

## 19/20 FHS CLUB COMPLIANCE REQUIREMENTS

Thank you for your interest in renewing/starting a Foothill High School club. As you plan the structure of the club, please keep in mind that all ASB clubs and organizations exist to meet the co-curricular needs of Foothill students, to enhance self-esteem, and to provide involvement for our student body.

The new or renewal application form and this completed form signed by the club originator and certificated club advisor must be turned in by **April 30, 2019** to FHS Office Activities Secretary, Brita Baragona, in order to be considered for club establishment for the 19/20 school year.

### **Club Requirements – Please initial next to each. Clubs MUST:**

- Follow the fiscal guidelines established by CASBO (California Association of School Business Officials).
- Note all deposits and expenses in meeting minutes. Any money collected must be handled by the club's staff advisor and submitted to FHS Office Activities Secretary.
- Hold club finances in an on-campus club account, monitored by FHS Office Activities Secretary, Brita Baragona. No club may have extra cash in their hands or in a side account.
- Have an advisor on record present at all official meetings and events.
- Have **at least 10** actively committed club members.
- Have an **elected** President, Vice President, Secretary, and Treasurer.
- Meet on a regular basis, **at least once a month.**
- Take and turn in all meeting minutes with an attached list of attendees to the club inbox, located by Mrs. Baragona's desk **after every meeting.** Failure to do so will result in the loss of access to club funds the following month. Failure to do so three months in a row will result in probationary Status. Probationary status may be cleared by filing minutes for three consecutive months.
- Create and utilize a club-specific Gmail account.
- Provide a representative officer at all ASB club council meetings.
- Complete master calendar and fundraiser forms to hold any activity/fundraiser and turn in to the office at least three weeks before any event.
- Have all field trips/off-campus activities approved on a field trip request form at least 2 weeks before they occur (turn in to Mrs. Colon).
- Follow district field trip policies (field trip forms, medical forms, approved/cleared volunteers/driver's, district-approved bus companies, etc.).
- Must operate under the regulation of ASB Student Government.

**We agree to comply with the rules above and understand that not fulfilling these requirements could result in the club chapter being revoked.**

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

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)