

La Costa Canyon High School
2009 - 2010
Club/Organization Application

To All Continuing and New Club/Organization Presidents and Members:

This is the 2009- 2010 club application packet. Please thoroughly read and complete the 3-page application; be as descriptive as you can to ensure the correct purpose of your club is understood. All club applications must be complete in order to be reviewed and approved. Please understand the difference between a School Sponsored Club/Organization, and a Non-School Sponsored Club/Organization. Also, be sure to adhere to the upcoming important dates and deadlines listed on the last page:

- **School Sponsored Clubs** are interest clubs in nature. School Sponsored Clubs **MUST** have regular meetings on-campus at least once a month, are eligible to have an ASB financial account, may hold events on-campus or off-campus and are able to advertise club information. School Sponsored Clubs are eligible to be photographed for the yearbook. Staff advisors **MUST** be present at **ALL** on-campus and off-campus meetings, events, activities, etc. If the staff advisor is not present, the club will be penalized. All on-campus and off-campus events must have pre-approval from ASB, with the proper paperwork on file.

*School Sponsored Clubs will be broken up into 2 different categories:

- Academic**- any club that is related to an academic subject or program on campus.
- Common Interest**- any club centered around a common theme.

- **Non-School Sponsored Clubs** are not sanctioned by LCCHS or SDUHSD. They are only allowed to hold their meetings on-campus, with an approved Non-School Sponsored Request Form on file for the current school year. Since they are not sanctioned LCCHS clubs/organizations, what and how they choose to do off-campus events and activities is of their own accord and may only advertise at school with flyers clearly marked as "non-school sponsored". Groups that cannot be sanctioned include, but are not limited to, religious/philosophical/political and non-CIF teams. Therefore, they are eligible to become a Non-School Sponsored group by filling out the proper forms. Also, if you have a club/organization that plans to hold off-campus meetings, events or activities, without a staff advisor, you should choose to be Non-School Sponsored. The on campus advisor must be present at all on-campus meetings, but it is not necessary for the staff advisor to attend anything held off-campus. If an advisor is not present at ALL on-campus meetings, the club will be penalized.

*Non-School Sponsored Clubs will be broken up into 2 different categories:

- **Community Service**- any club revolving around a community service project or sponsored by an outside organization.
- **Political**- any club based around religion, political affiliation, gender, or nationality.

New important information:

All clubs must adhere to the new state nutritional guidelines and presidents must be prepared to commit to one meeting each month with the commissioner.

All fundraising efforts must be pre-approved by the ASB and have a representative from the sponsoring entity or organization present during the event and collect all funds raised not including the cost of facilitation.

**2009-2010
Club/Organization Application**

1. Club/Organization Name: _____ Date: _____

2. Status (please circle one) **New Club/Organization** **Continuing Club/Organization**

3. Club type (circle one only) **School Sponsored** Academic Common Interest

Non School Sponsored Community Service Political

4. Faculty Advisor (MUST be a teacher/administrator/counselor) (print): _____

5. President or Principle Officer's Name(s) (print): _____
Contact Phone #'s (cell, home, etc.) _____

6. Treasurer/Finance Officer's Name(s): _____
(This is the person authorized to sign requests to spend club/organization funds)

Note: In order to spend club/organization funds, you must have held a formal meeting, with your faculty advisor present, and have voted to approve the expenditure. Formal written and signed minutes must be kept and made available to the ASB Finance Office upon request.

Yes, as the faculty advisor I have read the above note.

ADVISOR'S INTIIAL'S

7. Purpose/Focus of Club/Organization: _____

8. List upcoming project(s) or activities planned for the year and how it will enhance the school and/or serve the student body:

9. Qualifications for Membership: _____

10. List each officer's name, a minimum of two officers is required (president and treasurer), list their office title, the method of selection and the terms and duties of the office. If necessary, attach a separate sheet:

11. Meeting Information: **IMPORTANT!** Note: All organizations/clubs must meet on a regular basis, at least once a month.

Club/Organization Meetings Will Be Held:

Time: _____
Day of the Week: _____
Location/Room #: _____

12. List the method(s) by which the club/organization will be financed (source of operating funds). FYI...you MAY NOT require members to pay dues, but you MAY ask for donations. Be specific about any fundraising plans.

Please Note: ALL club fundraising activities must be reviewed and approved by the ASB PRIOR to that activity's taking place and have a representative from the sponsoring entity or organization present during the event and collect all funds raised not including the cost of facilitation. Do not arrange to pay for things out of your own pocket. The club members and staff advisor are responsible for paying any bills resulting from orders not originating with the ASB Finance Office.

Yes, I the faculty advisor have read the above note.

ADVISOR'S INTIIAL'S

13. Founding membership list. This list must consist of eight LCC students who are committed to joining the club/organization and participating in its activities: (PLEASE PRINT)

<u>Name</u>	<u>Telephone #</u>	<u>Pd3</u>	<u>Name</u>	<u>Telephone #</u>	<u>Pd3</u>
_____	/_____		_____	/_____	
_____	/_____		_____	/_____	
_____	/_____		_____	/_____	
_____	/_____		_____	/_____	

14. All club/organization members agree to abide by the LCCHS Sign-Posting Guidelines. All club posters and materials distributed on campus must bear the signature of the club advisor (indicating that he/she has reviewed and approved them). Posters without this approval will be removed. Material distributed that does not bear a staff advisor's approval will be confiscated. Guidelines will be given out once your club/organization is approved and are always available through ASB/Leadership, located in Room 202.

-----APPROVAL-----

Club/Organization President
Principle Officer: _____
Signature Date

Club/Organization Staff Advisor * _____
Signature Date

* By signing the above, as staff advisor, you agree to attend all meetings, official club activities, review/approve all club posters and materials for distribution by the club and observe fund-raising guidelines. Board policy requires that all extra-curricular activities be properly supervised by a district staff member. Education Code § 48933 mandates that a club supervisor/sponsor be a certificated employee (teacher/administrator/counselor).

FOR OFFICE USE ONLY:

Commissioner of Clubs: _____
Signature Date
Director of Student Activities: _____
Signature Date
Principal/Asst. Principal: _____
Signature Date