

Inglemoor High School

Club Application Information

In order to become an ASB sanctioned club or ASB activity, you must to each of the following:

#1- Fill out the attached "Club Application Form", that indicates that you MUST:

- Have 6 students with ASB cards (if you plan on doing any fundraisers or purchasing items for your club) actively interested in starting and participating in the club.
- Have a faculty advisor who is willing to attend all club meetings and functions.
- Have indicated meeting days, times, and places.
- Have written a mission statement and described the club goals and objectives.

(Note that the "ASB Official Club/Activity" forms can be found online or in the ASB office)

#2- Submit the completed application form to the IHS ASB Mailbox in the main office or to the ASB office in the student center. From there it will be picked up by the IHS ASB and taken to the next ASB Exec meeting for discussion.

#3- Have your Club President attend a scheduled ASB Exec meeting in order to present your proposed club to the executive team.

#4- If approved by the ASB executive board, the club will be submitted to the Staff Leadership team for approval.

#5- If approved by the Staff Leadership team, the club will be submitted to the next ASB general meeting for ASB approval.

#6- Create and turn in a Club Constitution/By laws to the ASB within 1 month of approval.

#7- Create a complete contact info sheet of all their members within 1 month of approval. This must include: name, student number, grade, ASB card purchased, phone number & email address. Also, please note officers and titles/positions.

#8- All clubs must keep minutes to describe their activities and to note decisions made regarding expenses and fundraising. Minutes need to be turned in with all purchases orders for approval. A blank minute template is available on the ASB website or in shared Club President Google Folder

#9- All clubs must turn in a budget form in the spring for a plan of spending for the following year. This is a plan for your expenses, spending, revenue, and carry-over funds.

Club Application Form

Name of Club: _____

Staff Advisor: _____

Student Representative Information:

Name: _____

Email Address: _____

Phone Number: _____

Club Meeting Information: (please be clear, this information will be on the Club Website and will let interested club members know when and where to find you)

Day & Time: _____

Location (include specific room #): _____

Will your club be fundraising? ☐ **Yes!** ☐ **No!**

Club Members (You must have at least 6 definite members with ASB cards to be considered. You may attach an additional sheet if necessary):

1.	11.
2.	12.
3.	13.
4.	14.
5.	15.
6.	16.
7.	17.
8.	18.
9.	19.
10.	20.

Purpose of Club (this will be used on the ASB club list for publicity, so include what you would like students to know):

Describe how your club/activity will make Inglemoor High School a better place:

Proposed Activities (What will your group do? Explain):

ALL clubs must sign off that they understand the following.

Agreement:	Advisor Initial	Club President Initial
We understand that this form must be completed before we can meet as a club. Advisors and officers may meet in advance.		
We understand that all club members SHOULD have paid ASB fees if they are planning on using club materials or competing in competitions and have an ASB card as all clubs and activities use IHS facilities and services.		
We understand that all posters and fliers should be signed off by our club advisor, athletic director, administrator or leadership teacher before they are hung up in the school.		
We understand that all club meetings should have an advisor present.		
We understand that our club is held accountable to all IHS policies and procedures.		
We understand that activities (outside of regular club meetings) may require activity forms to be completed. This includes any activities that take place outside of school.		

Advisor signature: _____

Club Representative Signature: _____

ASB Advisor (Leadership Teacher) Signature: _____

If your club is planning on fundraising or competing (meaning you want to have an ASB account that is either funded by ASB or your own fundraising), your officers and advisors MUST meet with the ASB Advisor or ASB Bookkeeper to be sure that you understand policies that apply to the use of ASB funds. Please initial below to indicate that you understand the state and district policies around fundraising.

All clubs that have ASB accounts must fill out this form to demonstrate understanding of school policies.

Agreement:	Advisor Initial	Club President Initial
We understand that we must complete a fundraising/activity form prior to all events. Those forms must be turned in by the Friday prior to their event so that they can be approved in the weekly ASB Executive Board meeting which occurs each Tuesday morning.		
We understand club dues and collection of fees constitute a fundraiser (an exchange of money) and therefore require the filling out of a fundraiser/activity form.		
We understand that we should attached club minutes to all activity/fundraising forms. We will turn in club minutes approving any expenditures from their ASB accounts by the Friday prior to the date they will need to make a purchase. The ASB executive board can then approve the expenditure in their weekly meeting.		
We understand that the advisor must be present to supervise all fundraiser activities, particular when they involve ticket sales or a cash box		
We understand that all students involved in ticket sales must be trained by the ASB Bookkeeper prior to their event.		
We understand that we must fill out a fundraiser reconciliation form AFTER each fundraiser and reconcile their accounts before funds can be distributed. This should be done within 1 week of the fundraiser.		
We understand that there will be no refunds will be given to parents or students for ASB expenditures unless prior approval has been granted from ASB Exec. A credit card or a purchase order made by the IHS Bookkeeper can be completed at least 2 weeks prior to the item needing to be purchased.		

*** see a member of the ASB Executive Team or ASB Advisor if you have questions about the required procedures or forms BEFORE you plan an activity or fundraiser.

Next steps to becoming an ASB Club:

- ☒ Turn in this form to the ASB Mailbox located in the main office
- ☒ Attend the scheduled ASB Exec board meeting (you will receive an email or text informing you of when this meeting will take place)

Be aware that your Club President MUST be in attendance at the beginning of the next Inglemoor High School ASB Exec meeting in order to present said club to the ASB and answer any questions concerning it. If your club President is not in attendance at the meeting, your club will be tabled until the President is able to attend the meeting.

- ☒ Once your club is approved through ASB Exec, the school Leadership team, and ASB general you will be asked to create a Club Constitution & Roster and turn it into the ASB Office within 1 month of ASB General approval.
- ☒ Remember that all clubs must keep minutes on file and record all expenses, revenues, and donations.

ASB process:

ASB exec approval	_____	date:
Leadership team approval	_____	date:
ASB general approval	_____	date: