

CHS CLUB CHECK OFF LIST
2009-2010

Club Name:

Club Advisor:

Current Club Officers:

1. President:
2. Vice President:
3. Treasurer:
4. Secretary:

Paperwork to be completed:

☐ Club Application

☐ Club Constitution/Bylaws

☐ Budget Report

☐ Club Info Sheet

☐ Do you need a table for Club Faire??



California High School

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Application for Authorization of Student Club or Organization

- I. We, the undersigned students, request approval to form a student club or organization at _____ (Name of school site).

Attach a list of students sponsoring this application

- II. This organization will be called the _____ and will have its purpose the following:

- III. _____ (Name of teacher) has agreed to serve as the advisor for this organization for the school year.

- IV. We have attached:

1. A copy of the constitution.
2. A copy of the budget of the school year.
3. A copy of the list of officers.

- V. Approved:

School Principal

Date

Advisor

Date

California High School
Constitution of the _____ Club

Article I: Name of club

The official name of this organization shall be

Article II: Purpose

The purpose of this club shall be to

Article III: Membership

Section 1. All members are required to be students of CHS

Section 2. Regular attendance of all club members is encouraged.

Article IV: Officers

Section 1. The officers of this club shall be a President, Vice-President, Secretary, and Treasurer.

Section 2. The officers shall be elected by nomination and majority Vote.

Section 3. The President and treasurer shall be elected in May. All other officers shall be elected at the beginning of the school year.

Section 4. The term of office shall be the school year.

Article V: Meetings

Section 1. This club shall meet _____ on _____.
(How often) (Day)

Section 2. Special meetings may be called by the president with the advisor's approval.

Article VI. Expenditures

All expenditures over \$10 shall be approved by a majority of the club members, recorded in the minutes, and subject to the approval of the advisor and student government, if applicable.

Article VII. Quorum

A quorum shall consist of _____ (1/2, 2/3, or 3/4) of the membership.

Article VIII. Amendments

This constitution shall be amended by a majority vote of the quorum

FOR THE SCHOOL YEAR 20__-__

20__-__
Estimated
Revenues

Total Revenues

20__-__
Estimated
Revenues**Total Expenditures**

Projected Difference Between Revenues and Expenditures
Plus Carryover/Fund Balance from 20__-__
Projected Carryover/Ending Balance

Student Advisor/Principal

Date _____

Club Name:

Purpose:

President:

Vice President:

Secretary:

Treasurer:

Estimated # of members:

Club Advisor:

Signatures of all the above:

Budget: