Dougherty Valley High School
CLUB APPLICATION INSTRUCTIONS

If you wish to be an official Chartered Wildcat club, please complete all requirements detailed in this packet and return to the Administration Office no later than 3:00 pm on September 2nd.

Club Privileges Include:

- Participating in Club Days
- Making announcements about the club in the daily bulletin
- Holding meetings on the DVHS campus and keeping minutes
- Holding fundraisers or sponsoring events.

Mandatory Requirements:

- All DVHS Clubs need to complete the Club Application and Bylaws
- All DVHS Clubs must submit a Club Budget Plan
- Each Club needs to have at least one teacher advisor (in accordance with Ed Code 48933) and at least six student members
- The teacher, as club advisor, must be present at ALL club events, both on and off campus, after school, or on a weekend. This includes events held at other locations off campus and field trips taken during school or after school hours.
- Clubs may NOT engage in potentially dangerous activities that could lead to the injury of one of their members, i.e., martial arts clubs, skiing/snowboarding clubs
- Clubs are responsible for set up and clean up of their events on campus.

TEACHERS: In accordance with District Guidelines each club may only be chartered and active if there is a certificated staff member present at all meetings and activities relating to the club (Ed Code 48933). By signing the Club Application you are agreeing to the mandatory requirements above and agree to locate a substitute faculty member should you be unable to attend a meeting or event with your club members.

President's Meeting:

- A mandatory president's meeting will be held in September during lunch in room 1212. Please listen for announcement in Daily Bulletin.

Club Day:

- One representative from your club will be pre-excused with a pass to the quad ten minutes before lunch to find your table.
- Decorate as you wish (but please follow guidance of ASB teachers) and bring any items you would like to show to other students so they appreciate what you're all about.
- Bring a sign-up sheet so you can stay in touch with students who are interested in your club. (Hint: email lists work well!)

Forms included in this packet:

1. Club Application & Bylaws
2. Sample Club Budget Plan
3. Club Budget Plan

DOUGHERTY VALLEY HIGH SCHOOL

CLUB APPLICATION & BYLAWS

ARTICLE I – Name, Purpose, and Goals

CLUB NAME: _____ SCHOOL YEAR: _____

CLUB ADVISOR: _____

CLUB PURPOSE: (What is the goal of your club? Be creative, but be realistic, too. Think about short-term goals, i.e., weekly and monthly, and long-term goals, i.e., yearly. Write down 3-5 sentences that explain the purpose and goals of your club and a list of what you want to accomplish)

ACHIEVING YOUR PURPOSE: (How will you achieve your club's goals? What actions will you take to work toward its purpose? List your ideas for achieving your goals. Explain how those ideas relate to the purpose of the club)

CLUB AND THE COMMUNITY: (How will your club impact the school and/or the community? What things can the club teach, share, assist with, or use to entertain the student body and/or the community? Be creative is writing down what your club can do to positively impact your school and community)

ACADEMICS AND CAREERING PLANNING: (How can you incorporate learning, academics, and career planning into your club? How can you best prepare your club members for future careers? Identify areas of interest that you can learn more about, and research career opportunities in relationship to your club)

ACTIVITIES AND FUNDRAISERS: (Again be creative! Activities should be fun, related to the club, and you should learn something new from them. Activities can be a field trip or a workshop. Write down a list of ideas for activities for a 12-month period of time)

MEMBERSHIP: (Write down the qualifications required to become a member)

RECRUITING: (Write down your ideas for promoting the club and recruiting new members. List the various forms of media your school has to assimilate information)

ARTICLE III – Meetings & Guidelines

Clubs shall structure meetings with the Club Advisor to fit the needs of the club and to fulfill the goals that have been set. Meetings should be held on a regular basis, with extra time set-aside for club activities, workshops, and fundraisers: (Write down how often and for how long your club will meet)

Meeting Day: _____

Time: from_____ to _____

Location: _____

ARTICLE IV – Club Officers

ELECTION OF CLUB OFFICERS: (Explain how and when officers will be elected, who elects them, how long they will hold office, and what the qualifications of office shall be)

- President : _____ email address: _____

  Responsibilities:

- Vice-President: _____ email address: _____

  Responsibilities:

- Treasurer: _____ email address: _____

  Responsibilities:

- Secretary: _____ email address: _____

  Responsibilities:

ARTICLE V – Financial Responsibility

FINANCIAL RESPONSIBILITY: (In accordance with Educational Code 48932, all groups that fundraise must define their needs and their plans for fundraising. Complete the attached Club Budget Plan, listing the expected revenue from dues, fundraisers, and donations, along with the estimated expenses of the club)

ARTICLE VI – Amendments

AMENDMENTS: (Write down the process in which the bylaws may be amended, i.e., who can recommend a change and what percent of a vote is required)

1. _____ 10._____

2. _____ 11. _____

3. _____ 12. _____

4. _____ 13. _____

5. _____ 14. _____

6. _____ 15. _____

7. _____ 16. _____

8. _____ 17. _____

9. _____ 18. _____

Club President Signature: _____ Date: _____

Club Advisor Name: _____ Email address: _____

Club Advisor's Signature: _____ Date: _____

(For Office Use Only)

Submitted: Club Application & Bylaws Yes ☐ No ☐

Club Budget Plan Yes ☐ No ☐

Date Submitted: _____

Approved by: _____ Date: _____
(Assistant Principal)

Comments:_____

_____

_____

Club Budget Plan

In accordance with Educational Code 48932, all groups who are fundraising must define their needs and their plans for fundraising. A Budget Plan must be on file before a fundraiser will be approved.

Club Name: SAMPLE

Revenue: (How will you make money)

	Amount
Dues (10 members x $15)	*$150.00*
Donations	*$500.00*
Fundraisers: T-shirt sales (25 x $5)	*$125.00*
Total Estimated Revenue	*$775.00*

Expenses: (What you will need the money for)

Item	Quantity	Cost	Total
T-shirts	*25*	*$2.50*	*$62.50*
Field Trip	*1*	*$100*	*$100.00*
Field Trip	*1*	*$200*	*$200.00*
Total Estimated Expenses			*$362.30*

Club Advisor's Signature: _____ Date: _____

Club President Signature: _____ Date: _____

Club Treasurer Signature: _____ Date: _____

(For Office Use Only)

Date submitted: _____

Approved by: _____
(Financial Analyst)

Club Budget Plan

In accordance with Educational Code 48932, all groups who are fundraising must define their needs and their plans for fundraising. A Budget Plan must be on file before a fundraiser will be approved.

Club Name: _____

Revenue: (How will you make money)

	Amount
Total Estimated Revenue	0

Expenses: (What you will need the money for)

Item	Quantity	Cost	Total
			0
	0		0
			0
			0
			0
			0
			0
Total Estimated Expenses	0		0

Club Advisor's Signature: _____ Date: _____

Club President Signature: _____ Date: _____

Club Treasurer Signature: _____ Date: _____

(For Office Use Only)

Date submitted: _____

Approved by: _____
(Financial Analyst)