**ASB – SCHOOL CLUBS**

**GENERAL INFORMATION and APPLICATION**

DEFINITIONS:

* SCHOOL CLUB: A group of students participating in extra class activities organized and conducted under the direct control of the school for a specific purpose.
* SCHOOL CLUB (COMMUNITY AFFILIATED): A group of students organized as a school club, which receives support, financial assistance and/or encouragement from, but which is not under control or direct interest of, a community organization.
* FACULTY ADVISOR: A certified member of the school faculty (teachers are the only permitted club advisors at Point Loma High School) who supervises and is responsible for the school club activities.

CLUBS MAY:

* Use the official name of the school.
* Use the buildings and other public school property under the direct supervision of a faculty advisor.
* Have publicity in bulletins (short, one to three sentence announcements), bulletin boards (all signs must be ASB approved), and school publications.
* Wear approved school emblems.
* Sell on school premises tickets or bids to special activities sponsored by the club consistent with school’s ASB rules and procedures.

REQUIRED STEPS FOR APPROVAL OF ORGANIZATION OF A SCHOOL CLUB:

1. Financial Officer or Commissioner of Clubs discusses and explains district procedures/requirements and issues an application to the requesting student.
2. Students must acquire a commitment for sponsorship from a faculty member.
3. Students, with the assistance of the faculty advisor, complete pages 2, 3, and 4 of the club application packet.
4. Students, with the assistance of the faculty advisor, draw up the club constitution consistent with district procedures, complete application, and submit both to a Commissioner of Clubs for initial ASB review (if the validity of a possible club is uncertain, it is best to propose the idea to a Commissioner of Clubs to assure its feasibility before filling out the required paperwork). The constitution form can be found on pages 5 and 6 of the club application packet.
5. Submit the completed club application packet to ASB before the club application deadline.
6. A Commissioner of Clubs reviews the club application and documents. If all district requirements have NOT been met, the application and attachments will be returned to the originator with appropriate comments. If all district requirements have been met, the ASB President signs the forms and submits to the Principal for approval.
7. The Principal review and signs if approval is granted.

**POINT LOMA HIGH SCHOOL**

**APPLICATION FOR STUDENT CLUB**

1. We the students of Point Loma High School request permission to form to activate a student club/sport team. (You may attach a list of the students sponsoring this application.)
2. This organization will be called \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Its purpose will be:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of faculty member) will serve as the advisor for this club for the school year.
4. Indicate if this club will be a service club \_\_\_\_\_\_\_\_ or a social club \_\_\_\_\_\_\_\_\_\_.
5. Date/Time/Location club will meet: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. **We have attached:**
   1. A copy of the proposed constitution (for clubs only).
   2. A copy of the budget for this club/sports team for the school year.
7. **Submitted by:**

Student rep: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student rep phone and/or email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club/team Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Approved:**

School principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

ASB President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recorded in Student Council Minutes on (date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POINT LOMA HIGH SCHOOL

ASB CLUB/TRUST UPDATE

CLUB NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRESIDENT/SPORTS TEAM CAPTAIN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VICE-PRESIDENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SECRETARY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TREASURER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FACULTY ADVISOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

THIS FORM MUST BE SUBMITTED WITH THE ANNUAL/ INITIAL CLUB APPLICATION AND RETURNED TO THE FINANCIAL OFFICE BEFORE THE CLUB APPLICATION DEADLINE BEFORE ANY BUSINESS WILL CONDUCTED FOR THE ORGANIZATION.

Expectations for club presidents:

* Clubs will meet and/or have an activity at least once a month.
* Clubs will maintain their section of the PLHS web site:
  + Include a description of your club, its activities, its mission, etc.
  + Include the president and the advisor – names and contact information
  + Include dates and locations for meetings and upcoming activities

Club president agrees to the above expectations:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club president Date

Expectations for club advisors

* Supervise all club meetings and activities.
* Ensure that your club meets or has an activity at least once a month.
* Maintain your club’s section of the PLHS web site:
  + Include a description of your club, its activities, its mission, etc.
  + Include the president and the advisor – names and contact information
  + Include dates and locations for meetings and upcoming activities
* Ensure that club meetings and activities are publicized via the bulletin.

Club advisor agrees to the above expectations:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club advisor Date

POINT LOMA HIGH SCHOOL

CLUB BUDGET WORKSHEET

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BUDGET FOR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(SCHOOL YEAR) (CLUB NAME/ACCOUNT NUMBER)

INCOME

* DUES \_\_\_\_\_\_\_\_\_\_\_\_\_
* FUNDRAISERS \_\_\_\_\_\_\_\_\_\_\_\_\_
* OTHER \_\_\_\_\_\_\_\_\_\_\_\_\_
  + TOTAL \_\_\_\_\_\_\_\_\_\_\_\_\_

EXPENSES

* DUES \_\_\_\_\_\_\_\_\_\_\_\_\_
* FUNDRAISERS \_\_\_\_\_\_\_\_\_\_\_\_\_
* MEETINGS \_\_\_\_\_\_\_\_\_\_\_\_\_
* OTHER \_\_\_\_\_\_\_\_\_\_\_\_\_
  + TOTAL \_\_\_\_\_\_\_\_\_\_\_\_\_

\*INCOME AND EXPENSES TOTALS MUST BE THE SAME FOR A BALANCED BUDGET.

POINT LOMA HIGH SCHOOL  
**Club Constitution**

**Article I - Name and Purpose**

The name of this organization shall be the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of Point Loma High School.

This organization shall have as its purpose, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
as directly approved by the Student Council and indirectly by the school principal and the governing board of San Diego Unified School District.

**Article II - Membership**

All students enrolled in Point Loma High School are eligible for membership.

**Article III - Meetings**

Meeting will be held (days of the week, times)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ unless a special meeting is called.

**Article IV - Club Officers**

The club officers shall consist of the following:

* President
* Vice-President
* Treasurer
* Secretary

**Article V - Duties**

The club president will have the following duties:

* To preside over meetings of the club.
* To call special meeting of the club.
* To plan and prepare an agenda for the club meetings.

The club vice-president will have the following duties:

* To serve as the club president if the president becomes unable to fulfill their duties either temporarily or permanently.
* To support the club president.

The club treasurer will have the following duties:

* To maintain complete and accurate record of all club receipts and disbursements.
* To oversee club fund-raising efforts.
* To supervise the preparation of the club budget.

The club secretary will have the following duties:

* To maintain accurate minutes of each club meeting.
* To carry out all correspondence for the club.

The Publicity Chair will have the following duty:

* To publicize all club activities and fund raisers through the school newspaper, the school marquee, posters, and school bulletin boards.

**Article VI - Elections**

**The club will hold the election for officers once a year. The voting will take place by secret ballot.**

**Article VII - Amendments**

A two-thirds majority vote of the members in attendance is required to amend this club constitution.

FIRST READING APPROVED BY CLUB ON:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF PRESIDING OFFICER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADVISOR SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SOCIAL MEDIA SITE AUTHORIZATION FORM**

Employees of San Diego Unified School District who wish to create and maintain an official district or school presence on any social media site must have a copy of this completed form on file in the school/department supervisor’s office, and a copy submitted to the district’s Communications Department, prior to a social media site’s activation. Either a hard copy or .pdf copy filed electronically is acceptable. Note: Once authorized by a school principal or department supervisor, the social media site administrator and their supervisor are fully responsible for regular monitoring of the site, appropriate on-line conduct and adhering to the district’s official Social Media Guidelines.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dept. or School Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nature of request:

* Website/page:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Blog:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of presence on social media site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SITE ACCOUNT INFORMATION:**

Email address associated with site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

User name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All individuals with site account access:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AUTHORIZATION BY SCHOOL PRINCIPAL OR DEPARTMENT SUPERISOR:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*New Facebook sites must be created as a “Business” or “Place” – “Personal” sites are not acceptable for conducting official district or school business. As a requirement, the district Communications Department must be named as a site administrator by granting administrator access to:* [*communications@sandi.net*](mailto:communications@sandi.net)*, only for the purpose of emergency access. The social media site’s administrator and school principal/department supervisor are 100% responsible for monitoring the site and adhering to the district’s official Social Media Guidelines.*

**POINT LOMA HIGH SCHOOL**

**CLUB ADVISOR CHECKLIST**

* 1. **FUND RAISING**
     1. Advance approval of the principal and the ASB council shall be obtained by student organizations wishing to collect funds for any purpose.
     2. Door to door solicitation by students is not permitted.
     3. Lotteries and raffles are not permitted.
     4. Fund-raising records should be maintained by the club advisor and should be available for audit at any time by the district auditor.
        + Fund-raising records should have the following information:
          1. Name of all students that participated in the fund raising.
          2. Total amount turned in by each student.
          3. Total amount deposited to the club account.
          4. Total amount owed by each student.
          5. List of items returned to the vendor.
          6. List of items given away.
     5. At the conclusion of the fund-raising, a revenue potential analysis must be completed showing the projected revenue and expenses versus the actual revenue and expenses of the fund-raising event. Any variances between actual and projected revenues should be explained in writing by the club/class advisor. A copy of the revenue potential analysis with explanation of the variances must be on file in the financial office.

\*\*\*Forms available in the finance office.

* 1. **RECEIPTS/COLLECTIONS**
     1. All collections should be deposited in the financial office daily.
     2. The club should prepare a deposit slip in duplicate for every collection deposited in the financial office. The original goes to the financial office and the duplicate should be kept on file by the club. Deposit slip should have the following information:
        + 1. Club’s name
          2. Date of the deposit
          3. Source of the deposits. For example, candy sales, gift-wrap, catalog sales, etc.
          4. Denominations (details of currency, coins, total amount of checks)
          5. Depositor’ name and signature

\*\*\*Forms available in the finance office.

* + 1. Obtain a receipt from the financial clerk for every deposit made and attach the receipt to the copy of the deposit slip retained by the club.
    2. Cash collected by the student body shall not be used for payments of any sort; payment shall be by ASB check only.
    3. Cash or checks collected from fund-raising, or any other school-related activity **MUST NOT** be deposited into personal checking accounts. All funds must be promptly deposited to the financial office.
    4. Whenever money changes hands from one person to another, a receipt should be exchanged.
  1. **DISBURSEMENTS**
     1. Club expenditures/purchases must have approval of club officers, and such approval should be recorded in the club meeting minutes.
     2. ASB expenses/purchases must be supported by original vendor’s invoice or receipt signed by the person who received the items.
     3. Student Body Requisition (a serially-numbered, original internal control form) must be completed by originator of the request as authorization for drawing a student body check, and should have approval of the ASB advisor or sponsor, representative of the student body organization, and the principal.

**PROHIBITED USE OF STUDENT BODY FUNDS**

* + - * 1. Medicine
        2. Items for personal use
        3. Items sold by district employee or employee’s immediate family
        4. Purchases for the benefit of the faculty
        5. Supplies and equipment for instructional use
        6. Purchases in excess of the balance of the student body account

Acknowledged by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Club Advisor

Original: Financial Office

Duplicate: Club Advisor

Proc 6240/3-1002