

CVHS Club President's/Advisor's Handbook

ALL THE INFORMATION AND POLICIES
YOU NEED TO KNOW AND FOLLOW
TO HAVE A SUCCESSFUL CLUB
AT CASTRO VALLEY HIGH SCHOOL.



Club Forms and Procedures:

Club Charter: Any club that did not exist the previous year must complete a Club Charter form and get approval before holding any formal meetings. The leadership class must first approve of the club and then the administration through the monthly CVAC meeting. **This may take up to a month.** Announcements will not be read over the PA for clubs without charters. Forms are available in this packet as well as on the Student Activities website.

Club Charter Update: Any club that existed the previous year must complete a Club Charter Update and turn it in to room 607 as soon as the updated information regarding officers is available. Forms are available on the Student Activities website.

Club Minutes: Minutes **must** be recorded when official business is discussed and decided. All issues dealing with money, either deposited or expensed, must be recorded in the minutes; a copy of these minutes must be submitted online thru the **Clubs Minutes Link**. Your secretary should keep a copy of these minutes for your records. Included with the minutes is an attendance record that must be completed as well.

Fundraising Approval Form: All clubs planning a fundraising activity must complete a Fundraising Approval Form and Revenue Potential/Fund Raising Recap Form for each event. Both must be turned in to Mr. Kentris' box or the club box in room 607 **at least two weeks** in advance. These forms may be obtained from either room 607 or from the club/activities tab on the school website. See the Fundraising Guidelines part of this packet for more information.

Raising and Spending Money:

- ALL money raised or collected for your club must be deposited into a club account in the Finance Office. You **MAY NOT** collect money and use that money to purchase any items. The money **MUST** go through the finance office.
- To set up a club account, see Ms. Hastings in the Finance Office.
- Clubs will be charged a bookkeeping fee based on the total amount of money processed by the Finance Officer. The sliding scale is as follows: \$5 for every \$5000 in total activity (income and expenditures combined). Any club/organization with less than \$1000 in financial activity is not assessed the fee.

Fundraising:

While it is important for clubs to fundraise to raise money for their club it is also important that each club follow the guidelines below.

- Each club should be present at the club calendar meeting by sending either their class advisor and/or club officer: this is the meeting in which clubs get their first chance to pick **two** events. This meeting happens towards the end of the school year for the next year. Additional events are allowed but must be submitted and approved by CVAC on a case by case basis.
- New clubs that were not able to attend the fundraising meeting are still invited to fill out the proper paperwork but will not get priority availability for their events.
- Each club will be given a chance to schedule **two** events at the club calendar meeting. Additional events will be allowed but will be considered on a case by case basis by submitting paperwork at least **two weeks in advance** to either the main office or room 607. All

additional activities will be considered the following **Tuesday** during the weekly CVAC meeting.

- If the fundraiser includes food then it must also be approved and must follow the state law on food sales in schools. **Under NO circumstances** can food be sold on campus that the cafeteria already sells or that does not meet the health requirements set forth by the state (ex: candy or home-made food).
- The following fundraising activities are **PROHIBITED**:
 - Raffles or games of chance which require money for participation
 - Rides-mechanical or animal
 - Car washes on school premises
 - Use of darts or arrows
 - Objects thrown at a live target
 - Water dunk tanks
 - Destruction of old cars or similar objects by hammers, etc.
 - Sales of cosmetics, used jewelry, or used clothing; manicure or makeup booth
 - Rental or District-owned equipment or facilities to outside groups
 - Trampolines

Public Address System Announcement

- All PA announcements must be sent from your club advisor to mkentris@cv.k12.ca.us by 7:45 the day of the announcements. Your advisor must use their CVHS e-mail account when sending the request and must specify the days of the announcements that are to be read. Please have your advisor put "PA Announcement" on the subject line of the e-mail. (*Note: No announcement will be read more than twice a day and announcements are only read on Mondays, Thursdays, and Fridays.*)

Poster Policy

The purpose the CVHS posters are to publicize on campus, school sponsored events. They must contain appropriate language, be in good taste and follow the schools guidelines. All posters must be secured with blue painters tape and be pre-approved by your advisor. Your advisor signature and name of advisor, printed clearly, must be visible on all posters. Posters without approval signatures will be taken down.

- Posters are allowed on: classrooms and doors (with permission from teachers), courtyard pillars, and walls.
- Posters are not allowed on: interior tiles, walls, glass surfaces/mirrors, other advertisements, benches, tables, walkways, ceilings, overhangs, or trees
- All posters and tape must be removed one day after the advertised event.
- Consequences for violating these policies may result in reduction of club points towards super club and/or revocation of poster privileges
- All posters or flyers must have the advisors name on each piece so that in case of any issues or questions the advisor can be contacted

Website

Does your club have a website? You can link your club website from the CVHS Activities webpage by sending the URL to: mkentris@cv.k12.ca.us

Please note: You may only use first name and last initial of any student you include on your website. You may not post any picture of students on your website without your advisor first receiving a signed parent permission form.

Super Club

- To qualify, your club has to prove it has had activities during the year by turning in Club Minutes (when there is important business worth recording) and Club Attendance Records.
- Towards the end of the year, there will be an application available for clubs that are interested in applying for the award on the student activity web page. Every club, whether community service or activity based, will have an equal chance.
- The first through third place clubs will be announced and rewarded!

Club Day

Club Day is on the calendar at the beginning of every semester-September/October and January/February. Clubs who wish to participate in these events **MUST** follow these guidelines or not take part in the event:

- Club Charter/Charter Updates must be turned in and approved before the deadline. **Any forms turned in before the deadline will not be accepted.**
- Clubs must sign up for a spot on the map before the deadline. **When the final draft of the map is done, no more requests will be accepted.**
 - At the club president's meeting, clubs based on alphabetical order (and required forms turned in) will be called up to find a spot on the map and reserve it.
- Clubs must follow the map that they signed up for and not disrespect other clubs by taking their spots. Clubs who do not follow this **WILL** be asked to move.

On the day of Club Day, please remember these main points:

- Tables may be provided by the leadership class. Clubs must ask their advisors for their own chairs.
- **No food must be handed out.**
- It is recommended to make small flyers and posters to grab attention.
- Please do not play any music unless the commissioners say otherwise.

Club Activities on Campus

If your club is interested in holding any event outside the school day at CVHS you must follow the guidelines below. The below guidelines are **MANDATORY**. Not following these steps by the required deadlines may result in a cancellation of your event.

- All previously approved activities will be scheduled and placed on the school calendar. Each club will be invited to attend the club calendar meeting and must attend if they want priority scheduling for any event on the calendar for the next school year. All activities temporarily placed on the calendar at the calendar meeting will only be permanent after facility and activities request forms are submitted. This paperwork **must** be submitted at least **1 month prior** to the scheduled event
- For all club events planning on drawing more than 200+ attendees the club must schedule their event at the calendar meeting the year before.
- For clubs that did not exist the previous year the club needs to complete an Activities Request form **at least 1 month before the event** and turn it in to Mr. Kentris for approval from both the ASB and the administration. It is the responsibility of each club to check the availability of

the desired date and facility with Ms. Uy in the main office. (*Note: the activity/event must be approved before it will be placed on the school calendar and before facilities can be reserved.*)

- Events that bring in a large crowd may require SROs, other security and/or custodians. If your event requires this extra security, **your club will be responsible for arranging and paying the appropriate group.**

Club Activities Off Campus

- All clubs activities off campus must complete an Activities Request Form and turn it in to Mr. Kentris at least 1 month before the event.
- For off campus events, the club advisor must also complete a Field Trip Request packet (available in the Main Office) and turn it in to the Principal for approval.
- There are additional requirements for over night trips. Some of these requirements include, but are not limited to:
 - A list of students' names who are attending must be faxed to the district along with the insurance payment.
 - Six weeks advanced notice.

For the complete list of requirements, please reference the Field Trip Request packet.

- Any clubs activities/event which takes place off campus **must be directly supervised by the club advisor or another member of CVHS.**
- All drivers to and from a club sponsored event must first complete a "Declaration of Parents/Volunteer Driver of CVUSD Students" form and turn it in to the principal for approval. This form can be found in the Field Trip Request packet.

C.V.A.C. (Castro Valley Activities Committee)

- CVAC is comprised of the schools principal, assistant principles of student activities, main office secretary, director of drama/theater, athletic director, activities director and school finance officer.
- The goal of CVAC is to consider and approve/decline all school, club, athletic, theater/drama activities on our campus in order to be able to provide maximum support to our staff and students as well as to provide supervision to ensure safety for everyone involved.
- CVAC meets every Tuesday during 6th period in the main office to discuss the upcoming weeks' events and/or to approve/decline any requests for additional activities. All or any student/s or staff members are invited to attend a CVAC meeting as long as notice is given to any CVAC member in person or via E-mail **1 week prior** to the meeting.

Club Lending Procedures

Although it is not common practice, there may be instances that would require a club to "borrow" money from the ASB General Fund. For example:

- Deposit required for dance/prom venue prior to tickets going on sale
- Merchandise fundraiser that requires payment in full before items are sold

The attached "**Club Lending Agreement**" needs to be completed by the club and submitted to the Finance Office along with the associated purchase order **PRIOR** to any purchases being made.

**Castro Valley High School
Club Charter**

Name of Club: _____

Date submitted: _____

Names of student(s) seeking charter: _____

Total number of members (approximately): _____

Club Advisor: _____ **Advisor's Signature:** _____

Purpose of the club: _____

Regular meeting place and time: _____

List of proposed club officers: _____

How will the officers be chosen? _____

Proposed activities and projects: _____

Will dues be collected? If yes, what will be the approximate amount: _____

How will dues and monies raised be used? _____

For staff use only:

Date approved: _____

Principal: _____

Activity Director: _____

ASB President: _____

Castro Valley High School Club Charter Update

School Year: _____

Name of Club: _____

Club Advisor: _____

Club Advisor Signature: _____

Club President's Email Address: _____

Club Website (if available): _____

Club Officers

Office/Position

Student's Name

Day of Club Meetings: _____

Location of Club Meetings: _____

Approximate total number of members: _____

List some of your proposed activities and projects for the year:

Sample High School Club Constitution

Article I-Name, Purpose & Authority

The name of the organization will be (name of club) of Castro Valley High School.

This organization will have as its purpose, (identify specific purpose) as directly approved by the leadership class and indirectly by the school principal and the governing board of Castro Valley Unified School District.

Article II-Membership

All students enrolled in Castro Valley High School are eligible for membership.

Article III-Meetings

Meetings will be held (state time and date, such as every Wednesday, immediately after school) unless a special meeting is called.

Article IV-Club Officers

The club officers shall consist of the following:

- President
- Vice-President
- Treasure
- Treasurer
- Publicity Chair
- Etc.

Article V-Duties

The club president will have the following duties:

- To preside over meetings of the club.
- To call special meetings 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 become unable to fulfill his or her 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 following duty:

- To publicize all club activities and fundraisers through the school newspaper, the school marquee, and school bulletin boards (PA Announ).

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

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

Article VI-Elections

Article VII-Amendment



Castro Valley High School Activity Request Form



Please make sure you fill out this form completely and submit at least **two weeks** prior to your event
Make sure form is signed by the organizations president prior to submitting form

- Turn in both completed forms to Mr.Kentris in the Student Activities Office
- The ASB Executive Cabinet will act on the request and forward it to the administration for approval.

Date: _____

Name of Organization: _____

Description of the activity: _____

Activity Date: _____ Activity Hours: _____

Activity Location: _____ Prices to be charged: _____

State the purpose of this activity: _____

Day of, staff supervisor (Please print and sign): _____

Please indicate if any additional services are required i.e. security, extra custodial: _____

*Please note that if audio services are required after regular school hours, a fee may be required. Please consult with Activities if needed.

Note: Please note that a facility request is required to be completed and turned in with this form.

____ Check here to indicate that your event is also a fundraiser. If this is the case please also be sure to attach a completed "revenue potential" form which you can find on page 12 of this handbook.

Signatures:

Organization President Faculty advisor

APPROVED _____ NOT APPROVED _____ DATE _____

ASB President Activities Director Administrator

**CASTRO VALLEY HIGH SCHOOL
SCHOOL FACILITIES REQUEST FORM
THIS FORM MUST BE PRESENTED 2 WEEKS PRIOR TO EVENT**

***PLEASE INCLUDE A DRAWING
OF YOUR DESIRED SET-UP
FOR OUR CUSTODIANS!
PLEASE INDICATE IF NO SET-UP IS REQUIRED.***

Sponsoring Organization _____ Name of Staff Sponsor _____

Day of Event Supervisor _____ Anticipated Attendance _____

On the following DATE(S): _____

Purpose: _____

To Use:

Baseball Field _____	Conf. Rm. _____	Library _____
Cafetorium _____	Football Field _____	Mat Rm. _____
Student Union _____	Gymnasium _____	Redwood Lot _____
Career Center _____	Aux. Gym. _____	Soccer Field _____
Classroom # _____	Kitchen _____	Weight Rm. _____
Other: _____	Food will be prepared: Yes _____ No _____	
Food will be served: Yes _____ No _____		

Set-up Time: _____

Event Time: Begin _____ End _____

Clean-up Time: _____

Equipment Desired (please check):

Band Stands (fee) _____	Wrestling Mats (fee) _____
Microphone (fee) _____	
Piano, Grand/Standard _____	
Portable Stage (fee) _____	Chairs, folding (#) _____
Risers (fee) _____	Podium _____
Stage/spotlights (fee) _____	Projector _____
	Projector screen _____
<u>Kitchen:</u>	Ramp _____
Kitchen facilities _____	Tables, rectangular (#) _____
	round (#) _____
<u>Gym:</u>	Other: _____
Bleachers _____	

I have made arrangements with _____
to provide the sound services

Athletic equipment is not furnished.

The **Building and Grounds** staff will set-up as needed.

This request should be signed below and submitted to:
Ms. Jocelyn Uy in the Main Office for approval.
(If approved, Jocelyn will provide appropriate persons with copies of this request.)

Agreement: In the case of room use, I will restore the room to its original order.

Signature Date

Castro Valley High School Revenue Potential - Fundraising Recap

Date _____ Club _____
Project _____

Record this information and receive approval PRIOR to beginning of Activity:

Purchase Cost	_____		Expected Income	_____
# of items	_____	or	Explain	_____
Selling Price	_____			_____
Potential Income	_____			_____

ASB Approve _____ Principal Approve _____

Account Tech Log Payments _____

DURING and **AFTER** the activity, **RECORD** the monies collected:

_____ sold @ \$ _____ = \$ _____ Receipt # _____

_____ sold @ \$ _____ = \$ _____ Receipt # _____

_____ sold @ \$ _____ = \$ _____ Receipt # _____

_____ sold @ \$ _____ = \$ _____ Receipt # _____

Total Collected \$ _____ less Potential \$ _____ = Difference \$ _____

Explain difference if any (i.e., remaining inventory, gratis, stolen items):

NET PROFIT RECAP:

\$ Collected _____ less Expenses \$ _____ = Net Profit \$ _____



Castro Valley High School

Request for Sound



*Please make sure you fill out this form completely and submit it **one week** prior to your event

-Turn in the form to Mr. Kentris in the Student Activities Office

-ASB Executive Cabinet will act on the request and forward it to the administration for approval

Fee: \$15.00/hour (after school hours)

*There will be a \$5.00 set up fee(valid until the school year is over, which will cover equipment maintenance)

Club/Organization: _____

Date/s of Event: _____

Proposed Event: _____

Description: _____

Set-up Time: _____

Event time: Begin _____ End _____

Clean-up Time: _____

Location of Event: (please check)

- | | | |
|--|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Gymnasium | <input type="checkbox"/> Aux. Gym |
| <input type="checkbox"/> New Mat Room | <input type="checkbox"/> OldMat Room | <input type="checkbox"/> Courtyard |
| <input type="checkbox"/> Student Union | <input type="checkbox"/> Classroom # | |

Other, please specify _____.

Equipment Desired: (please specify if 1 or 2 microphones)

Wireless Microphone Non-Wireless Microphone Aux. Cable(if music cable is needed)

Large Portable Speakers(includes Aux Cable, iPod dock, CD player) Megaphone

Small Stand alone Speaker(corded microphone____ or wireless lapel microphone ____)

Club/Organization Advisor Signature_____

ASB Activities Director Signature _____

ASB Administrative Assistant Signature _____

***make sure to obtain all 3 signatures or sound will not be provided**

ASB use only: Approved _____ Not Approved _____ Pending _____ Date _____.

Castro Valley High School

Club Meeting Minutes

Name of Club: _____

Meeting Date/Time: _____ / _____ Location: _____

of Members In Attendance: _____ Called to Order By: _____

The minutes from the previous meeting held _____ were read and approved.

Record/Attach Agenda Below:

Castro Valley High School

Club Meeting Minutes

Name of Club: _____

Meeting Date/Time: _____ / _____ Location: _____

of Members In Attendance: _____ Called to Order By: _____

The minutes from the previous meeting held _____ were read and approved.

Record/Attach Agenda Below:

Castro Valley High School

Club Meeting Minutes

Name of Club: _____

Meeting Date/Time: _____ / _____ Location: _____

of Members In Attendance: _____ Called to Order By: _____

The minutes from the previous meeting held _____ were read and approved.

Record/Attach Agenda Below:

CVHS ASB LENDING AGREEMENT

Date: _____

Club: _____

Loan Amount (approx): _____

Anticipated Repayment Date: _____

Reason for Loan:

Approved:

Club Advisor

ASB Treasurer

ASB Advisor

Principal