

How to Start a New Club at Dos Pueblos High School

If you want to have an official club, you need to follow these steps.

1. Find a Club Advisor

Use the "Advisor Responsibility Form" to find a teacher to be the advisor of your club. Make sure that he/she is the right person for the job. Fill out the top information on the Advisor Form and leave it with them for their records.

2. Application & Signature Page

Fill out the application to get the adult and student signatures that you need. It has directions for turning it in and what happens next.

3. Write a Constitution

Once your club is approved by the Student Senate, you have two weeks to create your official club constitution. Use the constitution worksheet to help you. Email a copy of your completed constitution to the Leadership Commissioner of Clubs, Casey Fineberg at 525962@my.sbunified.org.

4. Be Prepared

Before beginning official meetings, study the "How to Hold an Official Meeting" worksheet. This will help you to keep records and make sure that club decisions are documented correctly.

5. Build a Budget

During your first official club meeting, complete the "Club Budgeting Worksheet." Make a copy and turn it into the Business Office.

6. Take Minutes to Document

During every meeting your club secretary should have a copy of the "Club Meeting Minutes" and complete it to record the actions of your club. Anything having to do with making or spending money has to be clearly explained in the minutes. *If your minutes have anything to do with money, you need to email a copy of those minutes to Mrs. Irwin in the Business Office at dirwin@sbunified.org.*

7. File Club Minutes in Athletics Office

Hold on to your club minutes until we are back on campus.

DOS PUEBLOS HIGH SCHOOL
CLUB ADVISOR RESPONSIBILITIES

Thank you for your work with clubs/sports/organizations at DPHS!

Name of Proposed Club: _____

Student Contact Info for Club: _____

1. Attend all regular meetings, The advisor must be present and supervise ALL club activities and meetings.
2. Aid your treasurer in keeping a correct and current financial record. No club can maintain a private checking or savings account. All club funds must be deposited with the Business Office. All expenditures must be approved by the club membership and noted in the secretary's minutes. Once an expenditure is approved by the club, then a ***Request for Check or Purchase Order*** form, available from the Business Office, should be completed. If the request is for a purchase order number, please either fill out the form as completely as possible or attach a quote from the vendor. When the product arrives, please give the packing list or invoice noting that the merchandise has been received to the Business Office for payment. If the request is for a check, an invoice or receipt must be attached to the form. Make sure that the Club President/Treasurer and Club Advisor have signed the request or it will be returned.
3. All fundraising and field trips must be approved in advance by Administration and the School Board. Revenue potential forms must be completed for each fundraiser and returned to the Business Office.
 - See the principal's secretary for Field Trip info. Drivers must be approved in advance by the district
 - Fundraising paperwork is available in the Business Office. Note: fundraisers for BTSN and International Day are covered in a "blanket" submission for all clubs. Paperwork does not need to be submitted for these two events.
4. Be sure that all off-campus speakers and guests receive guest passes to be on campus.
5. Volunteers working with students on a long term basis must be cleared by the District, prior to working with students.
6. If possible, schedule your club meetings at least two weeks in advance. Be sure that your club receives publicity and news stories. Meetings may be advertised on DP News by going to dphs.org > DP News > Submit Story.

Dos Pueblos High School

Application for On-Campus Charter Clubs

1. Proposed name of club _____
2. What is the name, grade, and email address of the student applying for the ratification of this proposed club? _____
3. What will be their proposed position in the club? _____
4. What is the purpose of this proposed club?

5. Why is it important to the student body that this club be ratified? What groups of interest will it serve?

6. When and where will the club meet? _____
7. Name of staff club advisor _____
Name of student organizer _____
8. Write the printed names of at least 10 prospective members (with their emails and grade levels).
9. **Email this packet to Ms. Hufschmid at ahufschmid@sbunified.org** for Mr. Holdren to review. Discussion over the proposed club might be necessary.

Mr. Holdren's signature _____
10. Ms. Hufschmid will give it to the Commissioner of Clubs and Organizations to review and prepare for the Senate meeting.

Commissioner of Clubs signature _____
11. You will be invited to the next senate meeting once your application has been approved to discuss the proposed club with the senate. You will receive an email for this.

Action taken by A.S.B. Senate:

Approved (yes) _____ (no) _____

Date: _____

Comments:

**The following students want to be members of the
new DP club called:**

	Name	Grade	Email
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Dos Pueblos High School

Guidelines for the Formation of a Constitution

The Constitution formed and adopted by an organization should state the name and purpose of the organization and should present its operational guidelines. Use the following outline to create your constitution. Label and include all information.

Article I– Organization

- a. Name of organization: What is the name of your club?
- b. Purpose and means of accomplishment: What is the goal of your club?
- c. Time, place, and frequency of meetings: When and where will you meet?

Article II– Membership

- a. Eligibility: Are there any membership requirements? Who can be a member?
- b. Dues: What do members have to pay or do to become members?

Article III– Officers and Elections

- a. Titles and duties of officers: What will each officer be responsible for?
- b. Election of officers: How will the club select officers?
- c. Term of office: How long will each officer's term be?
- d. Recall and impeachment: What will have to happen to remove an officer?

Article IV– Faculty Advisor

- a. Selection: How will the club select its advisor?
- b. Duties and obligations: What will the advisor's role be?
- c. Dismissal: What will have to happen to remove an advisor?

Article V– Amendments to the Constitution

- a. Method of origination: How can someone propose a change to this constitution?
- b. Requirements for adoption: What has to happen for this constitution to be changed?

How to Hold an Official Meeting Guidelines for Club Meetings

NOTE TO CLUB SECRETARIES: Minutes need to be written for every club meeting. Minutes record a general account of what happens during a meeting and should include a sign-in sheet of all members present. A copy of each meeting's minutes need to be turned into the Business Office.

1. CALL TO ORDER

The meeting is called to order by the club president, who rises and says, "The meeting will please come to order." The time is noted in the minutes.

2. PREVIOUS MEETING MINUTES

The minutes of the previous meeting are read either out loud or silently by all. The President asks, "Are there any corrections or additions to these minutes? If not, they stand approved as read." If there are corrections, the president informally directs corrections to be made by the secretary until the president is able to say, "The minutes are approved as corrected." The secretary signs the minutes, "Respectfully submitted." The president may sign them also. This is recorded in the new minutes.

3. REPORTS OF OFFICERS

At this time, all club officers are asked to report on club business. For example, the secretary may report on information received from the school or the treasurer may report on fundraising. Record report information in the minutes.

4. REPORTS OF COMMITTEES

At this time, club members working on special projects are able to report on their progress. Any actions that the club wants to take need to wait until "new business." Record this information in the minutes.

5. UNFINISHED/OLD BUSINESS

Items that were previously discussed but not completed can be brought to the group at this time. Motions can be made for action, followed by discussion, and then voting. Record this information in the minutes.

6. NEW BUSINESS

President asks club members for new topics for discussion. For each topic, motions can be made to take action followed by discussion and voting. Assignments can be made for research or information gathering to be discussed at the next meeting under "unfinished business." Record this information in the minutes.

7. MEETING PROGRAM

If there is a special guest, film, activity, etc. as part of the meeting, this is where it would happen. Record a general description of the activity in the minutes.

8. ADJOURNMENT

This happens after business is finished. The president declares the meeting adjourned and the time is recorded in the minutes.

Club Meeting Minutes

Name of Club:

Date of Meeting:

Time of Meeting:

Location:

1. Meeting Called to Order by:
2. Minutes of the previous meeting, dated _____, were read, corrected, and approved.
3. Communications and Reports (what was discussed and by whom):
 - a. Old Business

b. New Business:

4. Financial Decisions:
 - a. Money to be spent:

Motion by:

Second by:

Vote Count for and against:

- b. Money to be made:

Motion by:

Second by:

Vote Count for and against:

5. Minutes submitted by (signature):

(Attach sign in sheet or have members sign on back of this form.)

(Turn in copy of minutes to business office.)

Club Budgeting Worksheet

Name of Club:

School Year:

Date:

I. Expenses: What do you expect to spend money on?

Expenses:	Dollar Amounts:

Total Income Budget:

II. Revenues: How do you plan to bring in money?

Funding Sources:	Dollar Amounts:

Total Income Budget:

Signature of club member preparing report:

Date:

Signature of club advisor:

Date:

Presented and recorded in Student Senate signature:

Date: