

18/19 FHS CLUB COMPLIANCE RULES/MANDATORY REQUIREMENTS

Thank you for your interest in renewing/starting a Foothill High School club. As you plan the structure of the club, please keep in mind that all ASB clubs and organizations exist to meet the co-curricular needs of Foothill students, to enhance self-esteem, and to provide involvement for our student body.

The **new or renewal application form** and **this completed form** signed by the club originator and club advisor (teacher) must be turned in by **April 20th** to FHS Office Activities Secretary, Brita Baragona, in order to be considered for club establishment for the 18/19 school year.

Please initial that you have read and understand the Mandatory requirements AFTER approval:

- Elect a President, Vice President, Secretary, and Treasure and turn in completed club officer form **by May 26th** to the club inbox located by Mrs. Baragona, Activities Secretary, in the main office. ----->**Student Initial's** _____
- Turn in a completed **budget/activity form by May 25th** to club inbox by Mrs. Baragona. ->**Student Initial's** _____
- Prepare and turn in a **club constitution by May 25th** to the club inbox by Mrs. Baragona.-->**Student Initial's** _____
- **A club advisor must be physically present at all official club meetings and events.** This includes any meeting or event on or off campus that is advertised as being affiliated with your Foothill club. If the club advisor is unable to attend, the club can get a parent representative to act in the advisor's place. The parent must be officially cleared through the district office. Please contact Josh Butterfield for the paperwork at jbutterfield@pleasantonusd.net several weeks in advance.

ADVISOR Initial's _____

Club Requirements

- Follow the fiscal guidelines established by CASBO (California Association of School Business Officials).
- All deposits and expenses **MUST** be notated in meeting minutes. Any money collected must be held by club advisor.
- Must meet on regular basis, **at least once a month.**
- Have at least 10 actively committed club members
- Take and turn in all meeting minutes and a list of attendees attached to the club inbox, located by Mrs. Baragona desk **after every meeting.**
- Provide a representative officer at all ASB club council meetings.
- Complete master calendar and fundraiser forms to hold any activity/fundraiser and turn into the office at least three weeks before any event.
- All field trips/off-campus activities must be approved on a field trip request form at least 2 weeks before they occur (turn into Mrs. Miller).
- Follow district field trip policies (field trip forms, medical forms, approved/cleared volunteers/driver's, district-approved bus companies, etc.).
- Must operate under the regulation of ASB Student Government. **Student Initial's** _____

FAILURE TO MEET THESE REQUIREMENTS COULD RESULT IN YOUR CLUB CHARTER BEING REVOKED.

We agree to comply with the rules above and understand that not fulfilling these requirements could result in the club being revoked.

CLUB NAME: _____

X _____
Print Originator's Name

X _____
Print Advisor's Name

X _____
Originator's Signature

X _____
Advisor's Signature

X _____
Co-Originator (if applicable)

X _____
Co-Advisor/Parent Volunteer Name: (if applicable)