

POWAY UNIFIED  
SCHOOL DISTRICT

## CLUB APPLICATION

FOR THE USE OF  
POWAY HIGH SCHOOL CLUBS

## HOW TO START A CLUB

1. Pick up a Club Application form in the ASB office. Return the completed form to the Activities Director.
2. Find a teacher who will agree to become the advisor for the club. Give them the papers regarding advisor duties and the definition of "School Sponsored/Limited Open-Forum" clubs.
3. Complete a Constitution and Club Roster, and then return it to the ASB office (forms available from Activities Director). The club roster must have a minimum of 12 members in order to be considered for approval by ASB.
4. Turn in all completed paperwork to the ASB room, H-1. *\*Please note all campus requirements prior to submitting application; all clubs must follow ASB policies and procedures.*
5. The Club Application will then go through an approval process according to the ASB Constitution.
6. Once approved, read and understand the "Club Handbook" which includes information on:
  - a) Fund-raisers
  - b) Activity Planning
  - c) Parliamentary Procedures
  - d) Financial Procedures
  - e) Leadership
  - f) Club Constitution (Club Constitutions are to be completed and ratified by all club members and officers and returned to ASB for final approval within two weeks of being granted club status.)

## TYPES OF CLUBS

New legislation (CA Education Code 48930, 48932) has established a differentiation between school sponsored (co-curricular) clubs and limited open forum clubs. Each type of clubs must abide by all regulations and procedures established by the PHS ASB Constitution, PUSD School Board Policy, and the California Education Code. The following differentiates between the different type of clubs:

### School Sponsored Club

- Gives students practice in democratic self-government
- Extends and reinforces the instructional program
- Honors outstanding student achievement
- Provides opportunities for community service
- Builds student morale and positive support for the school
- Has a certificated employee act as a participatory advisor
- Has a minimum of 12 participants at all times (including all regular meetings)

### Limited Open Forum Club

- May be political, religious, or philosophical
- Must be student-initiated and student-led
- May have guest speakers but may not have regular attendance by non-school persons
- Must have a certificated employee act as a non-participatory custodial advisor (See 'Advisor Info')
- Has a minimum of 12 participants at all times (including all regular meetings)

### LIMITED OPEN FORUM OUTSIDE OF SCHOOL ACTIVITIES

If after school activities occur on campus, activity and facility forms must be filled out, as with any other non-school sponsored organization. The approval and fees will be dealt with on that basis.

Since the activity is not school sponsored, the school and its personnel are not responsible to oversee or chaperone such activities, parents and community resources must be used.

A club may only be denied access to the school setting, in the Poway Unified School District, if it is seen as a threat to the safety and welfare of the student body or seen as disruptive to the educational process.

Hopefully, this gives you a broad overview of the different roles and types of clubs and club advisors on this campus. In the pages to follow, more specific information will be given. Please read this document carefully, and if you have any questions, see the ASB Advisor for clarification.

### High Risk Clubs

- Each member of the club must complete a PUSD Release of Liability and Assumption of Risk Agreement
- The club advisor is responsible for making sure these forms are complete and on file for an entire school year

- All high-risk clubs must obtain approval from the PUSD Risk Management office, the principal, and the ASB
- The following are example of high-risk clubs that may be approved: bike riding, roller hockey, ice hockey, lacrosse, skateboarding, dancing, and surfing

THESE EXAMPLES ARE NOT GUARENTEED APPROVAL

For more detailed information, read PUSD Administrative Procedure Article 5.0, Section 5.23. (See appendix).

## Campus Requirements:

### 1) "Campus Service Project"

- All clubs must exist to serve a purpose. Simply gathering a group of friends together and talking does not constitute a club meeting. Since, as Titans, we are charged to be community contributors, clubs have the unique opportunity to develop our "community service" skills. Therefore, it is the mandate of the PHS ASB that all clubs participate in a campus service project. These projects must include the following:
  - a. Minimum of 12 participants
  - b. Focused goal of improving an area of campus (painting, clean-up, landscaping, trash removal, etc.) *\*For larger projects, ASB can be petitioned to help off-set any costs.*
  - c. Minimum of 2 hours per semester for each club, each project.
  - d. Approval from ASB Director of each project one week prior to start date.

### 2) Poster and Flyer Regulations

- a. All posters and flyers must be approved by the ASB Director prior to display on campus.
- b. A maximum of 15 fliers and 3 posters may be displayed on campus at any given time.
- c. Blue painter's tape is the only tape allowed to display posters. All other tapes peel off the paint from the walls or leave a sticky residue. As a courtesy to our campus and custodians, we utilize blue painter's tape for all posters and flyers.
- d. Posters are allowed to be displayed for no more than one week. It is the responsibility of the club members to take down all signs at the end of the week.
- e. If flyers are distributed to students (with ASB Director's prior approval) club members are required to pick-up any found on the ground.

#### \*Non-approved posters:

Any non-approved posters displayed on campus will be immediately removed by the custodians. When posters are removed for non-approval, the club will be billed for the custodial services. This service will cost the club the custodian rate of \$18.00 per hour. This clean-up fee will also be incurred for flyers left on the ground.

*It is incumbent upon the club and its officers to plan ahead for advertising. The clubs and officers must be responsible for the thorough clean-up when the advertising is finished.*

## ADVISOR'S INTRODUCTION

Welcome to the world of advisors! This task, traditionally, is one that allows students and staff members to communicate and work together in an area of mutual interest. With the advent of state legislation in 1984 the roles of club advisors have been in transition. It is just now that the true sense of the legislation is becoming clear. Now, steps must be taken to be sure that we are in accordance with this legislation. Stated, as briefly as possible, the Poway Unified School District allows a limited open forum to exist on campus. This means that the school has school sponsored clubs, which are co-curricular, and it has clubs that are religious, political or philosophical in nature, which are not school sponsored, but are allowed club privileges and a custodial advisor.

### SCHOOL SPONSORED CLUB ADVISOR

A co-curricular club is school sponsored. The same privileges and restrictions hold true for these clubs as they have in the past. here are some guidelines:

- The advisor helps establish the framework, which reflects the goals and attitudes of the club and its members and aligns the club to enhance the curricular program.
- The advisor follows prescribed procedures for room usage, finances and activities.
- The advisor must fill out the appropriate paper work, permission slips, liability waivers, and assure the appropriate number of chaperones are present for any event even if it is an after school activity.
- The advisor and the student leaders work hand in hand to set goals and guide the club throughout the year.
- The advisor helps students prepare and submit a yearly budget.
- **The advisor must sign any financial request forms and oversee the spending and earning of club money.**

### LIMITED OPEN FORUM ADVISOR

Clubs that are of a political, philosophical, or of a religious nature are not school sponsored, but enjoy many of the same privileges of a co-curricular club. Here are some guidelines:

- The clubs are under the care of a custodial advisor.
- A custodial advisor is mandated by law not to set goals, dictate policy, run meetings or make their personal or ideological opinions the focus of the club.
- The advisors are there only to insure that the rules of the school are upheld with regard to safety, room use, and financial transactions.
- The club is run solely by the students.

The club is allowed to have speakers from the community be presenters during their meetings, but they must be approved, as all speakers are, through the office. They may not meet with the students on a consistent basis.

\*Last up dated January 5, 2011

*\*Please return this completed form to the ASB Room, H-1, when complete\**

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**Poway High School ASB: CLUB APPLICATION**

PLEASE PRINT OR TYPE

NAME OF CLUB: \_\_\_\_\_

CLUB DESIGNATION: \_\_\_\_\_ School Sponsored \_\_\_\_\_ Limited  
Open-Forum

DESCRIPTION OF PROPOSED CLUB ACTIVITIES & PURPOSE OF CLUB:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MEETING FREQUENCY: \_\_\_\_\_

TIME: \_\_\_\_\_ PLACE: \_\_\_\_\_

STUDENT ORGANIZERS:

1) \_\_\_\_\_ 2) \_\_\_\_\_

3) \_\_\_\_\_ 4) \_\_\_\_\_

FACULTY/CUSTODIAL ADVISOR NAME: \_\_\_\_\_

FACULTY/CUSTODIAL ADVISOR SIGNATURE: \_\_\_\_\_

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***FOR ASB USE ONLY:***

APPROVED/ DISAPPROVED ON: \_\_\_\_\_

REASON FOR DISAPPROVAL: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
CLUB COMMISSIONER DATE

\_\_\_\_\_  
ASB DIRECTOR DATE

\_\_\_\_\_  
PHS ADMINISTRATOR DATE

## CLUB ROSTER

SCHOOL YEAR: 20 \_\_\_\_\_

Semester: \_\_\_\_\_

Name of  
Organization: \_\_\_\_\_

Name of  
Advisor: \_\_\_\_\_

### OFFICERS

President: \_\_\_\_\_

Schedule of President (classrooms):

Vice President: \_\_\_\_\_

Per. 1 \_\_\_\_\_

Per. 4 \_\_\_\_\_

Secretary: \_\_\_\_\_

Per. 2 \_\_\_\_\_

Per. 5 \_\_\_\_\_

Treasurer: \_\_\_\_\_

Per. 3 \_\_\_\_\_

Per. 6 \_\_\_\_\_

### Members:

1. \_\_\_\_\_

13. \_\_\_\_\_

2. \_\_\_\_\_

14. \_\_\_\_\_

3. \_\_\_\_\_

15. \_\_\_\_\_

4. \_\_\_\_\_

16. \_\_\_\_\_

5. \_\_\_\_\_

17. \_\_\_\_\_

6. \_\_\_\_\_

18. \_\_\_\_\_

7. \_\_\_\_\_

19. \_\_\_\_\_

8. \_\_\_\_\_

20. \_\_\_\_\_

9. \_\_\_\_\_

21. \_\_\_\_\_

10. \_\_\_\_\_

22. \_\_\_\_\_

11. \_\_\_\_\_

23. \_\_\_\_\_

12. \_\_\_\_\_

24. \_\_\_\_\_

CLUB CONSTITUTION \* must be typed and returned to ASB upon request and emailed to the club commissioners once approved.

*To be completed and ratified by all club members no more than two weeks after ASB approval*

DUE DATE TO ASB: \_\_\_\_\_

Article I

**ORGANIZATION**

- (a) Name of organization \_\_\_\_\_
- (b) Purpose of organization \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (c) Time, place and frequency of meetings \_\_\_\_\_  
\_\_\_\_\_
- (d) Dues, if any (*only for national organization participation*)  
\_\_\_\_\_

Article II

**AUTHORITY**

- (a) Abide by the Associated Student Body Constitution and Policies.

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 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



(c) Impeachment proceedings (if any)\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Article V      **MEETINGS**

(a) Definition of quorum in regard to voting\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(b) Standing committees\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Article VI      **AMENDMENTS TO THE CONSTITUTION**

(a) Method of organization\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Article VII      **APPROPRIATION**

All financial appropriations shall be made at the consent of the quorum of the members and must be recorded in the minutes of the club. A copy of meeting minutes must accompany all fund requisitions.

Article VIII      **OTHER**

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\_\_\_\_\_

\_\_\_\_\_