



## **2021/2022 CLUB RENEWAL PACKET**

### **Packet includes:**

1. Renewal Form (signatures required)
2. Finance & Protocol Form (signatures required)
3. Constitution Form
4. Budget Form (signatures required)

### **Please return the entire packet with all signatures on one of the following dates:**

1. **May 24-27:** Lunch Time In ASB Room
2. **May 26 & 27:** After School (3:10-4 pm) In Front of Dance Room adjacent to Parking Lot



## CLUB RENEWAL FORM 21/22

Club Name: \_\_\_\_\_

Club President (New/Old?): \_\_\_\_\_ Email: \_\_\_\_\_

President Cell #: \_\_\_\_\_

Club Vice President: \_\_\_\_\_ Email: \_\_\_\_\_

Club Secretary: \_\_\_\_\_ Email: \_\_\_\_\_

Club Treasurer: \_\_\_\_\_ Email: \_\_\_\_\_

Advisor Name: \_\_\_\_\_

Meeting Location: \_\_\_\_\_

Meeting Days: \_\_\_\_\_

Meeting Time: (WT is NOT club meeting time) \_\_\_\_\_

Updated Club Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Financial Waiver

I have read and received the Club Handbook. I will follow the procedures listed and abide by the regulations. If for any reason, rules or regulations are not followed, ASB and Finance have the right to freeze my account, which will not allow funds to be received or distributed until the organization/club is back in compliance.

Advisor Signature: \_\_\_\_\_

### IMPORTANT

Any major club decision must be discussed during club minutes and must be documented. One copy must be sent to ASB. If a club continuously fails to turn in their club minutes, ASB and Finance have the right to freeze your account which will not allow funds to be received or distributed until the organization is back in compliance. Also remember that **all flyers posted around campus must first be approved by ASB** with the Westview stamp and one copy must be put in the ASB "Club In Basket" to be filed in your folder. All advertising must be taken down by your club in a timely manner.

**BY SIGNING THIS CONTRACT I AGREE TO ABIDE BY ALL THE RULES AND REGULATIONS STATED ABOVE AND IN THE CLUB HANDBOOK.**

Advisor Signature: \_\_\_\_\_ Date \_\_\_\_\_

President Signature: \_\_\_\_\_ Date \_\_\_\_\_

## 21/22 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 2<sup>nd</sup> 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.
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## 21/22 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 emailed to [wvinterclub@gmail.com](mailto:wvinterclub@gmail.com) or placed in the ASB inbox to be filed in your binder. 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.
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. And I can better help guide if I 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 sign and date below that you have read and will abide by all club protocol listed above.***

\_\_\_\_\_  
Club Name

\_\_\_\_\_  
Advisor

\_\_\_\_\_  
Club President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# CLUB CONSTITUTION 21/22

## Article I: ORGANIZATION

- a. Name of Organization: \_\_\_\_\_
- b. Purpose of Organization:  
\_\_\_\_\_  
\_\_\_\_\_
- c. Time, Place and Frequency of Meetings: \_\_\_\_\_

## Article II: AUTHORITY

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

## Article III: MEMBERSHIP

- a. Membership Requirements (if any):  
\_\_\_\_\_  
\_\_\_\_\_

*The Poway Unified School District (PUSD) is an equal opportunity employer/program and is committed to an active Nondiscrimination Program. PUSD does not discriminate on the basis of race, color, national origin, sex, sexual orientation, ethnic group identification, ancestry, religion, gender, gender identification, mental or physical disability. For more information, please contact Tracy Hogarth, Associate Superintendent, Personnel Support Services, Poway Unified School District, 15250 Avenue of Science, San Diego, CA 92128-3406.*

- b. Duties of Members:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Article IV: OFFICERS & ELECTIONS

- a. Titles & Duties of Officers:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- b. Election of Officers (how and when):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Article VII: APPROPRIATION

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.

**The following addendum must be added to ALL constitutions:**

**Any gathering of students off campus or outside of school hours without proper fieldtrip forms or procedures completed will be considered private and there will be no sponsorship, promotion, or management by the school or PUSD.**

# BUDGET 21/22

Name of Club \_\_\_\_\_

**Part I: Income**

Account Number	Account Description	Prior Year Budgeted Revenue	Current Year Estimated Revenue
	Total		

**Part II: Expenses (attach sheet if needed)**

Account Number	Account Description	Prior Year Budgeted Expense	Current Year Estimated Expense
	Materials (t-shirts etc)		
	Vendors (DJ, services et.)		
	Salaries (stipends etc)		
	Other		
	Total		

**Part III: Ending Balance and Carryover**

Difference between total revenues and expenses: \_\_\_\_\_

Plus carryover (ending balance) from prior year: \_\_\_\_\_

Projected ending balance: \_\_\_\_\_

**Part IV: Budget Approval**

Submitted and Approved by:

Student Club Representative: \_\_\_\_\_

Signature, Title and Date

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

Signature, Title and Date

Approved by:

ASB Club Commissioners: \_\_\_\_\_

Signature, Title and Date

ASB Student Council President: \_\_\_\_\_

Signature, Title and Date

Approved by business office: \_\_\_\_\_

Signature, Title and Date