

# TEMESCAL CANYON HIGH SCHOOL ATHLETIC TEAM CHARTER PACKET

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## Application Procedure:

1. Complete the Application for Athletic Team Charter Packet and turn the **WHOLE** packet into the club charter box in the House of Bluez or to Mary Davis (ASB Bookkeeper). Use the PDF files- everything should be typed except the signatures. It can be downloaded from the club or athletics page on our website or by using this link:

### Packet Includes:

- a. Club charter form
  - b. Club Constitution (all teams must submit their application this year both hard copy and electronic- constitution is pre-filled out for teams, but changes can be made as necessary)
  - c. Preliminary Budget- if you aren't spending money through an ASB account, please complete only the top portion.
  - d. Club Inventory Form- required for all athletic teams.
  - e. Booster Club Form- if applicable- all teams that have a booster club **MUST** complete this form annually.
2. Save the file and e-mail the club charter form & constitution to the following people:  
  
ASB Secretary- [titansasbsecretary@gmail.com](mailto:titansasbsecretary@gmail.com)  
ASB Advisor- [cari.strange@leusd.k12.ca.us](mailto:cari.strange@leusd.k12.ca.us)  
ASB Bookkeeper- [mary.davis@leusd.k12.ca.us](mailto:mary.davis@leusd.k12.ca.us)
  3. Once the team is approved, fundraisers can be conducted and advertised as part of Temescal Canyon High School . The coach and club officers will receive an e-mail notice once their team has been approved.

## Requirements of School-Sponsored Athletic Team Clubs:

1. Must complete an athletic team charter packet every year.
2. Teams who are NOT running funds through ASB, must complete the Booster Club form.
3. Inventory of team supplies (uniforms, equipment, fundraising items, t-shirts etc.) must be done each year.



# Temescal Canyon High School Associated Student Body

## APPLICATION FOR *ATHLETIC TEAM CLUB* CHARTER

Name of Team: \_\_\_\_\_

New Club

Existing Club

Name of Team Captain or Club President: \_\_\_\_\_

Cell Phone # of Team Captain or Club President: \_\_\_\_\_

E-mail address of Team Captain or Club President: \_\_\_\_\_

Name of Club Advisor (Coach): \_\_\_\_\_ Room #: \_\_\_\_\_

E-mail address of Club Advisor (Coach): \_\_\_\_\_

\_\_\_\_\_ hereby applies for an ASB Charter for the school year of \_\_\_\_\_. We understand that an ASB Charter allows our organization to petition the ASB Council for approval of all fundraising and social activities and that such approval is required by school district policy. We agree to the requirements of school-sponsored clubs and understand agree to follow all school procedures.

\_\_\_\_\_  
Faculty Advisors Name

\_\_\_\_\_  
Faculty Advisors Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Club Presidents Name

\_\_\_\_\_  
Club Presidents Signature

\_\_\_\_\_  
Date

**Please completely fill out the qualifying questions below:**

1. Describe the Clubs main purpose: ATHLETIC TEAM

2. Describe the types of planned group activities: Fundraisers, Athletic Games and tournaments

**Club Constitution Received**

**Club Inventory Received**

**Preliminary Budget Received**

\_\_\_\_\_  
ASB Secretary Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
ASB Advisor Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Approval

\_\_\_\_\_  
Date

**CLUB CHARTER:**

**Granted/Renewed**

**Denied**

Temescal Canyon High School  
Associated Student Body

**Club Constitution**

Constitution for the \_\_\_\_\_ Club  
Faculty Advisor \_\_\_\_\_  
School Year \_\_\_\_\_

ARTICLE I: This club shall be known as the \_\_\_\_\_  
\_\_\_\_\_

ARTICLE II: This club has been approved and organized under the authority of the Associated Student Body Constitution and the rules set forth by the Student Council. The club agrees to abide by the rules set forth by the ASB for Temescal Canyon High School activities.

ARTICLE III: The purpose of this club is \_\_\_\_\_ SCHOOL ATHLETIC TEAM \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ARTICLE IV: Organization of the Club

Section 1: The officers of the club shall be \_\_\_\_\_ TEAM CAPTAINS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Section 2: Duties of the officers  
\_\_\_\_\_ N/A \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Section 3: Procedure for election of officers  
\_\_\_\_\_ TEAM AND COACH DISCRETION \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ARTICLE V: Membership Requirements/Dues  
\_\_\_\_\_ N/A \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ARTICLE VI: Quorum and Conduct of Business

One half of all members of this club must be meeting for the club to carry out business. A vote of 50% of those present is necessary to pass any action, except those listed in Article VIII. The vote must be recorded in the minutes and minutes must be kept on file. Minutes shall be made available to the ASB office upon request and must be submitted at the end of the school year.

## ARTICLE VII: Finances

### Section 1: Spending Money

The club is entitled to an ASB account only if an updated club constitution is on file in the ASB office. In order to spend money from the club account, the club must vote on the expenditure and the vote must be recorded in the minutes of the club meeting. A simple majority vote is required.

Before a purchase can be made, a purchase order must be completed with the bookkeeper and approved by the student council. Clubs should plan on at least 1 week for approvals to be obtained before ordering items.

### Section 2: Fundraisers

A fundraiser request form must be approved by the ASB before any fundraiser begins. All money made during the fundraiser must be deposited with the bookkeeper immediately following the fundraiser.

## ARTICLE VIII: Amendments

This constitution may be amended by a vote of two-thirds of the members present at two consecutive meetings, providing a quorum is present at both meetings. The amendment becomes official when the amended constitution is on file in the ASB office.

# Temescal Canyon High School Associated Student Body

## *Preliminary Athletic Team Budget*

**\*\* The budget amounts are approximate and can be changed if necessary throughout the year. A revised budget must be submitted at the beginning of 2<sup>nd</sup> semester. If you are not spending money this year, please indicate that and DO NOT complete the remainder of the form.**

**Club Name:** \_\_\_\_\_

**Will your club be spending money through ASB this year?      YES      NO**

|                 | Beginning balance                 | July 1, 2018          | \$        |
|-----------------|-----------------------------------|-----------------------|-----------|
| <b>REVENUE</b>  |                                   |                       |           |
|                 |                                   |                       |           |
|                 |                                   |                       |           |
|                 |                                   |                       |           |
|                 |                                   |                       |           |
|                 |                                   |                       |           |
|                 |                                   |                       |           |
|                 |                                   |                       |           |
|                 |                                   |                       |           |
|                 |                                   | <b>TOTAL REVENUE</b>  | <b>\$</b> |
| <b>EXPENSES</b> |                                   |                       |           |
|                 |                                   |                       |           |
|                 |                                   |                       |           |
|                 |                                   |                       |           |
|                 |                                   |                       |           |
|                 |                                   |                       |           |
|                 |                                   |                       |           |
|                 |                                   |                       |           |
|                 |                                   | <b>TOTAL EXPENSES</b> | <b>\$</b> |
|                 | <b>Anticipated ending balance</b> | <b>June 30, 2019</b>  | <b>\$</b> |

This budget was approved by the team on: \_\_\_\_\_

Date Approved

Club President or Team Captain: \_\_\_\_\_

Club Advisor or Coach: \_\_\_\_\_





# Lake Elsinore Unified School District Booster Club and Parent Organization Request for Authorization to Operate

School \_\_\_\_\_ School year \_\_\_\_\_

Name of Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

| Current Officers      | Name | Complete Address | Phone |
|-----------------------|------|------------------|-------|
| <b>President</b>      |      |                  |       |
| Email address         |      |                  |       |
| <b>Vice President</b> |      |                  |       |
| Email address         |      |                  |       |
| <b>Secretary</b>      |      |                  |       |
| Email address         |      |                  |       |
| <b>Treasurer</b>      |      |                  |       |
| Email address         |      |                  |       |

General Purpose of Booster Group:

\_\_\_\_\_

Specific Goals for Current School Year:

\_\_\_\_\_

Membership quotas or qualifications: \_\_\_\_\_

Financial Information:

Name of Group on Bank of Account: \_\_\_\_\_

Name and Address of Bank: \_\_\_\_\_

Bank Account Numbers: \_\_\_\_\_

Authorized signers/number required

*(Cannot be a School Administrator, i.e. Principal, Asst. Principal)*

\*Tax ID Number: \_\_\_\_\_

Disposition of fund balance: \_\_\_\_\_

Approvals: \_\_\_\_\_

Activities Director

\_\_\_\_\_ Date

Principal

\_\_\_\_\_ Date

District Approval

\_\_\_\_\_ Date

*\*BOOSTER CLUBS MUST BE ESTABLISHED as a non-profit entity under Section 501 (c)(3) of the IRS code and must have their own tax identification number.*