

Clubs

To form a club, an Associated Students Application for a Student Club and the Club Information Sheet needs to be completed each school year. This form requires you to have a Club Advisor and specify the when, where and how often a club will meet. Please attach a Club Constitution with the application (a sample constitution is included in the packet) as well as a completed Club Budget.

Club/ Class Budgets

As we start a new school year, 2019 – 2020, please complete the attached Budget Form. Be mindful of reflecting expected activities/ events for the school year, expected deposits and expenses. Keep in mind, this budget can be vague, but everything needs to be on it, even if you're not sure you will use it. This form needs to have both the Student Representative and the Club Advisor sign off on the budget form before it is sent to the Bookkeeper. The Bookkeeper will then forward the form to ASB for approval in ASB Minutes.

It is imperative that a budget be returned as soon as possible. No payments will be made on behalf of the club until this process has been completed.

If during the year, the clubs finds that their expenditures have veered from the original budget, the club may create a new budget to match those expenditures and this amended budget will then be submitted to ASB for approval.

Club/ Class Minutes

Included is a Club Minutes Form that needs to be completed and turned in to me every time your Club or Class meets (Freshman, Sophomores, Juniors and Seniors). Please insure that all students sign the back side of the Minutes Form each time they are present for a meeting. Please list any Check Requests, Purchase Orders or Activity Requests that were approved in your meeting on this form.

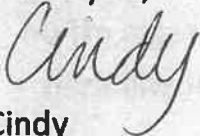
I have also included forms:

- **Revenue Potential Form**
- **Activity Request Form**
- **P.O. / Check Request Form**

Please look over these forms to determine which forms are appropriate for your club meeting. These forms can be picked up in the office on the side counter in file folders.

Should you have questions, please do not hesitate to reach out to me.

Thank you,



Cindy
Bookkeeper

Application for Student Club (for new clubs)

Name of School _____

Associated Students
Application for Student Club

(PLEASE PRINT)

Fiscal Year: _____

I. We the students of the _____ (name of the school), request permission to form a student club. A list of the students sponsoring this application is attached to this application.

II. This club will be called _____
and will have as its purpose: _____

III. Mr./Ms. _____ (name of certificated faculty member) will serve as the advisor for this club for the _____ school year.

IV. We have attached:

A copy of the proposed constitution for this club.

A copy of the proposed budget for this club for the current school year.

Title, powers and duties of the officers and the manner of their election.

Scope of proposed activities.

List of students who are interested in starting this club and interested in becoming members.

V. Submitted by:

Student Club Representative: _____
Signature, Title and Date

Club Advisor: _____
Signature, Title and Date

Club Information Sheet (for clubs approved in the past)

Name of School _____

**Associated Students
Club Information Sheet**

(PLEASE PRINT)

Fiscal Year: _____

Name of Club: _____

Name of Club Advisor: _____

Names, elected position, and contact phone number of all ASB Club Officers:

Day and Time of Club Meetings: _____

Place of Club Meetings: _____

Please Attach:

A copy of the approved club constitution.

A copy of the approved club budget for the current school year.

Submitted by:

Student Club Representative: _____
Signature, Title and Date

Club Advisor: _____
Signature, Title and Date

Approved by:

Principal/School Administrator: _____
Signature, Title and Date

ASB Student Council President: _____
Signature, Title and Date

Recorded in ASB Student Council Minutes on: _____
Date

FCA Huddle Constitution

Article I – Name

The name of the organization shall be the Amador High School Fellowship of Christian Athletes.

Article II – Mission

The mission of the Fellowship of Christian Athletes is “to present to athletes and coaches, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church.”

Article III – Qualifications of Members

As the purpose states, FCA is targeted at reaching athletes and coaches. In order to best reach this group through the Huddle, participants of Huddles are to be current or former members of recognized school athletic teams and those who carry an interest in athletics.

FCA should not become an exclusive “club,” with restricted membership; however, a key principle in FCA’s strategy for reaching “athletes and coaches” is for the commonality of athletics with those in the group to remain obvious.

Article IV – Officers and Elections

- **Section I: Officers to be Elected**

The Amador High School Fellowship of Christian Athletes shall have officers as follows:

1. Captain
2. Co-Captain
3. Recruiter
4. Secretary
5. Treasurer

- **Section II: Qualifications of Officers**

An officer must be a member of the Amador High School Fellowship of Christian Athletes, a paid National FCA Teammate, in agreement with FCA’s Statement of Faith and mission and meet any qualifications set by the school for holding office in an organization that is consistent with FCA’s mission and beliefs.

- **Section III: Duties of Officers**

- A. Captain will preside over all meetings, work with other Huddle officers and Huddle Coaches in planning programs, give direction in setting group goals and demonstrate Christian leadership qualities.
- B. Co-Captain will assist the Captain in any way, inform members of meeting time and place, assist in program planning and take care of any physical needs of the meeting.
- C. Recruiter will promote official membership in FCA by coordinating a fall and spring National Teammate Drive each year, collecting the fees and completing rosters and mailing them to FCA’s Home Office in Kansas City.
- D. Secretary will keep a record of each meeting, handle the Huddle Renewal Form for the Huddle and take care of any other written correspondence.

E. Treasurer will be responsible for all funds acquired by the organization, paying bills and keeping record of all income and disbursements.

- **Section IV: Elections**

Election of officers will be held once a year, preferably during March or April. This will allow newly elected officers to be trained by the existing officers and have opportunity to tend FCA Leadership Camp in the summer. Potential officer candidates will be screened by existing officers and Huddle Coach to ensure their commitments to FCA's beliefs and mission. A majority vote will be necessary for an officer to be elected. In case of no majority, a runoff will be held immediately.

Article V – Meetings

Meetings will be held weekly or twice a month and can be conducted in an atmosphere where fellowship, growth and outreach can be accomplished.

Article VI – Amendments

Amendments to this Constitution may be proposed by any National member. Amendments shall become effective if approved by two-thirds vote of the organization. All policies of the said group must be consistent with the policies of the Fellowship of Christian Athletes Home Office, 8701 Leeds Road, Kansas City, MO 64129, (800)289-0909 or (816)921-0909.

Amador High School Club Meeting Minutes

Club Name _____ The meeting was called to order by _____
 Date of meeting _____ Location of meeting _____ Time of meeting _____
 Minutes of the previous meeting dated _____ were approved as read corrected and approved.
 Officers present: _____

ACTIVITY REQUEST: The following were approved (list or attach a separate list)

EVENT	DATE	PURPOSE
<i>Example:</i> Homecoming Dance	<i>Example:</i> September 1, 2017	<i>Example:</i> To increase school connectedness
1.		
2.		
3.		

Motion by _____ Seconded by _____
 Vote count: For _____ Opposed _____

CHECK REQUEST/PURCHASE ORDER: The following invoices or receipts were approved to submit for payment

PAYABLE TO	AMOUNT/NOT TO EXCEED	ITEMS PURCHASED
<i>Example:</i> DJ Dreamcast	<i>Example:</i> \$500.00	<i>Example:</i> DJ services for the Homecoming Dance
1.		
2.		
3.		

Motion by _____ Seconded by _____
 Vote count: For _____ Opposed _____

TRANSFERS:

TRANSFER TO	AMOUNT OF TRANSFER	REASON
1.		
2.		

OLD BUSINESS:

NEW BUSINESS:

Respectfully submitted by _____ (Club secretary)

Signature of Advisor _____ Date _____

Instructions:

1. Fill out completely and obtain all necessary signatures using first and last names of all members.
2. Attach original meeting minutes to the Activity Request and/or Revenue Potential Form.
3. Retain copy for your club file.
4. **MUST ATTACH A LIST OF ALL CLUB MEMBERS IN ATTENDANCE WITH FIRST AND LAST NAMES. Use Club Sign In Sheet or binder paper.**

Amador High School Club Sign-In

Club	Date
Sign In: Include first and last name	
1.	15.
2.	16.
3.	17.
4.	18.
5.	19.
6.	20.
7.	21.
8.	22.
9.	23.
10.	24.
11.	25.
12.	26.
13.	27.
14.	28.

Amador High School ACTIVITY REQUEST FORM

All school-related student activities, including fundraisers, **MUST BE APPROVED** by ASB and the administration. This form and any forms related to the event/fundraiser must be submitted together to ASB. This form shall be submitted a **MINIMUM OF TWO (2) WEEKS BEFORE THE PROPOSED ACTIVITY.**

PART I – ACTIVITY INFORMATION (To be completed by club/class president.)

- SPONSORING ORGANIZATION** _____
- DESCRIPTION OF ACTIVITY AND PURPOSE** _____

- DATE OF ACTIVITY** (Before selecting your date(s), you must check the Activities Calendar for availability)

BEGIN Date: _____ Day of Week: _____ Time: _____ Set-up Time _____

END Date: _____ Day of Week: _____ Time: _____ Clean-up Time _____

- WILL STUDENT FUNDS BE COLLECTED?** Yes ___ No ___ (If yes, attach REVENUE POTENTIAL Form.)
- DOES ACTIVITY REQUIRE FUNDS?** Yes ___ No ___ Amount _____ Account # _____
(Include copy of completed P.O. or quote for materials/supplies needed.)

6. FACILITY REQUEST

Location	Department Head/Employee	Signature to verify facility availability on specified date
___ Cafeteria	Julie Riffel	
___ Stadium/Athletic Fields	Kaleb Cagle	
___ Gym Estimated set up time _____	Julie Riffel	

7. EQUIPMENT

- ___ Chairs and/or Tables: # Chairs _____ # Tables _____
- ___ Audio/Visual Equipment: Specify _____
- ___ Other: Specify _____

- CHAPERONES** (if necessary): 1) _____ 2) _____
3) _____ 4) _____

Club President/Leader _____ <div style="text-align: center; font-size: small;">Signature</div>	Club Advisor _____ <div style="text-align: center; font-size: small;">Signature</div>
ASB USE ONLY	
Activities Director _____ <div style="text-align: center; font-size: small;">Signature</div>	ASB President _____ <div style="text-align: center; font-size: small;">Signature</div>
ASB Clerk: Funds Available? ___Yes ___ No _____ <div style="text-align: center; font-size: small;">Signature</div>	Principal: Activity Approved? ___Yes ___ No _____ <div style="text-align: center; font-size: small;">Signature</div>

Amador High
PO/CHECK REQUEST FORM

Club: _____ Date: _____

PURPOSE:

PO/CHECK REQUEST WILL NOT BE PROCESSED WITHOUT ATTACHED QUOTE OR INVOICE

AMOUNT: \$ _____

ISSUED TO: _____

CHECK # _____

APPROVED BY:

Administrator Signature _____ **Date** _____

Advisor Signature _____ **Date** _____

Club President Signature _____ **Date** _____

- All check requests must be approved by ASB and must be accompanied by club meeting minutes and sign in sheet.
- Allow 2 weeks processing time for check to be issued.
- After purchase, provide receipt to Account Clerk to be retained with paperwork.