



CLUB/TRUST CHARTER REGISTRATION PACKET

Eastlake High School - ASB
Advisors: Please complete as soon as possible

ALL Club Advisors,

School Year: _____

Thank you for taking the time to advise a club(s) at Eastlake High School. We appreciate your hard work and dedication to our students.

It is necessary that all clubs register EVERY year through the ASB office.

This club packet is designed to help you submit all the appropriate paperwork so you may begin club meetings and conduct fundraisers for the school year.

1. Please complete and return all of the following forms to the ASB:

1. CLUB/TRUST CHARTER APPLICATION
2. ADVISOR ACKNOWLEDGEMENT
3. CLUB ADVISOR CONTRACT
4. CLUB CONTACT INFORMATION
5. CLUB CONSTITUTION
6. MEMBERSHIP ROSTER
7. HAZING FORM
8. PROPOSED BUDGET(Sample included on last page. Digital version will be e-mailed)

It is ESSENTIAL that all forms are completed THOROUGHLY before being returned. A club charter must be completed before conducting any fundraisers or activities.

David E. Lopez
Assistant Principal

Sarah Camacho
ASB Account Tech

Jessa Ponce
ASB VP

PLEASE READ CAREFULLY and keep the information provided in your files. You may refer to it when needed. To ensure efficient communication between the ASB and your club, please provide a valid email address at which you may be reached:

----- (For ASB Use Only) -----

In accordance with the authority vested in the Student Council/Senate by the Constitution of the Associated Student Body of Eastlake High School, this charter is hereby:

___ Approved

___ NOT approved

Explanation, _____

Principal

Assistant Principal of Student Activities

ASB Vice-President

ASB Account Tech.

ASB Approval Date

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SUHSD Board Policy #2224*

CLUB/TRUST CHARTER APPLICATION

Date: _____

Name of the club: _____

Name of Certificated Advisor: _____

Name of Student President: _____

Purpose of the club:

Meetings will be held at:

Place/Room #: _____

Day(s): _____

Time: _____

KEEP A COPY OF THIS APPLICATION FOR YOUR CLUB RECORDS

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ADVISOR ACKNOWLEDGMENT

I, _____, with the support of our advisor, _____,
(name of student rep.) (name of certificated advisor)

request that _____,
(name of club/organization)

be considered for school affiliation. I understand that the following legal requirements and school regulations are now being observed and will continue to be observed in the future:

1. All school-affiliated clubs shall have open membership.
2. A school advisor (Certificated Teacher) will be in attendance at all club functions.
3. The primary objectives of school affiliated clubs are either educational or service to the school. *Clubs whose major purpose is social will not be recognized.*
4. Club recognition is on a year-to-year basis.
5. No initiations of any kind are permissible under the state law.
6. All school-affiliated clubs must have a written constitution on file with the ASB Office.
7. All school-affiliated clubs must submit a progress report by the end of each year.
8. All school-affiliated clubs integrate the Inter-Club-Council (ICC) and shall attend to all ICC meetings.

Education Code 48933(b) describes "the certificated employee who is the designated advisor" and requires that the club advisor be a certificated employee of the district.

- I understand that as the club advisor I need to be present at all club meetings, fieldtrips and activities.
- I understand the fieldtrip process and I will secure all required documentation prior an excursion or fieldtrip.
- I understand that the club needs to submit a fundraiser application form prior to activity or fundraiser.
- I understand the Purchase Order Process to access the club's trust funds.
- As the advisor of an organization, I will adhere to the ASB guidelines to the best of my ability.

This charter is held subject to all rules and regulations for student organizations and conditions stated in the application for a charter. Violation of any of these provisions will be sufficient cause for the charter to be revoked.

Signature of Club President / Date

Signature of the advisor / Date

CLUB ADVISOR CONTRACT

Advisor: Please complete as soon as possible

Club advisors:

Thank you for taking the time to advise a club(s) at Eastlake High School. We appreciate your hard work and dedication to our school.

This contract is designed to guide you through the procedures that go along with advising a club. Return this contract, signed, to the ASB office.

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY and keep a copy of this contract in your files. You may refer to it when needed.

1. FUNDRAISERS

- a. All forms need to be turned in at a scheduled ICC meeting by a club's student rep or advisor. At that time, only the top portion of the district form need to be filled out.
- b. At the completion of your fundraiser, the advisor or a student rep is responsible to complete the reconciliation portion (middle section) of the fundraiser form for audit purposes. **Disciplinary action can and will be taken if funds raised or expenses are not deposited in a timely manner.**
- c. The Fundraiser Approval form does NOT automatically approve any expenses associated with the fundraiser. You need to go through the PRIOR Approval process for these as well.
- d. Back-up documentation is required in order for the ASB to accept money deposit for fundraiser for example:
 - i. If you are selling items i.e. concessions, then a tally sheet of the amount of each item sold
 - ii. If you are soliciting (asking for) donations of any kind, then a list of the dollar amount of each donation
 - iii. If you are collecting money at the door for your banquet, then a list of the students and the amount of money collected from them for their guests.

***** IF YOU HAVE ANY QUESTIONS ABOUT WHAT DOCUMENTATION YOU WILL NEED TO TURN IN PLEASE SEE MS. CAMACHO PRIOR TO THE FUNDRAISER!**

- e. If your fundraiser requires ticket sales, please notify the ASB and we will provide you with tickets. You **MUST** use pre-number tickets that we will provide to you.
- f. In the process of ticket reconciliation, if you do not return the correct monetary amount of tickets sold or you do not provide the remaining unsold tickets, your club account **will be penalized** with the difference of the amount still owed.

2. DEPOSITS

- a. Deposits must be returned to the ASB in a timely manner. Please complete ALL PARTS of the form. This includes the itemized inventory sheet and BOTH signatures. All deposits must be turned in to MS. Camacho, please do not leave on her desk.

3. U.S. CURRENCY ONLY

- a. All club transactions must be made in United States currency. Receipts of transactions made in foreign currency, including pesos, will not be acceptable documents for check requests

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4. **EXPENSES**

- a. ALL Expenses MUST be approved by your Team, documented in Meeting Minutes, **AND** our ASB students BEFORE placing an order or purchasing item(s). If anyone purchases items before Approval is acquired, you will NOT be reimbursed and we thank you for your donation.
- b. All documents must be turned in to Ms. Camacho by FRIDAY for approval from our ASB students at their meeting After School on Monday. IF Monday is a Holiday, then Tuesday will be the approval day.
- c. District policy prefers to purchase only from companies that accept purchase orders.
- d. The purchase of ANY type of gift card is NOT permitted for any reason and will NOT be reimbursed. It is considered a gift of public funds.**

5. **PURCHASE ORDER**

- a. If you need a purchase order please submit the following:
 - i. Team Meeting Meeting Minutes approving the expenditure
 - ii. PRIOR APPROVAL From
 - iii. Estimate/Quote
- b. The items listed above need to be turned in at least 2 WEEKS Prior to needing a Purchase Order to issued.
- a. Invoice must be turned in **AFTER** items are received and signed by advisor

6. **CHECK REQUESTS**

- a. Prior Approval still needs to be
- b. Include with your completed check request form the following:
 - i. -Meeting minutes
 - ii. -Signed invoice/ Original Itemized Receipt with details of all items purchased. It Must be the original and NOT a copy of the receipt. NO credit card receipts will be accepted, only itemized receipts.**
- c. Checks may be made out ONLY to parents, guardian or club advisors.

****Please note that there will be no disbursement of funds before goods/ services have been received.***

7. **FOOD VENDORS**

- a. The district has an approved Food Vendor List. We need to follow this.

*Please make sure you have read this document carefully and thoroughly **before signing.***

Sincerely

David Lopez

Assistant Principal Student Activities

By signing, you acknowledge that you have read all the information above and understand that is your responsibility to complete all of the procedures as stated.

Name (please print): _____

Club name: _____

Club Advisor Signature

Date

CLUB CONTACT INFORMATION

Officer names and contact info for _____
(Name of the club)

President: Name: _____ ID#: _____
Cell phone: _____
Email: _____

Vice President: Name: _____ ID#: _____
Cell phone: _____
Email: _____

Treasurer: Name: _____ ID#: _____
Cell phone: _____
Email: _____

Secretary: Name: _____ ID#: _____
Cell phone: _____
Email: _____

**Certificated
Advisor:** Name: _____
Cell phone: _____
Email: _____

CLUB CONSTITUTION

Article I, Organization

a. The Name of this organization will be known as

b. The purpose of this organization is to

c. We will accomplish this by

d. Meetings will be held at:

Time: _____ Place: _____ Day(s): _____

e. Our advisor will be: _____

f. We will be affiliated with the following community organization(If applicable):

Name of Organization: _____

Address: _____ City: _____

State: _____ Zip code: _____ Telephone: _____

Contact person: _____

Article II, Membership

a. Must be a student body member of Eastlake High School.

b. Members must meet the following G.P.A. and attendance requirements to qualify for membership (if applicable):

Article III, Officers and Elections

a. Officers should be elected by: _____

b. Officers must be (e.g. members of senior class) _____

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c. Duties of officers are as follow:

President:

Directs meetings, represents the club,

Vice President:

Same duties as President; assumes role of President in his/her absence.

Secretary:

Records minutes of each meeting,

Treasurer:

Collects, issues receipts, records **all** monetary transactions for the organization, Submits fundraising forms at ICC meetings,

Article IV, Financial Activities

a. Funds will be raised by:

b. Funds will be used for:

Submitted by:

Advisor name / signature

Student representative name / signature

MEMBERSHIP ROSTER

Membership Roster for _____
(name of the club)

1.	2.
3.	4.
5.	6.
7.	8.
9.	10.
11.	12.
13.	14.
15.	16.
17.	18.
19.	20.
21.	22.
23.	24.
25.	26.
27.	28.
29.	30.
31.	32.
33.	34.
35.	36.
37.	38.
39.	40.
41.	42.
43.	44.
45.	46.
47.	48.
49.	50.

Hazing

Legal Reference and Acknowledgement Form

Educational Code 32050

As used in this article, "hazing" includes any method of initiation or pre-initiation into a student organization or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any student or other person attending any school, community college, college, university or other educational institution in this state; but the term hazing does not include customary athletic events or other similar contests or competitions.

Prohibition; Violation; Misdemeanor
Education Code 32051

No student, or other person in attendance at any public, private, parochial or military school, community college, college or other educational institution, shall conspire to engage in hazing participate in hazing, or commit any act that causes or it likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

The violation of this section is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100), or imprisonment in the county jail for not more than one year, or both.

Sweetwater Union High School District
Board Policy 5236

Hazing in any form is considered dangerous conduct and forbidden by California law. Therefore, no student shall conspire to engage in hazing or commit any act that causes or is likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm to any student(s) or other person(s)

Advisors Acknowledgement

I have read the aforementioned definition, state law and Sweetwater Union High School District Board Policy regarding hazing. I understand that it is my obligation to inform all students that participate in activities that I oversee, and/or assist with, of the legal ramifications of hazing. I also understand that I must report immediately to the Principal or his/her designee any possible violations of these laws and policies.

School: Eastlake High School

Club/Organization: _____

Signature of Club President / Date

Signature of the advisor / Date

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Proposed Budget

PROPOSED BUDGET			
Associated Student Body			
EASTLAKE HIGH SCHOOL			
Trust #:			
Trust Name:			
Beginning Club Balance	\$	-	
<i>Amount carried over from prior year (check with ASB)</i>			
Estimated Income			
1	\$	-	
2	\$	-	
3	\$	-	
4	\$	-	
5	\$	-	
6	\$	-	
7	\$	-	
8	\$	-	
9	\$	-	
10	\$	-	
Total		\$	-
Estimated Expenses			
1	\$	-	ASB OFFICE USE
2	\$	-	__Open PO or __Vendor Check
3	\$	-	__Open PO or __Vendor Check
4	\$	-	__Open PO or __Vendor Check
5	\$	-	__Open PO or __Vendor Check
6	\$	-	__Open PO or __Vendor Check
7	\$	-	__Open PO or __Vendor Check
8	\$	-	__Open PO or __Vendor Check
9	\$	-	__Open PO or __Vendor Check
10	\$	-	__Open PO or __Vendor Check
Total		\$	-
Summary			
Estimated Income:		\$	-
Estimated Expenditures:		\$	-
Net Income		\$	-
<i>Should be \$0 or positive (expenses should not exceed income)</i>			
Projected Ending Club Balance		\$	-
Club Advisor		Club President	
To be completed by ASB OFFICE			
APPROVED _____		DENIED _____	
ASB President		ASB Advisor	
Principal		Date Charter approved by Student Council	

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Budget Sample

ANNUAL BUDGET 1. All clubs MUST submit a budget! Even if you do not intend to fundraise...please indicate "\$0" dollars for expense & N/A for fundraiser items. 2. See sample budget. This Budget can be modified if needed later on but fill it out to the best of your ability!

PROPOSED BUDGET
Associated Student Body
EXAMPLE HIGH SCHOOL

Trust #: 2478
Trust Name: Cheer Club

Beginning Club Balance \$ 5,000.00
Amount carried over from prior year (check with ASB)

Estimated Income

1 Spirit Gear	\$ 2,000.00
2 Snap Fundraiser	\$ 1,500.00
3	\$ -
4	\$ -
5	\$ -
6	\$ -
7	\$ -
8	\$ -
9	\$ -
10	\$ -
Total	\$ 3,500.00

Estimated Expenses

1 Uniforms	\$ 2,000.00	<u> </u> Open PO or <input checked="" type="checkbox"/> Vendor Check
2 Tumbling Mats	\$ 500.00	<u> </u> Open PO or <input checked="" type="checkbox"/> Vendor Check
3 Bows	\$ 500.00	<u> </u> Open PO or <input checked="" type="checkbox"/> Vendor Check
4 Open PO - Misc. Supplies (Coach - Ms. Apple)	\$ 500.00	<input checked="" type="checkbox"/> Open PO or <u> </u> Vendor Check
5	\$ -	<u> </u> Open PO or <u> </u> Vendor Check
6	\$ -	<u> </u> Open PO or <u> </u> Vendor Check
7	\$ -	<u> </u> Open PO or <u> </u> Vendor Check
8	\$ -	<u> </u> Open PO or <u> </u> Vendor Check
9	\$ -	<u> </u> Open PO or <u> </u> Vendor Check
10	\$ -	<u> </u> Open PO or <u> </u> Vendor Check
Total	\$ 3,500.00	

Summary

Estimated Income:	\$ 3,500.00
Estimated Expenditures:	\$ 3,500.00
Net Income	\$ -

Should be \$0 or positive (expenses should not exceed income)

Projected Ending Club Balance \$ 5,000.00

Ma. Jones Club Advisor Jaqueline H. Club President

To be completed by ASB OFFICE

APPROVED DENIED

Alex B. ASB President Ma. Adams ASB Advisor

M.B. Jones Principal 2.14.19 Date Charter approved by Student Council