



Poway High School
Poway Unified School District

Club Application

For the Use of
Poway High School
CLUBS

Complete Applications Turn In to the ASB Room

- **Club Roster**
- **Club Constitution**
- **Club Application**
- **Club Free Response**

In order for your club or organization to stay active, advisor signatures verifying that the PUSD CLUB handbook has been received and read are necessary.

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 Associate Superintendent, Personnel Support Services, Poway Unified School District, 15250 Avenue of Science, San Diego, CA 92128-3406.

How to Start a Club/Organization

Applications are accepted until the 6 weeks into First Trimester

Application deadline for club rush participation September 7

Club Rush is September 19

1. Pick up a club application packet in the ASB room or download one from online.
2. Club Advisor must sign the final page of the PUSD HANDBOOK
3. The new club must complete a club request form, club roster, and a constitution. Turn in all paperwork to the "Club In Basket" in the ASB room.
4. The club application will then go through an approval process with administration.
5. For student clubs, the ASB Club commissioners will then assign a date for a representative from the club to go to ASB to briefly discuss the purpose of their club, the name of the advisor, and the days and times of meetings.
6. Once you have been approved by Administration and you have presented to ASB your club may begin to meet.

PUSD HANDBOOK (available online) After reading the handbook, please sign the waiver on the last page and return to the "Club In Basket" in the ASB room. Once ASB has your signed waiver and the required signatures, you will be considered an ACTIVE ASB group. ASB Club Commissioner will issue you a club binder. Congratulations!

Tips to remember:

- a. For communication, turn in all papers to be approved in the "Club In Basket." Approved papers, Will be placed in your advisor's mailbox.
- b. All signs to be displayed on campus must be approved through ASB. A limit of 20 signs for your club to post at one time is recommended.
- c. When hanging signs on campus only use the blue painter's tape for glass or painted surfaces (or it will be taken down).
- d. Signs can only be posted on green bulletin boards. Or in teacher's classrooms with teacher approval.
- e. When money is spent or earned, it must be reflected in your club minutes
- f. All clubs must keep a club binder with all records. Including but not limited to meeting minutes, attendance, roster, club constitution and all financial records.
- g. All fundraisers must have an approved "Fundraiser Request Form" on file please refer to the PUSD club handbook.

Roster

**required field*

Current School Year: 20 _____

Tri: _____

*Name of Club/Organization: _____

*Name of Advisor: _____

*Meeting Day and Time: _____ *Location: _____

Officers

*President: _____ *Period 4 Room Number: _____

*Vice President: _____

*Secretary: _____

*Treasurer: _____

*President's E-mail: _____

President's Home Phone #: _____

*President's Cell Phone #: _____

Members

(Twelve students are required in order to start a club)

- | | |
|-----------|-----------|
| 1. _____ | 16. _____ |
| 2. _____ | 17. _____ |
| 3. _____ | 18. _____ |
| 4. _____ | 19. _____ |
| 5. _____ | 20. _____ |
| 6. _____ | 21. _____ |
| 7. _____ | 22. _____ |
| 8. _____ | 23. _____ |
| 9. _____ | 24. _____ |
| 10. _____ | 25. _____ |
| 11. _____ | 26. _____ |
| 12. _____ | 27. _____ |
| 13. _____ | 28. _____ |
| 14. _____ | 29. _____ |
| 15. _____ | 30. _____ |

Constitution: Guidelines to writing your own

Please type an original copy.

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 _____
- b.) Duties of Members _____

Article IV.

Officers and Elections

- a.) Titles and duties of officers _____
- b.) Election of officers _____

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 items 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.
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Note: All Clubs must complete proper fieldtrip procedure in order to have a School Sponsored Activity off Campus.

CLUB APPLICATION 2018-2019

PLEASE PRINT OR TYPE

NAME OF CLUB: _____

DESCRIPTION OF PROPOSED CLUB ACTIVITIES: _____

STUDENT ORGANIZERS: _____

ADVISOR: _____

ADVISOR SIGNATURE: _____

FOR ASB USE ONLY:

Type:

Full Sponsored Club _____

Partial Sponsored Club (discussion only) ____

APPROVED ON: _____

REASON FOR DISAPPROVAL: _____

Club Commissioner's Signature

Date

ASB Advisor's Signature

Date

Administrative Rep. Signature

Date

Club Free Response

All answers must be typed.

Essay

Why do you want to start a club? Please include what inspired/motivated you and what you hope to accomplish by starting a club at Poway High School. Write an essay of no less than 100 words and attach it to your application.

Short Answers

Please respond to the following Short Answer Questions and attach it to your application. Be descriptive.

1. Why have you chosen your specific advisor?
2. Give a description of the average meeting for your prospective club.
3. How will your club increase culture on campus?
4. What steps will you take to make sure your club stays active both while you attend Poway High School and after you have graduated?
5. Do you plan to raise and spend funds? If so, how does your club plan on spending funds?
6. There may be clubs already established on campus that have similar interests as your own. If this applies to your prospective club, why is your respective club unique compared to other similar clubs on campus?