



Chino High School Club Application Form Club Registration

Name of Proposed Club:

Purpose of Club:

Name of Club Advisor(s):

Signature Of Club Advisor(s):

List Members on Attached Membership Roster. (Must have at least 7)

Any Restrictions on Membership? If so, Please Explain:

Days and Times of Club Meetings:

Where Club Meetings will be held (Classroom Number): _____

The club constitution must be completed and included in the submission. The application will be presented at the next ASB meeting for approval. The Club Advisor will be informed when the club has been approved. At that time, the club will be considered “Chartered” and may hold meetings, have membership drives and activate an ASB finance account.



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ADVISOR STATEMENT:

I _____, herein requesting to be the Faculty Advisor for _____, acknowledges that the following responsibilities are an integral part of being a club advisor and agree to perform these duties so as to not only be in compliance with State, District and Site mandated Associated Student Body regulations, but to enable the club to function well and create an exciting and fulfilling club for students to be a part of.

1. Complete the Club Application Forms at the beginning of the school year and turn into the Activities Office.
2. Set date and time for the first club meeting and advertise said meeting to the general student body.
3. Assist the students in electing club officers.
4. Hold a club meeting on a weekly/monthly basis.
5. Ensure minutes are taken at all meetings. Minutes are to include attendance, upcoming events, fundraiser ideas, any expenditures, etc.
6. Send a club representative, along with meeting minutes, to the Inter-Club Council (ICC) meeting held every month in the MPR (day of the week and time to be determined).
7. Assist and supervise students in all club activities including fundraising, field trips, community service projects, etc.
8. Agree to follow CVUSD and CHS rules and regulations governing student activities.
9. Be responsible for collecting and totaling all funds from fundraisers, completing all financial forms, and turning said forms into the Finance Office.

I hereby understand the above responsibilities and agree to be the advisor for _____ for the _____ school year.

Club Advisor Signature

Date



Chino High School Club Membership Roster Club Registration

Advisor:

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Chino High School Club Constitution

School Year _____ - _____

Article I. _____, henceforth referred to as the “the club,” has been organized in accordance with the Chino High School Associated Student Body Constitution and agrees to comply with and abide by the Rules and Regulations set forth by the Chino High School Associated Student Body Cabinet. The membership is open to (explain who may join):

Faculty Advisor for the club:

The Club will meet at least once a month.

Article II. Purpose of Club:

Article III. Organization of the club will be as follows:

Section 1: The Club will elect the following officers' positions:

Inter Club Council (I.C.C.) Representative:

I.C.C. Representative will attend monthly meeting with the ASB Cabinet on the third Thursday of the month during 2nd period in the MPR to present club meeting minutes and discuss upcoming club events/plans.

Section 2: Duties of the Officers:

Club officers who fail to perform their duties in a timely and competent manner shall be removed from office by the same procedure as detailed in the ASB Constitution for Recall and/or Impeachment.

The Club is empowered to write and approve all appropriate procedures, i.e. Bylaws, by which to carry out the business of said club. A copy of these Bylaws must be on file with the Student Government in the Activities office.

Article VII. Amendment

This Constitution may be amended by a two-thirds vote of the members present at two consecutive meetings provided a quorum was present at both meetings. The Amendment becomes official when copies of the minutes and the Amended Constitution are on file with the Associated Student Body in the Activities Office.

Article VII. The_____ Club agrees to abide by all school rules and ASB, financial and activity guidelines. Furthermore, said Club accepts responsibility of serving its members interests and concerns.

Article IX. Approval

Faculty Advisor Signature

Club Officer Signature

This constitution has been approved and is considered official as of

_____.

Activities Director Signature

A.S.B. Official Signature