



Club or Organization Application Packet

For the Use of Westview Clubs

In order for your club or organization to stay active, advisor signatures verifying that this handbook has been received and read are necessary.



How To Start a Club / Organization

1. The new club / organization must complete a club request form, club roster, and a constitution, which is included on the google form.
2. The club application will then go through an approval process according to the ASB constitution.
3. For student clubs, the Inter-Club commissioner will then assign a date for a representative from the club to visit ASB. At the ASB Business Meeting the club representative will briefly discuss the purpose of their club, the name of the advisor, and the days and times of meetings. A vote will be taken.
4. Once you have been approved by ASB, your application will need to be routed to get the required signatures: Inter Club Commissioner, ASB Advisor, and Finance Clerk. You will be given a Club Handbook which will explain the following:
 - a. Fundraisers
 - b. Advisor Duties
 - c. Club Officers
 - d. Meeting Minutes
 - e. Community Service
 - f. Finances
 - g. Concession Policy
 - h. Waiver

When you have read the handbook, please sign the waiver (we will give certain instructions on where to submit it). Once ASB has your signed waiver and the required signatures, you will be set up a financial account. Once your account has been activated, you will be considered an ACTIVE CLUB group.

Tips to Remember:

1. For communication, turn in all papers to be approved in the ASB inbox or email interclub. To pick up approved papers, please check for your papers in your club file.
2. All signs to be displayed on campus must be approved through ASB. A limit of 50 signs for your club to post at one time is recommended.
3. When hanging signs on campus, only use the blue painter's tape for glass or painted surfaces (or it will be taken down).
4. When money is spent or earned, it must be reflected in your club minutes.
5. A copy of all club minutes must be dropped off to the ASB Inbox (emailed to westviewwinterclub@gmail.com) in a timely manner.
6. All fundraisers must have an approved Fundraiser Request Form on file.

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Club Roster

Name of Club / Organization: _____

Meeting Day and Time: _____

Location (once back in school): _____

School Year: _____ Quarter: _____

Name of Advisor: _____

Officers:

President: _____

Period 1 Teacher: _____ Room #: _____

Homeroom Teacher: _____ Room #: _____

Period 2 Teacher: _____ Room #: _____

Period 3 Teacher: _____ Room #: _____

Period 4 Teacher: _____ Room #: _____

Email: _____

Home Phone: _____ Cell Phone: _____

Vice President: _____

Secretary: _____

Treasurer: _____

Members (10 required):

1.	9.
2.	10.
3.	11.
4.	12.
5.	13.
6.	14.
7.	15.
8.	16.



Constitution

Article I. Organization

- a. Name of Club / Organization: _____
- b. Purpose of Club / Organization: _____

- c. Time, place and frequency of meetings: _____

- d. Dues, if any: _____

Article II. Authority

- a. Abide by the Associated Student Body Constitution and Associated Policy

Article III. Membership

- a. Membership Requirements: _____

Article IV. Officers and Elections

- a. Titles and duties of officers: _____

- b. Election of officers: _____

Article V. Appropriation

- a. All financial appropriations shall be made at the consent of two-thirds of the members and must be recorded in the minutes of the club or organization.

Note: For High Risk Clubs, the following addendum must be added to the constitution, "Any high risk activity must be carried out off campus on a private basis and that there will be no sponsorship, promotion, or management by the school or PUSD. As for private activities, there is no need for the faculty advisor to be present."



Free Response Questions

Essay:

Why do you want to start a club? Please include what inspired / motivated you and what you hope to accomplish by starting a club at Westview? Write an essay of no less than 100 words and attach to your application.

Short Answers:

Please respond to the following Short Answer Questions and attach to your application.

1. Why have you chosen your specific advisor?
2. Give a description of the average meeting for your prospective club.
3. How will your club increase culture on campus?
4. What steps do you have planned to keep your club members involved without seeing them on campus?
5. Are you familiar with Zoom and capable of hosting online meetings? Do you ever anticipate using Zoom for club meetings?
6. What steps will you take to make sure your club stays active both while you attend Westview and after you have graduated?
7. How does your club plan on spending funds?
8. There may be clubs already established on campus that have similar interests as your own. If this applies to your prospective club, why is your respective club unique compared to other similar clubs on campus? You may need to look at the club list to browse the binders of clubs similar to your own. For assistance contact the Inter Club commissioner at wwinterclub@gmail.com

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Club Application

Name of Club: _____

Description of Proposed Club Activities: _____

Student Organization: _____

Advisor: _____ **Signature:** _____

For ASB Use Only:

Type of Application (circle one): Club / Organization / Sport

Approved by ASB on: _____

Reason for Disapproval: _____

High Risk Clubs:

Make sure to fill out the following forms in order to activate your club:

RM 200-4

Awareness and Liability Release for Privately - Sponsored Activity LSS-19

Assumption of Potential Risk and Release of Liability Agreement for Voluntary Activity

Inter Club Commissioner Signature: _____ **Date:** _____

ASB Advisor Signature: _____ **Date:** _____

Finance Clerk Signature: _____ **Date:** _____

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2020-2021 ASB Finance Cliff Notes

- _____ 1. Club funds are legally owned by the students. A Student signature (club member) on all purple sheets is required to spend club funds.
- _____ 2. ASB is not a credit agency. You cannot spend money you do not have. Reimbursements will not be made unless the club account has the funds to cover the expense. If you need to order items at the beginning of your season and don't have the funds, see the ASB Director and arrangements will be made.
- _____ 3. Pre-approval of purchases over \$500 should be obtained. This is done through the purple form as a P.O. When payment needs to be made, turn in the invoice to Finance and payment will be made without a 2nd purple form. Exception to this is coaching wages paid by the District and reimbursed by your ASB account.
- _____ 4. If your club pays for coaches, anticipate the amount that will be required and make sure that amount is available in your account.
- _____ 5. We are under the watchful eye of the District Office and the Auditors. These are not new requirements, just ones that we must now comply with.

2020-2021 Club Advisor Cliff Notes

- _____ 1. **MEETINGS** - Advisors must be present.
- _____ 2. **VISITORS** - Clubs are only allotted 1 guest visitor per quarter on campus (2 per semester)
- _____ 3. **OFF CAMPUS EVENTS** - require advisor to be there and there are forms to fill out
- _____ 4. **MEETING MINUTES** must be taken and sorted in your club folder (which will be shared with you if you are approved). They are proof to an auditor that this club is active and exists – they want to know kids are making the decisions. Minutes **MUST** reflect all student expenditures. *(We were audited one year and the auditor pulled club binders to look over all paperwork – it happens!)*
- _____ 5. **ACTIVITY / FUNDRAISER REQUEST FORMS** for on and off campus solicitations **MUST** be submitted. There are quite a few laws and regulations surrounding fundraising activities – we are required to have an adequate audit trail to protect YOU. We can better help guide if we know what you would like to do.
- _____ 6. **CUSTODIAL REQUEST FORM** - Clubs requesting a table/tables and/or chairs in the quad for any event must submit one. They are in the ASB room.

Please have advisor initial each line above, sign and date below and return with advisor handbook signed form.

Club Name: _____

Advisor: _____ **Date:** _____

Club President: _____ **Date:** _____

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2020-2021 Club Budget

Club Name: _____ Year: _____

Income:

Type of Income	Estimated / Actual
Donations	
Fundraisers	
Club Rush Sale (items...)	
Awards, Grants	
Subtotal:	

Expenditures:

Type of Expenditure	Estimated / Actual
Equipment	
Apparel	
Supplies	
Banquet	
Conferences	
Subtotal:	

Total (Income - Expenditures): _____ (cannot be negative)

This budget was approved and recorded into minutes on (date): _____

Club President (print): _____ (sign): _____

Club Treasurer (print): _____ (sign): _____

Advisor (print): _____ (sign): _____

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