

# STARTING A CLUB

Congratulations, you have just taken the first step in making a difference on Ayala High School's campus. It is important to remember that when forming a club, you will affect the lives of students and staff at our school. Building a strong club takes great leadership and determination.

You must have an Advisor for your club before you submit your application. After turning in your club application, it will be approved by the Student Council, Activities Director and Principal. When your club is approved you and your Advisor will receive an Approval letter. You must attend the monthly UCC meeting to stay an active club.

The following steps must be completed

- ❖ Create a purpose
  - Why is it important that this club be available for the students of AHS?
  - What would be your ultimate goal in creating this organization?
  - Make sure the reason for the club is valid
  - Take an initiative and make a difference
  - It cannot conflict with the purpose of another club
- ❖ Find an advisor
  - You cannot start a club without someone there to oversee your activities and be with you at all club events and activities. You will need the help of a certificated staff member on campus.
- ❖ Choose 5 students that you feel will effectively run your club
  - The Positions are: President, V.P., Secretary, Treasurer, and United Club Council (UCC) Rep.
  - You will determine what the responsibilities of each club are.
  - The UCC Rep. will attend all UCC meetings and submit a club report at each meeting. Your club will receive points for attending the meetings and submitting a report.
- ❖ Find at least 10 additional members
  - With over 2500 student on our campus you should be able to find members.
- ❖ Fill out the Club Application which is attached to this application
- ❖ Construct a Club Constitution
  - An example of a constitution is attached to use as a guide.
- ❖ Make a proposed budget
  - This is needed if you are collecting dues, having a fundraiser or collecting monies from your members
  - This form can be obtained in the student store
  - This form is needed if you will be having a fundraiser or collecting dues.
- ❖ Submit all paperwork
  - Turn in the Club Application, proposed Constitution, Club Charter and Budget (if needed), List of club members.

THANK YOU FOR MAKING AYALA THE WORLD'S **GREATEST HIGH SCHOOL**

# CLUB APPLICATION

We, the students of Ayala High School, request permission to form an Ayala Club

**This Club will be called** \_\_\_\_\_

**The Club Purpose is:** \_\_\_\_\_

**Faculty Advisor:** \_\_\_\_\_

**Place of Meeting:**

a. Location: \_\_\_\_\_

b. Day of the Week: \_\_\_\_\_

c. Time of Meeting: \_\_\_\_\_

d. How frequent: (circle one)

Every Week

1<sup>st</sup>/3<sup>rd</sup> of the month

2<sup>nd</sup>/4<sup>th</sup> of the month

**The following need to be attached to application:**

Proposed constitution for this club

Club Charter

Budget for the club (if needed)

**Officers**

President: \_\_\_\_\_

Vice President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

UCC Representative: \_\_\_\_\_

**Submitted by:** Club President: \_\_\_\_\_

Club Advisor: \_\_\_\_\_

**Approved:** UCC Chairperson: \_\_\_\_\_

Activities Director: \_\_\_\_\_

Principal: \_\_\_\_\_

Recorded in Student Council Minutes on: \_\_\_\_\_, 20\_\_\_\_

**Attach a list of the students sponsoring this application**

# AYALA HS CLUB CHARTER

The Executive Board of the United Student Body, upon the recommendation of the United Club Council has approved the:

\_\_\_\_\_  
(Name of Organization)

Application for a club charter (permitted from the constitution). This permits the aforementioned organization to use school facilities for meetings and planned events, and permits the use of the school newspaper, the school daily bulletin, and school bulletin boards for publicity purposes.

To maintain a charter and official recognition as a school organization, the following regulations set up by the Ayala High School Student Body must be followed.

1. Membership in the club must be restricted to students
2. composed entirely of students enrolled at a secondary
3. school located within Chino Valley Unified School District
4. A faculty sponsor must be present at all meetings.
5. The proposed objectives of the club must be maintained.
6. The proposed service to the school must be fulfilled.
7. The club must provide the Director of Activities with a list of officers, and members by the first Monday of the month after the initial meeting of the proposed club.
8. The club must come up with a constitution and provide the Activities Office with a single copy.
9. The club must complete all activity forms required for a campus activity.

UCC CHAIRPERSON \_\_\_\_\_

ACTIVITIES DIRECTOR \_\_\_\_\_

PRINCIPAL \_\_\_\_\_

DATE ISSUED CHARTER: \_\_\_\_\_

# SIGNATURES OF CLUB MEMBERS

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

11. \_\_\_\_\_

12. \_\_\_\_\_

13. \_\_\_\_\_

14. \_\_\_\_\_

15. \_\_\_\_\_

16. \_\_\_\_\_

17. \_\_\_\_\_

18. \_\_\_\_\_

19. \_\_\_\_\_

20. \_\_\_\_\_

21. \_\_\_\_\_

22. \_\_\_\_\_

23. \_\_\_\_\_

24. \_\_\_\_\_

25. \_\_\_\_\_

# **Example of a Constitution**

## **Preamble**

The preamble consists of a brief statement of the aims and purposes of the organization.

## **Article I**

### Name

State the name of the organization and if the preamble is omitted, it contains a short statement of the purposes of the organization.

## **Article II**

### Membership

Defines the general requirements necessary for membership:

1. Must be a student body member.
2. State grade point average, any member must have at least a "C" grade point average.
3. Contains a list of officers of the organization and determines their time in office.

## **Article III**

This section includes how officers are elected, who elects them, how long they will hold office, and what qualifications they have.

## **Article IV**

### Meetings

State the time for regular meetings and provide a method by which special meetings may be called and by whom.

## **Article V**

### Amendments

Contains a statement of the method of amending the constitution, and of the vote required for such amendments. All amendments must be ratified by the USB Executive board.

## **Article VI**

Dates on which the constitution becomes effective

# Club Meetings and Activities

- I. Describe what your club's meetings will consist of. (What will you be doing each meeting? What information will your officers share? Etc.)

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- II. What activities do you plan on executing this upcoming school year? How? Where? When? Etc.

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