

CLUB APPLICATION PACKET



Please read this entire packet. Fill out all the necessary forms and items in this packet depending on the type of club you are sponsoring. Submit a completed packet to the ASB Advisor or the Business Office.

SPOKANE PUBLIC SCHOOLS <ul style="list-style-type: none">• Policy No. 2150• Policy No 3510• Policy No. 3515• Policy No. 3520• Policy No. 4200• Policy No. 6020	Washington State <ul style="list-style-type: none">• RCW 28A.325.020 -Associated student bodies - Powers and responsibilities• RCW 28A.325.030 -Associated student body program fund - Fundraising activities - non associated student body program fund moneys• Chapter 392-138 WAC - Finance -Associated student body moneys
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CLUBS WILL BE DIVIDED INTO ONE OF THREE CATEGORIES:

Student Interest Group: Unpaid advisor without an ASB account. One which applies itself to outside interests of which are appropriate to school environments. The ability to use schools space as well as announcements, bulletin, and wall space for advertisements are included with this title.

ASB and ASB Approved Clubs: An ASB Club is extracurricular. One which applies itself to outside interests of which are appropriate to school environments and are in accordance with all above rules. The ability to use schools space as well as announcements, bulletin, and wall space for advertisements are included with this title.

Co-Curricular Club: One which applies itself outside of class academically or pertaining to a course at Yasuhara Middle School, but which adheres to all rules set forth above (i.e. Math Club, Science Club, etc.) Only co-curricular clubs can receive direct funding from ASB. According to the Courts, a student group directly relates to a school's co-curriculum only if:

1. the subject matter of the group is actually taught or will soon be taught, in a regularly offered course (examples: DECA as related to Marketing/Business courses or a French club);
2. the subject matter of the group concerns the body of courses as a whole (example: National Honor Society); or,
3. participation in the group is required for a particular course or results in academic credit (ASB club status is determined by time spent outside of the classroom. i.e. music, yearbook, leadership, drama)

	Student Interest Groups (Non-Curriculum-Related)	ASB and ASB Approved Clubs	Co-Curricular Clubs
Examples	<i>Breakdancing Club Pokemon Club</i>	<i>National Honor Society Leadership</i>	<i>Yearbook Choir</i>
Membership Rules	Fill out application	Fill out application	Fill out application
	YAS Staff Advisor	YAS Staff Advisor	YAS Staff Advisor
	Follow district/school rules	Create a Constitution	Create a Constitution
		Keep minutes of all meetings	Follow district/school rules
		Follow district/school rules	
ASB Provides	Funding: No ASB funding. But extracurricular budget can pay. for advisor.	Funding: Can fundraise Can request ASB funds - but no guarantee	Funding: Can fundraise Can request ASB funds - but no guarantee
	Access to: Building, PA, bulletin boards, daily bulletin	Access to: Building, PA, bulletin boards daily bulletin, use of our name	Access to: Building, PA, bulletin boards daily bulletin, use of our name
	Activity Fair representation Members are encouraged to have an ASB card	ASB supplies, Act. Fair, etc. All students must have an ASB card	ASB supplies, Act. Fair. All students must have an ASB card
Members & ASB Representation	YAS Students	YAS Students	YAS Students
	Open to all students	Open to all students	Open to all students
	Representative attends ASB meetings, if possible	Representative attends ASB meetings, if possible	Representative attends ASB meetings, if possible

The necessary forms for sponsoring a club:

- ☐ **Establishing a Club Form** (page 4)
- ☐ **Club Roster** (Officer Contact Sheet and Club Member List) (page 5)
- ☐ **ASB Club/Account Application** (page 6)
- ☐ **Club Constitution** (page 7)
- ☐ **Club Fundraisers** (page 9)
- ☐ **Club Information** (page 10)

☐ **ESTABLISHING A CLUB FORM**

- Find a valid advisor who is a staff member at Yasuhara Middle School.
- You must fill out the entire "Establishing a Club" form thoroughly.
- Must only be signed by the Club President and the Club Advisor.

☐ **CLUB ROSTER (Officer Contact Sheet and Club Member List)**

- All club officers must own an ASB card if they wish to be able to participate in any ASB funded activities.
- Clubs must have at least 5-7 members

☐ **ASB CLUB APPLICATION**

Must be completely filled out and signed by three club representatives/officers and be turned in with the other forms to the ASB Advisor directly, or placed in their box in the Main office.

☐ **CLUB CONSTITUTION**

All ASB and Co-Curricular Clubs must have a completed constitution to become a club, if not, student council will not approve it.

► Fill in blanks with pen or type, print, and attach your own copy.

☐ **CLUB FUNDRAISERS**

All clubs must have a completed budget that states an estimate of how much they will be spending money on (if anything). List all fundraiser ideas, items members will buy, and costs the club is responsible to pay.

☐ **CLUB INFORMATION**

All clubs must have information about the meeting day(s), time(s), room, and general information about their club.

ESTABLISHING A CLUB

Request for Approval of ASB Club Activity

ASB Acct Code:

Date Approved:

For Official Use Only

The purpose of the club:

The expected activities of the club:

Names of the students submitting the application:

Describe how money will be raised to fund activities:

Funds raised will be used to:

	Printed Name	Signature	Date
Student Council Approval			
Administrator Approval			
Student representative			
Club Advisor			

CLUB ROSTER

OFFICER CONTACT SHEET

All club officers must own an ASB card if they wish to be able to participate in any ASB funded activities.

OFFICER'S NAME	PHONE NUMBER	E-MAIL
President		
Vice President		
Secretary		
Treasurer		

CLUB MEMBER LIST

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.

ASB CLUB/ACCOUNT APPLICATION

SPOKANE PUBLIC SCHOOLS

ASB Acct Code:

Resolution No. Date

Approved:

For Official Use Only

Date of Application:

Name of the club:

Current ASB Account Code :

Club Representatives

President

Print Name

Signature

Vice President

Print Name

Signature

Secretary

Print Name

Signature

Treasurer

Print Name

Signature

Club/Account Advisor

Print Name

Signature

ASB Approval

Print Name

Signature

Administration Approval

Print Name

Signature

Financial Services 052397

CLUB CONSTITUTION

(You can fill this out in pen or type and attach your own copy)

Club Name _____

Preamble

We, the students, for the promotion of good government, good sportsmanship, student activities, and the general welfare of the students of Yasuhara Middle School, establish this **Constitution** of the _____ Club.

Article 1. (Name of organization)

Section A. It is resolved that the name of this organization shall be the _____ Club of Yasuhara Middle School,

Article 2. (Purpose)

The Purpose of this organization shall be to: _____

Section A.

1. To Create _____

2. To Achieve _____

Section B.

3. To Create _____

4. To Achieve _____

Article 3. (Membership)

Section A. Membership in _____ Club is established by: _____

Section B. Membership in _____ Club is maintained by: _____

Article 4: (Duties)

Section A. Duties of _____ Club:

1. To create _____

2. To assist

3. To achieve

4. To organize

5. To attend

6. To support

7. To raise funds for

Adopted on this _____ day of _____, 20__

Signature of Club President

Signature of Club Advisor

CLUB FUNDRAISERS

FUNDRAISING GENERAL RULES

- All fundraisers must be pre-approved (forms available through the Business Office).
- Any products ordered or contracts signed need to be run through the Activity Accounting Office **BEFORE** the fundraiser can begin.
- All school, district, and state guidelines will be followed at all times.
- When the fundraiser is complete, a profit/loss form must be completed and placed on file.
- Failure to follow the above rules may result in loss of fundraising profits, ASB status, and/or school support.
- Fundraising must be voluntary and cannot be tied to a grade or course expectations.

Do you want to do any fundraisers?

(Example: Club entrance fee, Chipotle nights, selling food at an event, etc)

Fundraiser Event	How much will you spend? (estimate)	How much do you think you will make? (estimate)

Do you want to spend any money?

What do you want to buy/purchase?	How much will you spend? (estimate)

CLUB INFORMATION

Meeting Dates:	
Meeting Times:	
Meeting Room:	
<p>In 2-3 sentences, how would you describe your club? {This information will be used to in the club brochure to promote your club.}</p>	

CLUB MEETING MINUTES TEMPLATE

NAME OF THE CLUB:		
MEETING DATE:	MEETING TIME:	MEETING LOCATION:
MEMBERS PRESENT:		
MEMBERS ABSENT:		
MEETING NOTES:		
NEXT MEETING SCHEDULED		
	DATE	TIME PLACE
ADVISOR SIGNATURE	CLUB PRESIDENT SIGNATURE	ASB SECRETARY SIGNATURE