

For ASB USE ONLY: This petition has been approved by the TVHS ASB on _____.

Date

ASB Executive Board Member: _____ Activities Director: _____

Signature

Signature

Principal / Site Administrator: _____

Signature



APPLICATION FOR TVHS CLUB CHARTER

I. We the students of Temecula Valley High School, request permission to form a Student Club/Group for the 2019-2020 school year. **Attached** is a list of the students sponsoring this application and herby affirm that they will support and maintain this club/group.

II. This club/group will be called _____

It's purpose will be to: _____

III. Mr./ Ms. _____ (**name of certificated faculty member or head coach**) will serve as the advisor / head coach for this club for the 19-20 school year.

As the advisor / head coach, I understand that (initial by each statement):

_____ I must be **physically present** any time students are meeting as part of this club or team (both on campus meetings and off campus activities).
initial

_____ This group, as are all student groups on campus, must be **open to all TVHS students**, regardless of gender, race, grade level, sexual orientation, or income level.
initial

_____ This group is expected to participate in the **Spring Expo & Cubs on Campus** event on Wednesday, Feb 19, 2020.
initial

_____ I am responsible to follow all of the **policies and procedures** laid out by the district and the school site for fundraising, approving expenditures, reimbursements, hiring of coaches, transportation, volunteering, etc.
initial

_____ This group is responsible for sending a representative to all **Student Senate** meetings throughout the school year.
initial

IV. We have attached:

- Proposed Student Club Constitution (*athletic teams may use the scripted constitution*)
- Proposed Budget for the 19-20 School Year
- TVHS Student Group Roster

V. CLUB MEETING INFORMATION (if applicable)

Club Meeting Time: _____ Meeting Location: _____

Meeting Day(s): _____

VI. Submitted by:

Student Representative _____
Signature Date

Advisor / Head Coach: _____
Signature Date



TVHS STUDENT GROUP ROSTER

Club/Group: _____ School Year: 2019 - 2020.

The following students do hereby affirm that they will support and help maintain the above named club.

CLUB OFFICERS			
OFFICER TITLE	<i>Student Name</i>		Grade
<i>Cell Phone #</i>		<i>Email Address</i>	
OFFICER TITLE	<i>Student Name</i>		Grade
<i>Cell Phone #</i>		<i>Email Address</i>	
OFFICER TITLE	<i>Student Name</i>		Grade
<i>Cell Phone #</i>		<i>Email Address</i>	
OFFICER TITLE	<i>Student Name</i>		Grade
<i>Cell Phone #</i>		<i>Email Address</i>	
OFFICER TITLE	<i>Student Name</i>		Grade
<i>Cell Phone #</i>		<i>Email Address</i>	

STAFF ADVISOR INFO	
Advisor / Head Coach Name	<i>Room Number (if on campus)</i>
<i>Phone Number</i>	<i>Email Address</i>

CLUB / GROUP MEMBERS <small>(athletic teams exempted)</small>			
STUDENT NAME	Grade	STUDENT NAME	Grade

* Attach a separate sheet if more slots are necessary.



CLUB / GROUP BUDGET DEVELOPMENT

Name of Club/Group: _____ Fiscal Year: 2019 – 2020

As of (Date): _____

** If additional slots or space is required, please type elsewhere and attach. ASB can provide an example budget if necessary.*

PART I: REVENUES

ACTIVITY DESCRIPTION	Prior Year Budgeted Revenue	Current Year Estimated Revenue
TOTAL		

PART II: EXPENSES

ACTIVITY DESCRIPTION	Prior Year Budgeted Expenses	Current Year Estimated Expenses
TOTAL		

PART III: ENDING BALANCE AND CARRYOVER

Difference between TOTAL *revenues* and *expenses*: _____

Plus **carryover** (*ending balance*) from prior year: _____

Projected ending **balance** (at year's end): _____

PART IV: BUDGET APPROVAL

Recorded in ASB Minutes on (Meeting Date): _____

Club/Group USE ONLY			ASB USE ONLY		
Submitted By:	Signature	Date	Approved By:	Signature	Date
Student Group Representative			ASB Executive Board Member		
Advisor / Head Coach			Activities Director / Site Administrator		

STUDENT GROUP CONSTITUTION

Purpose/Mission of Club/Group: _____

Article I – ORGANIZATION

Official Club/Group Name: _____

Article II – MEMBERSHIP

The general requirements necessary for membership are: _____

Article III – OFFICERS

1. PRESIDENT

a. Duties: _____

b. Term of Office: _____

c. Qualifications for Eligibility: _____

2. VICE-PRESIDENT

a. Duties: _____

b. Term of Office: _____

c. Qualifications for Eligibility: _____

3. SECRETARY

a. Duties: _____

b. Term of Office: _____

c. Qualifications for Eligibility: _____

4. TREASURER

a. Duties: _____

b. Term of Office: _____

c. Qualifications for Eligibility: _____

Election Process for Officers: _____

Article IV – MEETINGS

Meetings will be held on (day) _____ (time) _____ (location) _____
or may be adjusted by (who & how can meetings be moved) _____.

Article V – APPROPRIATIONS & ACCOUNTABILITY

Section I: All financial appropriations shall be made at the consent of two-thirds of the members and MUST be recorded in the minutes of the organization.

Section II: The club/group shall comply with all rules and requirements set forth by the Associated Student Body. These requirements include but are not limited to submitting meeting minutes, yearly budget, fundraiser requests, and revenue potential forms in a timely manner. ASB will inform all clubs of additional requirements throughout the year.

Article VI – AMENDMENTS

All amendments to this constitution shall require a three-fourths (3/4) majority vote by the membership of the student club unless specific directions are set forth below.

If different than above, describe the method of amending this constitution and vote required for such a vote: _____

Article VII – SCHEDULE

This constitution shall become effective on _____ Signature of Advisor/Coach _____
date *signature*