



Poway Unified School District

Club or Organization Application

**For the Use of
WESTVIEW
CLUBS**

**In order for your club or organization to stay active,
advisor signatures verifying that this handbook has
been received and read are necessary.**

How to Start a Club/Organization

1. Pick up a club application packet in the ASB room.
2. The new club/organization must complete a club request form, club roster, and a constitution. Turn in all paperwork to the "Club In Basket" in the ASB room.
3. The club application will then go through an approval process according to the ASB constitution and Student Senate.
4. For student clubs, the Inter-Club commissioner will then assign a date for a representative from the club to appear in front of ASB. At the ASB Business meeting the club representative will briefly discuss the purpose of their club, the name of the advisor, and the days and times of meetings. Questions may be asked and then a vote will be taken.
5. Once you have been approved by ASB, your application will need to be routed to get the required signatures: Senate President, Inter Club Commissioner, ASB Advisor, and Finance Clerk. You will be given a Club Handbook which will explain the following:
 - a.) fundraisers
 - b.) advisor duties
 - c.) club officers
 - d.) meeting minutes
 - e.) community service
 - f.) finances
 - g.) concession policy
 - h.) waiver

When you have read the handbook, please sign the waiver on the last page and return to the "Club In Basket" in the ASB room. Once ASB has your signed waiver and the required signatures, you will be set up a financial account. Once your account has been activated, you will be considered an ACTIVE ASB group. Congratulations!

Tips to remember:

- a. For communication, turn in all papers to be approved in the "Club In Basket." To pick up approved papers, please check for your papers in your club file in the "Club Out Basket."
- b. All signs to be displayed on campus must be approved through ASB. A limit of 30 signs for your club to post at one time is recommended.
- c. When hanging signs on campus, only use the blue painter's tape for glass or painted surfaces (or it will be taken down).
- d. When money is spent or earned, it must be reflected in your club minutes
- e. A copy of all club minutes must be dropped off to the "Club In Basket" in a timely manner.
- f. All fundraisers must have an approved "Fundraiser Request Forms" on file –for every fundraiser.

Roster

(You may attach a roster to this packet)

School Year:20_____

Term:_____

Name of Club/Organization:_____

Name of Advisor: _____

Meeting Day and Time: _____ Location:_____

Officers

President:_____

Schedule of
President

Vice President:_____

Teacher

Room #

Secretary:_____

Per.1 _____

HR _____

Per.2 _____

Treasurer:_____

Per.3 _____

Per.4 _____

President's E-mail _____

President's Home Phone # _____

President's Cell Phone # _____

Members

(Ten students are required in order to start a club)

1. _____

16. _____

2. _____

17. _____

3. _____

18. _____

4. _____

19. _____

5. _____

20. _____

6. _____

21. _____

7. _____

22. _____

8. _____

23. _____

9. _____

24. _____

10. _____

25. _____

11. _____

26. _____

12. _____

27. _____

13. _____

28. _____

14. _____

29. _____

15. _____

30. _____

Constitution

Article I.

Organization

a.) Name of organization_____

b.) Purpose of organization_____

c.) Time, place, and frequency of meetings_____

d.) Dues, if any_____

Article II.

Authority

a.) Abide by the Associated Student Body
Constitution and Associated Policy

Article III.

Membership

a.) Membership Requirements_____

b.) Duties of Members_____

Article IV.

Officers and Elections

a.) Titles and duties of officers_____

b.) Election of officers_____

Article VII.

Appropriation

All financial appropriations shall be made at the consent of two-thirds of the members and must be recorded in the minutes of the club or organization.

Note: For High Risk Clubs, the following addendum must be added to the constitution, "Any high risk activity must be carried out off campus on a private basis and that there will be no sponsorship, promotion, or management by the school or PUSD. As private activities, there is no need for the faculty advisor to be present."

WESTVIEW **W** WOLVERINES

CLUB APPLICATION

PLEASE PRINT OR TYPE

NAME OF CLUB: _____

DESCRIPTION OF PROPOSED CLUB ACTIVITIES: _____

STUDENT ORGANIZERS: _____

ADVISOR: _____

ADVISOR SIGNATURE: _____

FOR ASB USE ONLY:

Type:

Club _____
Organization _____
Sport _____

For all High Risk Clubs, please make sure you fill out the following forms in order to activate your club:

High Risk Forms:

RM 200-4, Awareness and Liability Release for
Privately- Sponsored Activity
LSS-19, Assumption of Potential Risk and Release of

SUBMITTED ON: _____

CONTACTED BY _____ ON _____

APPROVED BY ASB ON: _____

REASON FOR DISAPPROVAL: _____

ASB President Signature

Date

Inter Club Commissioner's Signature

Date

ASB Advisor's Signature

Date

Finance Clerk's Signature

Date

Once **ALL** signatures are on file, your club will become activated. Stop by ASB to pick up binder.