

CCHS CLUBS

Club Application How to Start a Club/Organization

Any group of students wishing to form a club or organization should:

1. Complete the Club Application, Roster, and Constitution.
 2. Turn in all paperwork to Susie Secondo in the CCHS office.
 3. Applications will then go through an approval process according to the ASB constitution:
 - a. The completed club application will go before the Associated Student Body (ASB) for approval. They meet every Monday during 7th period. The student representative for the proposed club will be notified if it is necessary to have a representative attend the meeting. They will either approve the club with a vote of at least 2/3 majority or give recommendations for revisions.
 - b. Once the club has been approved for a club charter by ASB, then the proposal will go before the Administrative team. They will either approve the club or give recommendations for revisions.
 - c. Once the Administrative team has approved the club, the proposal is sent to the Principal for final approval.
 - d. A new club exists after these steps have been taken; it is duly constituted and becomes a contributing part of the student body organization.
3. Once you have been approved, you need to make an appointment with Miss Brit in the CCHS club room to get information about fundraisers, advisor duties, club officers, meeting minutes, community service, and finances.

*Groups wishing to meet for short-term activities may do so with approval of the principal.

Final Notes to Keep in Mind:

- Clubs must be open to all students.
- Club meetings must be on campus.
- Clubs can charge a VOLUNTARY membership fee.
- Students cannot be required to pay in order to be a member of the club, unless club is a representative of a national charter with a mandatory membership fee.
- Clubs will go inactive if financial and documenting procedures are not met.
- An advisor must be present at all meetings.

The information in this packet, comes from the official Club List maintained by the CCHS ASB. Club Presidents and advisors can contact the ASB Advisor or ASB Director of Student Relations to correct their information

Calvary Chapel High School

Associated Student Body

Club Application

PLEASE PRINT OR TYPE

NAME OF CLUB:

PURPOSE OF CLUB:

TYPES OF ACTIVITIES:

TYPE OF CLUB: Curricular Community Service Special Interest

IS THE CLUB A PART OF ANY LEAGUE, ORGANIZATION OR NATIONAL CHARTER? ____ YES
____ NO

IS THE CLUB REQUESTING AN ON-CAMPUS FACILITY SPACE? ____ YES* ____ NO

*If yes, please see Mrs. Wilbur for available space and meeting times.

STUDENT ORGANIZER:

_____ GRADE: _____

CONTACT PHONE
NUMBER: _____

EMAIL:

SIGNATURE OF STUDENT
ORGANIZER: _____

FACULTY ADVISOR:

SIGNATURE OF FACULTY ADVISOR:

FOR CCHS ASB / ADMINISTRATIVE USE ONLY:

APPROVED / DISAPPROVED BY ASB ON: _____ REASON FOR DISAPPROVAL:

ASB ADVISOR SIGNATURE: _____

DATE: _____

ASB DIRECTOR OF STUDENT RELATIONS SIGNATURE:

Calvary Chapel High School

Associated Student Body

Petition to Form a New Club

PLEASE PRINT OR TYPE

CLUB NAME:

Petition should include a fair proportion of freshmen, sophomores, and juniors in order to assure the continuance of the club from year to year.

The following students do hereby affirm that they will support and help maintain the above named club.

1. _____
Grade: _____

2. _____
Grade: _____

3. _____
Grade: _____

4. _____
Grade: _____

5. _____
Grade: _____

6. _____
Grade: _____

7. _____
Grade: _____

8. _____
Grade: _____

9. _____
Grade: _____

10. _____
Grade: _____

11. _____
Grade: _____

12. _____
Grade: _____

13. _____
Grade: _____

14. _____
Grade: _____

15. _____
Grade: _____

16. _____
Grade: _____

- 17. _____
Grade: _____
- 18. _____
Grade: _____
- 19. _____
Grade: _____
- 20. _____
Grade: _____
- 21. _____
Grade: _____
- 22. _____
Grade: _____
- 23. _____
Grade: _____
- 24. _____
Grade: _____
- 25. _____
Grade: _____

Calvary Chapel High School

Associated Student Body

Club Constitution

PLEASE PRINT OR TYPE

Article I: Name

Section I: The name of this organization shall be:

Article II: Objectives and Activities

Section I: The objectives of this organization shall be:

A.

B.

C.

Section II: The activities of this organization shall be in accordance with its objectives. Such as:

A.

B.

C.

Article III: Membership

Section I: Membership shall only include students that are currently enrolled at CCHS or CCPSP.

Section II: Other requirements for maintaining membership include:

Article IV: Officers

Section I: Officer Positions shall only include students that are currently enrolled full time at CCHS.

Section II: Officer Positions for this organization shall include:

Title: President

They shall serve for: _____ Their class standing shall be:

_____ Job requirements:

Title: _____

They shall serve for: _____ Their class standing shall be:

_____ Job requirements:

Title: _____

They shall serve for: _____ Their class standing shall be:

_____ Job requirements:

Title: _____

They shall serve for: _____ Their class standing shall be:

_____ Job requirements:

*** If you need more spaces, please attach job descriptions to the back of this application ***

Section III: Each officer shall be a member in good academic standing

Section IV: Additional Officer Requirements:

Article V: Elections

Section 1: Election of new officers shall be conducted at a meeting during the month of _____, which will thereafter be reported by request to the appropriate student body officer.

Section II: Objective requirements to apply as an officer (if none, leave blank):

Section III: All elections of officers shall be conducted in a manner fair to all applicants. The process of elections shall be conducted in the following manner:

Article VI: Appropriations & Accountability

Section I: All financial appropriations shall be made at the consent of two-thirds of the members and MUST be recorded in the minutes of the organization.

Section II: The club shall comply with all requirements set forth by CCHS ASB. Requirements include:

- a. Submitting club attendance and meeting minutes at the end of each school month
- b. One or more school/community event per school year
- c. Submission of yearly budget, requests, and all potential forms in a timely manner.

*CCHS ASB will inform all clubs of any additional requirements made throughout the year in a timely manner.

Section III: Failure to meet the above set requirements may result in a suspension or disband of club.

Article VII: Amendment

Section I: Amendments to this constitution shall be adopted with two-thirds vote of the members present at a regular meeting.

Section II: Proposed amendments to this constitution should be submitted to CCHS ASB.

Club President Signature Club President Name (PRINTED) Date

Club Advisor Signature Club Advisor Name (PRINTED) Date