



### **Club Checklist – Paperwork Round 2**

AFTER approval, use this checklist for the second half of the club paperwork. Initial each section to show that you understand what is being asked of you and your club, and have completed each section. Turn in this **completed** checklist along with the remainder of your paperwork by **May 15, 2019**.

\_\_\_\_\_ Elect a President, Vice President, Secretary, and Treasurer and turn in a completed club officer form by **May 15, 2019** to the club inbox located by Mrs. Baragona, Activities Secretary, in the main office. These must be the new officers for the 2019/2020 school year. Do not list any 2019 seniors on this paperwork.

\_\_\_\_\_ **New Clubs:** Create a club-specific Gmail account.

**Returning Clubs:** Pass the current club-specific Gmail login information to the new officers.

\_\_\_\_\_ Turn in a completed budget/activity form (if not submitted during initial paperwork) by **May 15, 2019** to the club inbox by Mrs. Baragona.

\_\_\_\_\_ Prepare and turn in a Club Constitution by **May 15, 2019** to the club inbox by Mrs. Baragona. An example has been provided online, but you may create your own, so long as all rules and regulations are upheld (review Club Compliance Requirements).

\_\_\_\_\_ **Reminder:** A club advisor must be **physically present** at all official club events. This includes **any** meeting or event on or off campus that is advertised as being affiliated with your Foothill club. If the club advisor is unable to attend, the club can get a parent representative to act in the advisor's place. The parent **must** be officially cleared and fingerprinted through the district office, and listed as your assistant club advisor on record. Please contact Josh Butterfield (jbutterfield@pleasantonusd.net) for the paperwork several weeks in advance.

X \_\_\_\_\_  
Print Originator's Name

X \_\_\_\_\_  
Originator's Signature

X \_\_\_\_\_  
Print Advisor's Name

X \_\_\_\_\_  
Advisor's Signature

X \_\_\_\_\_  
Co-Originator Name (if applicable)

X \_\_\_\_\_  
Co-Originator Signature (if applicable)

X \_\_\_\_\_  
Co-Advisor/Parent Volunteer Name (if applicable)

X \_\_\_\_\_  
Co-Advisor/Parent Volunteer Signature (if applicable)