



San Juan High School Student Body

Application for Student Club



We the students of San Juan High School, request permission to form a Student Club. Attached is a list of students, officers, advisor(s) and guest sponsoring this application.

The Club/Class shall be called _____, and will operate under the ASB organizational guidelines as stated in the California Board of Education Code. A Constitution and budget will be submitted to the Student Body Government and the ASB Controller at the beginning of the school year to be approved by Student Body Government and signed by the principal.

Minutes from club meeting, including motions and votes, must be submitted to the Student Body Gov. Council and the ASB Controller on a regular basis. These minutes will contain student approval of all fund-raising activities and related expenditures. Minutes may be recorded on a pre-printed form, with blank information to be filled in by the students.

Receipts will be issued for fund-raising activities. Receipt books will be obtained from the ASB controller.

Upon club closure, assets, funds, and liabilities will be transferred to ASB unless otherwise designated.

Date _____ For School Year _____

Print Name

Signature

Advisor: _____

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

San Juan High School Student Body

Advisor/Officer Roster

Club/Class/Group: _____

Date: _____

Print Name

Signature

Advisor: _____

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

Members Name:

Members Signature:

[illegible]

San Juan High School

Club/Organization Constitution 2009-2010

Name of Club _____

Advisor _____ President _____

What is the purpose of the club? _____

How can students join this club? _____

What are some activities this club might do this year? _____

How will officers be selected? _____

Typical Club Officer duties are listed on the back of this Constitution. The club and its advisor can choose to adjust those duties on the back if necessary. Officer signatures below should be in ink, though the club is not required to fill each officer position listed.

Approved Club Signatures:

President _____

Vice-President _____

Secretary _____

Treasurer _____

Club Advisor _____

Date Submitted to Student Council _____

Duties and Responsibilities of Club Officers

President: Leadership of the club through planning and leading club meetings, coordinating club activities, overseeing fund-raising activities, and initiating actions that promote the purpose of the club.

Vice-President: Supporting the President in the duties listed above, replacing the President in the President's absence, assisting the Secretary and/or Treasurer when the need arises.

Secretary: Responsibility for written documentation of all club business, particularly minutes of all club meetings to be kept in the club binder.

Treasure: Responsibility for all club financial records. The Treasurer should record all club financial transactions in the club binder, and regularly compare the club's balance with the projected club budget.

Any other club officers or officer duties you would like to specify in this Constitution:

Please photocopy this Constitution and put a copy in your club binder before submitting the Constitution with your club budget to Student Council.

This club Constitution (and attached budget) was approved by San Juan Student Council on _____ and is documented in Student Council minutes.

Student Activities Director _____

ASB President _____

or

ASB Treasurer _____

SHJS Club/Organization Projected Budget 2009 - 2010

Club/Class/Group: _____

Advisor _____

President _____

Club activities planned for the year: **EXPENSES**

Description of Activity	Tentative Date	Approximate Expense
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Estimated Expenditures for the Year _____

How we plan to pay for the Activities above: **INCOME**

Description of Fundraiser	Tentative Date	Approximate Income
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Carryover funds from previous year _____

Total Estimated Income for the Year _____

Estimated Budget Balance at the end of the Year _____

Please sign budget on back with ink. Please remember that club minutes must accompany any expenditures not included in the budget.

This budget was approved by the _____ club on _____. The signatures of officers below are the approved signatures for financial transactions of the club. However, the club is not required to have all the officers listed below.

Club Advisor _____

President _____

Vice-President _____

Secretary _____

Treasurer _____

This club Constitution (and attached budget) was approved by San Juan Student Council on _____ and is documented in Student Council minutes.

Student Activities Director _____

ASB President _____

or

ASB Treasurer _____

The club should place a photocopy of the budget (and Constitution) into your club minutes binder. At any point in the year , the club can submit a revised budget to Student Council for approval. Any club expenditures not included in your original budget must be accompanied by evidence of club minutes approving the expenditure. If you have questions or just want some advice, I'll be happy to help you.

-Mr. Gager

Explanation Worksheet for Class/Club Budget

Please be as specific as possible (example)

Fundraiser – candy, pens, banners, key chains, etc.

Dance – decorations, DJ, tickets, refreshments, hall rental, etc.

[illegible]

Total \$ _____

Total \$ _____