

TEMESCAL CANYON HIGH SCHOOL CLUB CHARTER PACKET

Application Procedure:

1. Complete the Club Registration Google form found here:
<https://goo.gl/forms/qQpXMs39SnRPUAz73>
2. Attend a club chartering/training workshop to complete your chartering forms. Fall dates are Aug. 28th, September 5th, October 24th and December 12th. Spring dates will be scheduled as needed. **All officers must attend one meeting BEFORE the club will be approved.** Workshops are held before school at 7:30 am (late start days) and after school at 2:45 pm. The Aug. 28th training will only be held after school.
3. Complete the Club Charter Packet (this packet) and turn the **WHOLE** packet **into the club charter box in the House of Bluez**. Use the PDF files- everything should be typed except the signatures. We must have original signatures for auditing purposes.

Packet Includes:

- a. Club charter form
 - b. Strikes Page Agreement w/ signatures
 - c. Club Constitution (all clubs must submit their constitution this year both hard copy and electronically)
 - d. Initial Club membership roster
 - e. Preliminary Budget- if you aren't spending money, complete only the top portion.
 - f. Club Inventory Form
4. Save the file (with everything complete except the original signatures) and e-mail the club charter packet to the following people:
ASB Secretary- titansasbsecretary@gmail.com
ASB Advisor- cari.strange@leusd.k12.ca.us
ASB Bookkeeper- mary.davis@leusd.k12.ca.us
 5. Once the club is approved, meetings can be arranged and fundraisers can be conducted. The advisor and club officers will receive an e-mail notice once their club has been approved.

Requirements of School-Sponsored Clubs:

1. Must be organized at the school and hold the majority of their meetings on campus.
2. Must have a certificated advisor who attends a training meeting.
3. Must be composed entirely of Temescal Canyon Students.
4. Must have a democratic plan for electing officers.
5. Must participate in at least one community service project during the school year.



Temescal Canyon High School Associated Student Body APPLICATION FOR CLUB CHARTER

Name of Club: _____

New Club

Existing Club

Name of Club President: _____ Cell Phone #: _____

E-mail Address of Club President: _____

Name of Club Advisor: _____ Room #: _____

E-mail Address of Club Advisor: _____

**The information below will be published- please notify the ASB Secretary if it changes at tchsasbsecretary@gmail.com*

Club Meeting Days: _____ Club Meeting Time: _____

Club Meeting Location: _____

_____ 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 Signature

Date

Club Presidents Signature

Date

Please completely fill out the qualifying questions below:

1. Describe the club's main purpose (this will be used for advertising purposes and to help TC students get interested in your club): _____

2. Describe the types of planned group activities: _____

3. Describe your proposed community service project for this school year (there will be 2 projects organized by the TC club council that you can participate in): _____

4. Indicate any special equipment to be used by the group: _____

FOR ASB USE ONLY:

Club Constitution Received

Club Inventory Received

Registration form Received

Preliminary Budget Received

ASB Secretary Approval

Date

ASB Advisor Approval

Date

Principal Approval

Date

CLUB CHARTER:

Granted/Renewed

Denied

TEMESCAL CANYON HIGH SCHOOL

CLUB STRIKES PAGE

All chartered clubs are required to participate in the ASB related activities listed below during the school year. Attendance in these events is recorded using a strike system. A club must not accumulate more than **3 strikes** or it will be forced to close.

<i>Mandatory Events</i>	<i>Strikes</i>
Club Training- Club training will occur 4 times each semester. Club officers are required to attend ONE training in order to be approved as a club. If training is missed, a club won't be approved until its officers have been trained at the next training date.	3
Club Council- the first Tuesday of each month there is a club council meeting at lunch in the House of Bluez that one of the club officers must attend. The ASB secretary will discuss upcoming events and concerns. Representatives are free to offer suggestions and ask questions.	1
Meeting Minutes- each month, club officers are required to submit their club minutes at the club council meeting to prove that they are still meeting. Meeting minutes should be submitted electronically. All meeting minutes are subject to review by the state auditor.	1
What's Happening- each month, club officers are required to submit their "what's happening" reports at the Club Council meeting. These will be used to help advertise your events and track your community service activities.	1
Club Rush- Club rush happens twice per year in September and January. All clubs are required to man a table and provide information about their club to recruit new members. Clubs will complete the request forms for a table at Club Rush to ensure that their sign is correct.	1
Club Membership Roster- each month at the Club Council meetings, clubs must submit their club membership roster. This is to ensure that all students who are members of your club are getting spirit point credits for attendance and participation. The roster should reflect who is regularly attending your meetings.	1

CLUB NAME: _____

ADVISOR SIGNATURE: _____ DATE: _____

PRESIDENT SIGNATURE: _____ DATE: _____

VICE PRESIDENT SIGNATURE: _____ DATE: _____

SECRETARY SIGNATURE: _____ DATE: _____

TREASURER SIGNATURE: _____ DATE: _____

**Temescal Canyon High School
Associated Student Body**

CLUB CONSTITUTION

Constitution for the _____ Club
Faculty Advisor _____

Adopted in 2018-2019 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 _____

ARTICLE IV: Organization of the Club

Section 1: The officers of the club shall be _____

Section 2: Duties of the officers

Section 3: Procedure for election of officers

ARTICLE V: Membership Requirements/Dues

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.

Club Membership Roster

Name of Club: _____ Date: _____

Advisor(s): _____

Members:

Name: _____ ID #: _____

Name: _____ ID #: _____

Name: _____ ID #: _____

Name: _____ ID #: _____

Name: _____ ID #: _____

Name: _____ ID #: _____

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Name: _____ ID #: _____

Name: _____ ID #: _____

Temescal Canyon High School Associated Student Body

Preliminary Club 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 2nd 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 this year? **YES** **NO**

	Beginning balance	July 1, 2018	\$
REVENUE			
		TOTAL REVENUE	\$
EXPENSES			
		TOTAL EXPENSES	\$
	Anticipated ending balance	June 30, 2019	\$

This budget was approved by the club on: _____
Date Approved

Club Treasurer: _____

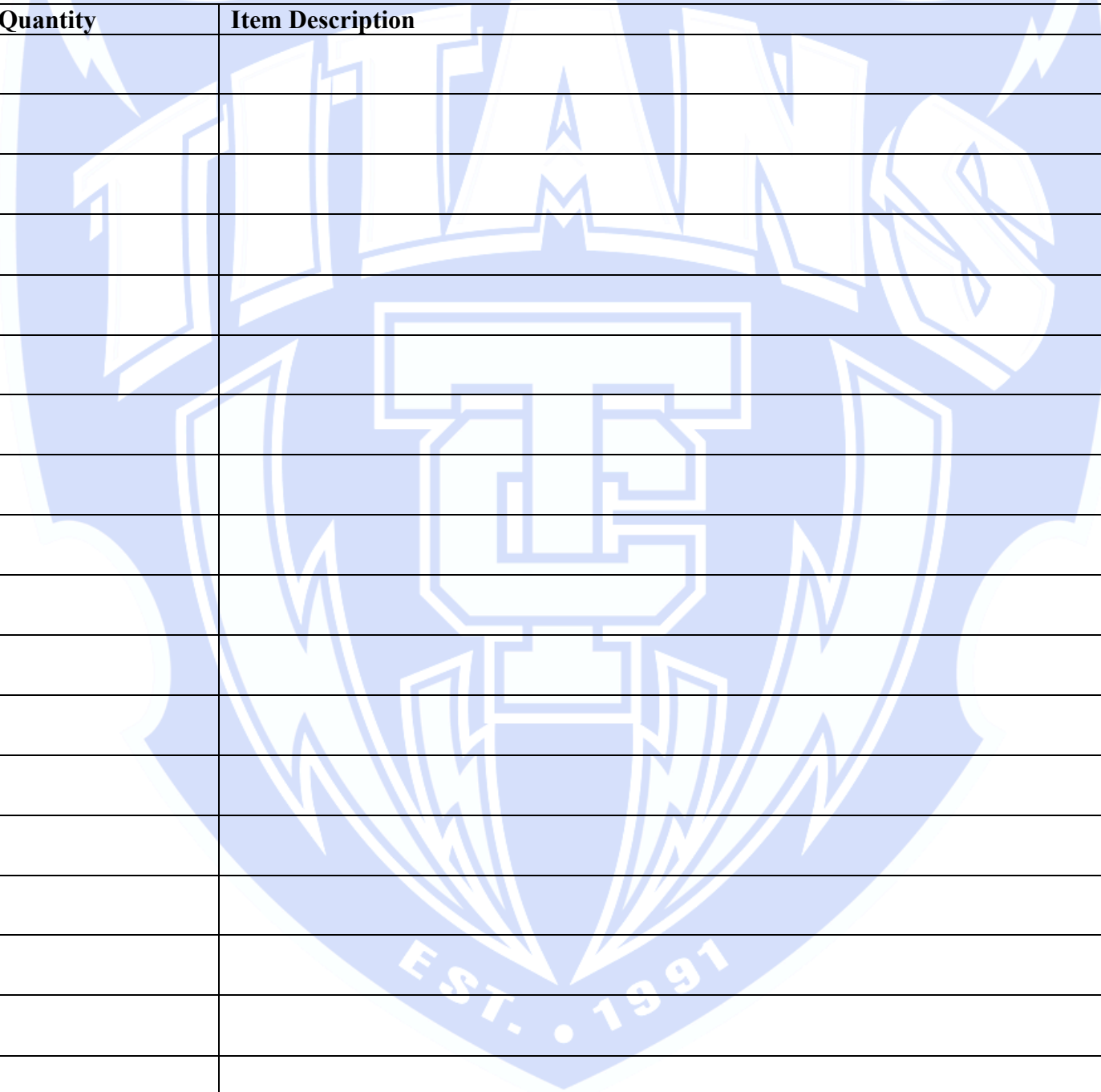
Club President: _____

Club Advisor: _____

Club Inventory

Club Name: _____ Date: _____

**Complete this chart with any items your club has purchased and kept for future use. Include things such as uniforms, clothing, equipment and fundraising supplies. If you have no inventory, please type "no inventory" on the first item description line.*



Quantity	Item Description

Club Advisor Signature: _____

Club Officer Signature: _____