

Elk Grove High School Associated Student Body
Checklist for Student Club
School Year _____

Establishing a club is a three-step process – Organizing, Application and Approval.

STEP 1 - Organizing

- Participate in Club Rush.
- Schedule and hold an organizing meeting to complete the Application for Student Club. Officers are not to be selected/elected at this time.
- Submit application to controller before the **deadline of Friday 11/1.**

STEP 2 - Application

- Hold a second club meeting to:
 - Complete and approve constitution,
 - Nominate and elect officers,
 - Complete meeting minutes recording election and constitution approvals,
 - Complete Club Information Form.
- Submit completed Club Information Form and required documents to controller before **Thursday 11/7.**

STEP 3 – Financial, if needed

- Stop by and pickup an account report from the controller during lunch ONLY.
- Using your prior year account report as a guide, prepare a budget of all activities planned including fundraising income and expenses.
- Complete fundraising forms for each event
- Complete financial transaction forms for each expense
- Have the club approve budget at a meeting and prepare meeting minutes including the approval.
- Submit the budget, fundraising, and financial transaction forms for all listed on the budget form to the controller before **Friday, 11/15.**

Please note: Failure to submit all required documents by this deadline will result in club not being officially recognized for this school year and club ASB account frozen.

STEP 1

DUE **FRIDAY, 11/1** TO CONROLLER
WITH LIST OF INTERESTED STUDENTS

Elk Grove High School Associated Student Body Application for Student Club Year _____

Complete this form indicating the intent to have an organized club on campus. Forward completed application and list of interested students to the controller by due date in upper right corner.

I. We the students of the Elk Grove High School, request permission to form a Student Club. Attached is a list of the students sponsoring this application.

II. This club will be called _____
and will have as its purpose: _____

III. Mr./Ms . _____ (printed first and last name of certificated faculty member) will serve as the advisor for this club for this school year.

IV. Required attachment: List of interested students.

V. Submitted by:

Student Club Representative: _____
Printed Name Signature

Club Advisor: _____
Printed Name Signature

PROVIDE COMPLETED FORM WITH LIST OF STUDENTS TO CONTROLLER.

DO NOT WRITE BELOW THIS LINE

Principal Approval: _____
Signature

STEP 2

DUE **THURSDAY, 11/7** TO CONROLLER
PROVIDE COPY OF THE BYLAWS AND MEETING MINUTES

Elk Grove High School Associated Student Body Club Information Form

Year _____

(PLEASE PRINT)

Name of Club: _____

Name of Advisor: _____ Department of Advisor _____

Signature of Advisor: _____

Names of Club Officers:

President: _____

Vice-President: _____

Secretary: _____

Treasurer: _____

Day and Time of Club Meetings: _____

Place of Club Meetings: _____

Required Attachments:

- Copy of the student approved club constitution.
- Copy of meeting minutes showing approval of constitution and election of officers.

SUBMIT FORM AND ATTACHMENTS TO CONTROLLER BY THURSDAY, 11/7

Approval:

Principal/Site Administrator: _____
Signature, Title

ASB President: _____
Signature

Recorded in Student Council Minutes on (date): _____

STEP 3

DUE **FRIDAY, 11/15** TO CONROLLER
PROVIDE THE FINANCIAL FORMS AND MEETING MINUTES

Elk Grove High School Associated Student Body

Financial Forms

Year _____

If you will be raising funds, accepting donations, or paying expenses, appropriate forms are required and approved by the student club, ASB council, activities director, and principal.

- Prepare a budget of all activities planned including fundraising income and expenses. Research via Google for estimated costs. Use the budget form as a worksheet.
- Complete fundraising forms for each event where funds will be collected or donated.
- Complete financial transaction forms for each expense requiring a check to be prepared.
- The club membership must approve the budget at a meeting and minutes produced.
- Submit the budget, fundraising, and financial transaction forms for all listed on the budget form to the controller before **Friday, 11/15.**

SUBMIT FORM AND ATTACHMENTS TO CONTROLLER BY THURSDAY, 11/17

Approval:

Principal/Site Administrator: _____
Signature, Title

ASB President: _____
Signature

Recorded in Student Council Minutes on (date): _____