

Existing ASB Club Packet

Checklist:

1. Read Packet thoroughly
2. Submit Renewal to Activities Director
3. Once Notified of Approval, submit club constitution
4. Submit Signature card to Finance Office
5. Begin doing business as a UMHS Club

UMHS Club Packet

All Clubs on campus must do the following every year:

**1. Submit Club Application or renewal- Advisor signature required (provided)
Both forms located at the back of this packet.**

- Each club needs to have **at least one, certificated, on-campus club advisor*** and at least **ten** student members to be an official UMHS club.
- The club advisor **must be present at all club activities**. This includes meetings during school hours, anything happening on campus after school or on a weekend, and club-sponsored field trips.
- Clubs must hold meetings on campus **at least once per month**.
- Clubs are responsible for the setup and cleanup of their activities on campus as well as any posted flyers or advertisements. **All flyers and posters must be approved prior to posting**. Posters must not be attached to any brick or painted surface and may only be attached with blue painter's tape. Please get teacher's approval before posting on their classroom windows.
- Clubs may not engage in potentially dangerous activities that could lead to the injury of any member.
- Club advisor is responsible for the above.

2. Submit Club Constitution (template provided)

Club privileges include:

- Fundraising on campus & the creation or use of an existing club account in the finance office
- Participation in **Club Day**.
- Making announcements about club meetings and events in the Daily Bulletin.
- Using Student Council poster paper and paints to advertise club meetings & activities.
- Holding club meetings and activities on UMHS campus.
- Submitting photos to UMHS yearbook.

CLUB DAY INFORMATION:

Clubs represented on Club Day must be **ASB approved**, school-sponsored, student-run clubs. Clubs must have regularly scheduled meetings and a staff advisor in attendance at all meetings and club-sponsored activities.

PURPOSE of CLUB DAY:

- Advertise your club
- Recruit new members
- Encourage former members to rejoin

CLUB DAY ARRANGEMENTS:

- A table and one chair will be set up for your club.
- Club members should be at your table as soon as possible at the beginning of lunchtime. You also need to clean up before Block 4 begins.
- Posters will be made by Student Council unless other arrangements are made.
- We ask that you provide a sign-up sheet for potential members with space for contact info (ASB will not do this). This is your opportunity to attract membership.

Club day is always in August. Plan ahead to have club members available to work your table. Also, advise Student Council ASAP of your interest to participate in Club Day.

Club Constitution Template

I. Name: State the name of the organization.

II. Statement of purpose: Briefly explain the purpose of your club with a mission statement.

III. Membership Clause: Please explain the qualifications each member must meet.

IV. Officers: Please explain how officers will be chosen and what they will do, along with a list of who holds what office.

V. Selection of Officers, Term of Office, or Qualifications: Please explain how officers are elected, who elects them, when elections are held, how long they hold office, and what the qualifications of office shall be.

****PLEASE NOTE** ALL OFFICERS MUST BE ELECTED BY POPULAR VOTE OF THE CLUB MEMBERS, AND TERMS OF LEADERSHIP CAN ONLY LAST FOR ONE ACADEMIC YEAR.**

VI. Activities of the Group: Please explain the details of the activities that the group will be participating in, such as meetings, promotional activities, fundraisers, clean campus activities, etc. States the time for regular meetings and provides a method by which special meetings may be called.

VII. Financial Clause: Explain how the club will be raising money, if you plan to raise money at all.

VII. Expenses Clause: Explain how the club will be spending money. This does not need to be specific. The "Needs Plan" will provide specific details.

VIII. Advisors: List the club advisor(s) and have them sign and provide their email.

IX. Amendments: Contains a statement of the method of amending the constitution and the vote required for such amendments.

X. Schedule: States date on which constitution becomes effective.

FOUNDING STUDENT SIGNATURE: _____

FOUNDING STUDENT E-MAIL: _____

ADVISOR SIGNATURE: _____

ADVISOR E-MAIL: _____

Your club will not be approved until there is copy of your club's constitution on file with UMHS Student Council.

For existing clubs, the same Constitution may be used provided that information has remained the same.

Financial Policies and Procedures For UMHS Student Organizations

To meet with state law and the requirements of our annual audit, ALL student organizations must comply with the following financial policies and procedures:

ASB Accounts:

ASB Account usage: Accounts in the UMHS ASB are created for student-run organizations (Student body accounts may not be used for staff purposes). All clubs must have submitted a UMHS Student Club Charter Application and received verification that their club was in fact approved before requesting funds or running a fundraiser. Only approved clubs and permanent student organizations (teams and publications) may have student body accounts.

Inactive Accounts: Under ASB accounting rules, any funds remaining in accounts after 3 years of inactivity will be transferred to the General ASB Account. This is done because the students who raised the money are no longer here to benefit from it.

Carryover: Under ASB accounting rules, at least 80% of the money raised should be spent before the end of the school year. Carrying over more than 20% of funds requires ASB approval.

FUNDRAISING:

Approved Clubs and organizations may conduct fundraisers to raise money to pay for club/group activities, food, transportation, and or conference fees.

Appropriate fundraisers include food sales (within district nutritional guidelines and very strict state guidelines), car washes and selling ads.

Inappropriate fundraisers include raffles and lotteries (considered "gambling") and potentially dangerous activities. If in doubt, ask Mrs. Smith

ALL FUNDRAISERS MUST BE APPROVED:

In accordance with California State Law, all fundraisers must be approved by UMHS ASB Advisor PRIOR TO THE FUNDRAISER. Please submit required forms as soon as possible prior to the event. Late forms may not be approved and returned in time and you may be prohibited from holding your fundraiser.

DO NOT ORDER ITEMS TO SELL OR ADVERTISE until you have received a copy of your application with the appropriate approval signatures. **THE PENALTY FOR HOLDING A FUNDRAISER THAT HAS NOT BEEN APPROVED:** Immediate **STOP** of sales and /or loss of club status for 1 year.

Once approved and prior to beginning of fundraiser, Revenue Potential Form must be submitted to ASB Advisor.

ADDITIONAL FUNDRAISING GUIDELINES:

- You will not be allowed to compete with another organization (i.e. selling similar items at the same time). ~~If you have a specific date in mind you may want to reserve it with Mrs. Smith ahead of time.~~
- Review the food sales guidelines if you wish to hold a food sale during the school day. State law governing food sales does not apply if the fundraiser is being sold 1/2 hour before or 1/2 hour after school. Check with cafeteria manager for final say.
- **Your club advisor must be present** during your fundraiser if your fundraiser is on campus, after 4:00 PM on campus during the school day, or off site.
- You must keep a record of the number of items sold and monies collected. This is for inventory and cash accountability purposes. Attach inventory form to all deposit slips.
- If you are selling tickets of any kind, they must be pre-numbered.
- All money collected must be turned into to finance immediately following your event (Do not keep money in a classroom or on your person). Tally the funds on a Deposit Slip and have your advisor sign as to verify the amount is correct, then turn in to finance. All funds will be deposited in to your account. Again this is for accountability purposes.
- You may not pay bills or make reimbursements out of the cash box. Once the funds have been accounted for and deposited in your club account, you may turn in receipts for reimbursement.
- You must clean up after your fundraiser/event or your club/organization may be charged custodial fees.

Upon completion of your fundraiser, the Revenue Potential/Recap form must be completed and turned in to ASB Advisor. Your fundraiser is not complete and cleared until you have done so. Future fundraisers may be cancelled/postponed until all past fundraisers are cleared.

All Fundraising forms may be found on the UMHS website under Fundraisers.

SPENDING MONEY: Work directly with UMHS finance office to become familiar with financial procedures on campus. If any issues arise, please see Mrs. Smith for help.

APPROVAL TO SPEND MONEY: All expenditures must be approved by a majority of the club body and recorded in the minutes. Keep accurate logs of all club business, including meeting minutes and voting records.

ADVERTISING ON CAMPUS: You are welcome to add announcements to the bulletin by submitting to Anne Kling via email.

Posters must be approved, prior to hanging, by Mrs. Smith. Once approved, posters may only be hung using blue painters tape. Any posters violating these rules will be removed and discarded.

Check with teachers before hanging anything outside their classrooms.

Union Mine High School Student Club or Activity Renewal (For existing clubs only)

We the students of Union Mine High School request permission to renew a Student Club or Activity for the school year _____

This organization is called: _____

Is this a change from last year? Yes: _____ No: _____

The campus advisor is: _____

Is this a change from last year? Yes: _____ No: _____

We request a new ASB account number assigned. Yes _____ No: _____

If a previous ASB account was established, the number is: ASB _____

Student Representative: _____ Date: _____

Advisor: _____ Date: _____

Upon approval, the club must submit a copy of the club's constitution including the following Articles (this must be done every year):

1. Name and Purpose, 2. Membership, 3. Meetings, 4. Officers, 5. Duties of the Members, 6. Elections, 7. Community Service Project, 8. Amendment policy

* Approved by:

School Principal: _____ Date: _____

ASB President: _____ Date: _____

Recorded in Student Council Minutes on (date): _____