** before the date.
7. Be sure that all events planned are chaperoned. Evening activities will be limited due to supervision and facilities space.
8. Facilitate purchase of materials for fundraisers, pep rallies, etc; make sure that **ALL MONEY** is run through the student activities office. **DO NOT TAKE MONEY HOME.** You will receive a receipt at the time that you deposit money. The ASU Accounts Clerk will pay invoices for purchases. When checks are needed, a disbursement request must be turned in to the ASU Office. All disbursements must be signed by the advisor to be valid. If you wish to be reimbursed, you must have a receipt or a purchase order.
9. Clear all fundraising through the Activities Director. Club sponsors must fill out a fund-raising request.
10. Approve and sign all club announcements.
11. Be sure that the principal and the activities director sign all contracts with outside companies.
12. Turn in a copy of the club's constitution and make sure that the club is chartered by the ASU. Petitions for new clubs and continuing club recognition are in the student activities center.
13. Obtain permission slips when necessary and keep them on file for the year.
14. Fill out transportation requests and arrange for transportation through the Activities Director.
15. Supervise publicity and ensure that all publicity is approved by the Activities Director prior to posting; club or council posters will lose their publicity rights if they attach publicity to painted surfaces without using blue painters tape.
16. Obtain insurance for high-risk clubs. **See high-risk club district policy.**
17. Verify that the Club President or one representative of the club attend every Inter Club Council Meeting.
18. Facilitate and provide evidence of a Community Service Project by posting pictures of the event on the Club web page.
19. Successfully turn in Club meeting minutes on time both to the ICC box and uploaded online to the club webpage. The final day to complete this is the last school day of each month.

This page is not part of the application. Please make sure that your club advisor keeps this copy.

DANA HILLS HIGH SCHOOL ACTIVITY PLANNER

This completed list must be provided to the activities director two weeks prior to the date of the scheduled event. If the planner isn't provided, the event will be cancelled.

Date:

Type of Activity:

Location:

Sponsoring Organization:

Advisor:

Admission Prices:

(If applicable)

Obtain the following signatures to verify completion of the following:

Master Calendar/ Facilities Request (Activities Director) _____

Custodial Signature (Head Custodian) _____

Work Assignments for Organization Members (Advisor) _____

Decorations (Activities Director) _____

Contracts for Services (Activities Director) _____

Concessions Set-up (Activities Director) _____

Cash Box & Change (Activities Accounts Clerk) _____

Tickets/ Bids (Activities Accounts Clerk) _____

Publicity (Activities Director) _____

Checks for Services (Activities Accounts Clerk) _____

Faculty Supervision List & Reminders (Activities Director) _____

Police or Staff Pro Supervision Request (Activities Director) _____

Permission Slips/ Emergency Cards (Activities Director) _____

Transportation (Activities Accounts Clerk) _____

Other: _____

**THIS PAGE IS NOT PART OF THE APPLICATION PROCESS...KEEP THIS PAGE
AND USE IT IF/WHEN YOUR CLUB DECIDES TO HAVE A FUNCTION**