



POINT LOMA HIGH SCHOOL APPLICATION FOR STUDENT CLUB

I. We the students of Point Loma High School request permission to:

Form the _____ Club which will be active for the _____ school year

II. We have attached:

- A signed copy of the constitution
- A signed copy of the proposed budget
- A signed copy of the expectation acknowledgement
- A signed copy of the club advisor acknowledgement

III. Submitted by:

Club Advisor: _____ Date: _____
Please Print

Student Rep: _____ Date: _____
Please Print

Student Rep Phone #: _____

Student Rep Email Address: _____

IV. Club Approvals:

School Principal: _____ Date: _____
Signature

Vice Principal: _____ Date: _____
Signature

ASB President: _____ Date: _____
Signature



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Approval Recorded in Student Council Minutes on: _____
Date

CLUB CONSTITUTION

Article I - Name and Purpose

The name of this organization shall be the _____ Club 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 the 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 on:

Day(s) of the week _____

Time(s) _____

Location(s) _____

unless a special meeting is called.

Article IV - Club Officers

The club officers shall consist of the following:

- President



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- 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:

- I. To maintain accurate minutes of each club meeting.
- II. To carry out all correspondence for the club.

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 THE FOLLOWING DATE: _____



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PRESIDING OFFICER SIGNATURE: _____

PRESIDING OFFICER TITLE: _____

ADVISOR SIGNATURE: _____



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CLUB BUDGET

INCOME		EXPENSES
_____	DUES	_____
_____	FUNDRAISERS	_____
_____	MEETINGS	_____
_____	OTHER	_____
_____	TOTAL	_____

PROJECTED PROFIT OR LOSS (INCOME MINUS EXPENSES)



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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, 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.*



CLUB OFFICER ACKNOWLEDGEMENTS

Please print the names of your club's officers and advisor below

President/Sports Team Captain: _____

Vice-President: _____

Secretary: _____

Treasurer: _____

Faculty Advisor: _____

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:

Signature

Date



CLUB ADVISOR ACKNOWLEDGEMENTS

I. 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:
 - a. Name of all students that participated in the fund raising.
 - b. Total amount turned in by each student.
 - c. Total amount deposited to the club account.
 - d. Total amount owed by each student.
 - e. List of items returned to the vendor.
 - f. 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.

II. 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:
 - a. Club's name
 - b. Date of the deposit
 - c. Source of the deposits. For example, candy sales, gift-wrap, catalog sales, etc.
 - d. Denominations (details of currency, coins, total amount of checks)
 - e. Depositor' name and signature

***Forms available in the finance office.

- 3) 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.
- 4) Cash collected by the student body shall not be used for payments of any sort; payment shall be by ASB check only.
- 5) 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.



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- 6) Whenever money changes hands from one person to another, a receipt should be exchanged.

III. 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.

IV. PROHIBITED USE OF STUDENT BODY FUNDS

- Medicine
- Items for personal use
- Items sold by district employee or employee's immediate family
- Purchases for the benefit of the faculty
- Supplies and equipment for instructional use
- Purchases in excess of the balance of the student body account

V. EXPECTATIONS FOR CLUB ADVISORS

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

Acknowledged by: _____

Date: _____

Club Advisor Signature

Proc 6240/3-1002



GENERAL INFORMATION

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 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 vice principal for approval.**
5. Submit the completed club application packet to ASB.
6. The Principal review and signs if approval is granted.
7. ASB reviews and signs if approval is granted. ASB will create a page for the club on the school web site, under "Students" and "Clubs and Activities." The club's faculty advisor will have access to this page.