

STARTING A CLUB AT PALOS VERDES HIGH SCHOOL...

2017-2018

Lunch Meeting:
Monday, September 11 in the MPR

Packet Due:
Monday, Sept 18 at 3:00

ALL Club Interviews:
Monday, Sept 25, 2nd per.

ALL Club Interviews:
Wednesday, Sept 27, 2nd per.

Club Council Lunch Meeting:
Tuesday, October 3 in the MPR

Club Rush:
October 4 & 5th during lunch

Checklist of what to do and when to do it:

- 1) First, read the Palos Verdes High School Club Guidelines, the Privileges of Chartered Clubs, the Regulations for Maintaining a Chartered Club, and the details regarding the Club Presentation. You may be asked questions regarding this information during your Club Presentation.
- 2) Clarify and decide the purpose of your club, and find 2 students who will join or hold leadership positions in your club.
- 3) Find a **Faculty Advisor** for your club. Your advisor **MUST be a teacher**. Make sure you explain to your potential Faculty Advisor what the purpose of your club is. Keep in mind: Palos Verdes High School Faculty and Staff are not required to advise clubs. Administration, AD, and the Activities Director may not advise clubs.
- 4) Complete the Club Information and Advisor Form, and the Club Charter form. Have your advisor fill out the Advisor Contract and turn it in with your other two forms. These 3 forms must be turned into the main office (Mrs. Maxfield's mailbox) by Monday, September 18th . NO late forms will be accepted!
- 5) Interview times will posted on September 22nd at the end of 3rd period outside of the ASB room, room 301. Club presidents will NOT be called out of class.
- 6) Follow the details regarding your Club Presentation, but make sure you have completed your Club's Bylaws in time for your Club Presentation. Please bring 2 copies of your Club's Bylaws to your Club Presentation.
- 7) Interviews on Sept 25 & 27. You will be excused from your class (but NO call slip will be issued) and will get a pass back to class. Failure to interview=NO CLUB!

PALOS VERDES HIGH SCHOOL CLUB GUIDELINES

- The Associated Student Body Student Government (ASB) and the Palos Verdes High School Administration have authority over the governance of all student clubs and organizations on Palos Verdes High School's campus.
- ASB Student Government has the authority to require student organizers to officially submit paperwork when presenting new clubs for chartering.
- ASB Student Government has the authority to investigate the operations of any club or student organization that meets on Palos Verdes High School's campus.
- Members of the Palos Verdes High School Associated Student Body (students) are free to organize and join clubs and groups according to their common interests.
- Official chartering and yearly renewal of charters is designed to assist the Palos Verdes High School ASB in maintaining stabilization in a changing student body and to assure that all clubs function in an orderly democratic manner consistent with the mission statement of Palos Verdes High School.
- Any violations of Club Guidelines or any other PVPUSD or Palos Verdes High School policies may result in suspension of the clubs charter.
- The President(s) of each club is/are responsible and accountable for the status of a club charter.
- Major club sponsored events that take place on or off campus, must be first approved by one's Club Advisor and by the Palos Verdes High School Administration, or they are operating unofficially.
- Club Advisors must be certificated staff.
- The Club and any individual associated with said club, shall abide and conform to all Federal Laws, California State laws, all rules and regulations of Palos Verdes High School and all directives of the ASB Student Government organization.
- Any violation of the aforementioned criteria may result in the revocation of a Clubs charter.

PRIVILEGES OF CHARTERED CLUBS

A "chartered" club on Palos Verdes High School campus has the following rights and privileges:

- to use the name of Palos Verdes High School to recruit new members from among the student body,
- to use available school space to hold regular meetings,
- to use available school facilities for special events,
- to have an account in the Associated Student Body Student Store,
- to use the Associated Student Body Student Store for financial transactions,
- to make Palos Verdes High School bulletin announcements, and
- to be listed on the Palos Verdes High School official web-site.
- Chartered clubs in the 2016-2017 school year who remained in good standing do NOT have to interview for the 2017-2018 school year. ALL documents must be turned in on time.
 - You must check with Mrs. Maxfield to confirm your standing.

REGULATIONS FOR MAINTAINING CHARTERED CLUBS

- All Palos Verdes High School Associated Student Body Clubs must be chartered.
- The club must be non-discriminatory, i.e. meetings must be open to all members and interested parties.
- Club Members must be enrolled at Palos Verdes High School.
- A minimum quorum of 5 members must be maintained in order to maintain club status.
- One of the main goals of the club must be to promote the general welfare of Palos Verdes High School.
- A Quarterly Club Report must be submitted once each quarter; the report form will be provided by the ASB Commissioners of Clubs.
 - Club sign-in sheets, which verify who attended the club meetings, must be attached to the Quarterly Reports. The faculty advisor must sign and date the sign-in sheets, thereby verifying that those club meetings did in fact occur.
- Club meetings will be conducted productively and professionally. You must meet at least ONCE a month.
- The club leadership will be required to submit a report that includes the names and contact information of officers and/or club members, as well as other club information. The report will be turned in to the ASB Student Government Commissioners of Clubs and Palos Verdes High School Activities Director.
- All events (meetings, community service projects, banquets, etc.), both on-campus and off-campus, are to be reported to the ASB Club Commissioners on an official Quarterly Report Form.
- Clubs may have off-campus events if:
 - Every club member attending the event has had his or her parent or guardian sign the PVPUSD Assumption of Risk in a Voluntary Program Form. Once club members have completed these forms, the Palos Verdes High School Club Advisor will keep them on file.
 - Club Presidents have turned in a Club Event Request Form. Club Presidents must fill out this form, and get it signed by the Faculty Advisor. Club Event Requests must be turned in the Activities Office, room 301. Clubs will receive an email from the Associated Student Body Commissioners of Clubs to pick up the approved forms of the event. Club Presidents then give approved forms to Geri Zientek, in the Athletic Office, who will put approved events on the Palos Verdes High School Master Calendar. Clubs may not have off-campus events unless they are on the Palos Verdes High School Master Calendar.
- Club's lunch meetings in Faculty Advisors' classrooms do not need to go on the master calendar, and therefore do not need a Club Event Request Form. On-campus events that are anything 'more' than a lunchtime meeting DO need an approved Club Event Request Form. On-campus events that would require a Club Event Request Form include, but are not limited to, fundraisers, collection drives, after school events, etc.
- Club Presidents must respond to emails by club members, the Palos Verdes High School Commissioners of Clubs, students who have questions about their club, or any member of the school community. Emails must be responded to within 48 hours of receiving it (exception: weekends, holidays, vacations).

- Clubs must participate in Club Rush during lunch to promote their club and get members. Club Rush will occur on October 4 & 5 during lunch. Club Presidents are excused 15 minutes early from 2nd & 5th periods to set up their tables. Palos Verdes High School ASB provides the tables for the clubs.
- Club Presidents must communicate meetings and events to club members. They may do so by:
 - a. Adding an announcement to the daily bulletin. Daily bulletin forms are available in the Athletic Office. Verifying their approval, Faculty Advisors must sign the announcement before it is turned in to the Athletic Office.
 - b. Emailing club members (emails collected by Club Presidents during Club Rush)
- Clubs must maintain good standing with the Palos Verdes High School Administration, ASB and Commissioner of Clubs. Clubs that fail to meet any of the above expectations could be disciplined.
- All money collected at club events **must be deposited in the Student Store within one week of collection.** Ways in which clubs may collect money include, but are not limited to:
 - Selling food or products at any of the school carnivals *WITH ASB APPROVAL
 - Collecting money from club members (for club t-shirts, sweatshirts, dues, etc.)
 - Fundraising for club (car washes, candy sales, etc.). These fundraisers MUST be approved by ASB.
- Palos Verdes High School Clubs may not have any off-campus accounts. Clubs that have off-campus accounts will be automatically terminated.
- Clubs must participate in mandatory events, examples include Club Rush, Open House, and the Lip dub/Remember the Tritons Walk/Diversity Food Fair. Participation in these events involves selling goods or promoting the club's purpose to food fair attendees. ASB, Palos Verdes High School, and PVPUSD are not responsible for any money lost by clubs during the food fair. Clubs are responsible for determining amount of goods they buy for food fair.
- The Club President(s) is/are required to attend all Club Council meetings (which are held once a month).
- Participants at all club functions must follow all PVPUSD and Palos Verdes High School rules and policies.
- All publicity: flyers/posters/table tents, must be approved by the Palos Verdes High School Activities Director before going to press and before they are posted on campus. If any of these items are not taken down, clubs could be disciplined.
- All publicity materials can be placed on bulletin boards with BLUE TAPE. Nothing is to be posted by tape on any walls, doors or windows. You may not MOVE anything already posted.
- Chartered clubs must participate in the following school wide spirit events: Club Rush (October 4-5), The PVHS Lip Dub (December 15), 8th Grade Open House (Jan 31) and the Diversity Food Fair (April) and Remember the Tritons (February 24)

MUSTS FOR CHARTERING A CLUB AT PVHS:

The organizers of the club MUST:

1. Complete and sign the **CLUB INFORMATION AND ADVISOR FORM**.
2. Complete and Sign the **CLUB CHARTER FORM**.
3. Write a set of **BY-LAWS** for the club (aka, a club constitution) and present it at their designated club presentation time.
4. Submit completed packet to the ASB Room (room 301).
5. Follow the **Club Guidelines and Regulations**.
6. **Interview and present your idea to ASB. No interview=NO CLUB**

CLUB PRESENTATION INFORMATION

- **Avoid giving your club a general name. If you are fundraising for a certain organization, include that organization's name in the title of your club. If you are participating in a certain activity, include the name of that activity in the title of your club.**
- There must be at least **three people representing the club** when presenting to Student Government. **(HAVING THREE PEOPLE INDICATES THAT THERE ARE ACTUALLY OTHER PEOPLE ON CAMPUS WHO ARE INTERESTED IN YOUR IDEA FOR A CLUB).**
- Prepare a detailed description of your club's purpose and focus for discussion at your CLUB PRESENTATION. It is a good idea to use note cards at the ASB meeting so you don't leave out any vital information.
- You must have a commitment from a faculty member to sponsor your club. (The Sponsor does not need to be at the Club Presentation when your club is presented).
- Be well organized. The manner in which you present your plays a role in whether or not the club is approved.
- Have a copy of all required paperwork for your club at the CLUB PRESENTATION, including your club's Bylaws.
- If your club will be fundraising for an organization, please properly and thoroughly investigate that organization. Find out which percentage of the money you give will go to overhead, and which percentage will go to the people/things in need. Share this information in your presentation.
- Obtain a "Letter of Commitment" from the organization with which you will be affiliated. (A sample is provided in this packet). Bring this letter of commitment to your Club Presentation.

REASONS YOUR CLUB MAY NOT BE APPROVED INCLUDE:

- ✓ Not completing all of the required paperwork, including the bylaws.
- ✓ Not proving interest in your club idea.
- ✓ Not taking the Club Presentation seriously.

- ✓ Your presented club idea is similar to or the same as a club or organization that already exists on campus
(check list posted online at www.pvhigh.com)
- ✓ Your purpose is too general. For instance, you want “to socialize” or “to fundraise”. The socializing must be in a specific manner (participating in a certain game, attending a certain function, etc.), and the fundraising must be for a specific cause and donated to a specific group. All of those details must be worked out BEFORE your club presentation.
- ✓ The organization for which your club is fundraising has not provided a “Letter of Commitment”
- ✓ The administration feels uncomfortable with some aspect of the organization for which the club will be fundraising (for reasons including, but not limited to, what percentage of money goes to help the people or issue). Which clubs are chartered is up to the discretion of the administration.
- ✓ CLUBS that were on probation for the 2016-2017 School year will NOT be approved.

CLUB INFORMATION AND ADVISOR FORM

Club Name: _____

President(s): _____

Club Advisor/Sponsor(s): _____

If applicable: Club Affiliation/Sponsor(s) (Red Cross, Rotary, etc.):

Please read and sign the following:

I (we), the Club President/Founder(s), hereby acknowledge the Club Regulations of the Palos Verdes High School ASB. I (we) will fully abide by these regulations in order to maintain the integrity of the club that I (we) represent and the integrity of Palos Verdes High School.

Club President (Student) Signature

Club President (if there are Co-Presidents)

I (we), the Club Sponsor(s), do agree to sponsor the above club and observe all meetings.

I (we), agree to allow the use of my (our) room(s) on the below day for club meetings.

Club Advisor (Teacher) Signature

Club Advisor (Teacher) Printed Name

Day, Location (Room number) & Time of Meeting



PALOS VERDES HIGH SCHOOL

CLUB CHARTER FORM

Full Name of Club: _____

Official Affiliation (If applicable): (Rotary, Red Cross, etc.) _____

Club Purpose or Main Goal: _____

2017-2018 School Year: BE SPECIFIC!

Teacher Advisor _____

Advisor Phone #/Ext. _____

Meeting (Location): _____

Club President _____

Club President Email: _____

Phone #: _____

Club President : _____

Club President Email: _____

Phone #: _____

Advisor email: _____

Meeting (Time): _____

Weekly Bi-Weekly Monthly

1st period teacher/Room Number : _____

2nd period teacher/Room Number: _____

*These are used for call slips.

1st period Teachers/Room Number: _____

2nd period teacher/Room Number: _____

*These are used for call slips.

Advisor for 2017-2018, Please Initial Below:

_____ I am aware that all money collected at club activities must be submitted with a collection report to the Palos Verdes High School Student Store, and must be placed in my club's financial account, and I am aware that any club reimbursement requests must use a Requisition Report (available in the Student Store) and must include valid and original receipts.

_____ I am aware that all signs posted by this club must be approved by the Activities Director.

_____ I am aware that in 2017-2018, my club will be completing quarterly reports and sending a representative to the Club Council meetings and that **I WILL fill out two CLUB review forms that are used to determine if clubs are truly participating. Your help is appreciated.**

Club Advisor Name: _____

Room#: _____

Club Advisor Signature: _____

Date: _____

Club President Name(s): _____

Club President Signature(s): _____

Date: _____

Palos Verdes High School



Club Advisor Contract 2017-2018

I, _____, advisor to the _____ Club, have read and understand the Club Handbook and Advisor Job Description (next page). I agree to follow the guidelines set forth herein to the best of my ability. If I have a problem with any part of the Handbook, I will seek advice from the Activities Director or Student Store.

Please read and initial each item:

_____ I understand that I must be present at all club meetings, events, field trips, or other official club gatherings in accordance with Ed Code 48933.

_____ I understand that I or any club member **MAY NOT** place any orders with vendors without prior approval. Approval requires a formal club vote in minutes, completed ASB Requisition Request form* submitted to the ASB Student Store, and approval by the Associated Student Body Student Government (ASB). I understand that if I do not have the appropriate approvals, I will personally be responsible for payment of items received.

_____ I understand that all reimbursements **MUST** have **PRIOR** approval. No one will be reimbursed for monies without prior approval.

_____ I understand that my club **MAY NOT** begin **ANY** fundraising activities or host an event (either on or off-campus) without prior approval from ASB. Approval requires a completed Event/Fundraiser Packet* submitted to the ASB Student Store and approval by the ASB Student Government.

_____ Any unauthorized fundraisers/events will result in funds being confiscated by ASB and your club being put on probation.

_____ I understand that Booster clubs cannot conduct fundraising activities on-campus during the school day. Booster clubs are a parent organization and students cannot participate during school hours in booster fundraisers. All monies and candy/supplies will be confiscated by ASB and your booster club could lose its charter.

_____ I understand that I must make deposits in a timely manner for fundraisers that take place off-campus. I also understand that deposits must be made intact and cash from a deposit cannot be used to make any other purchases.

_____ If my club is planning a trip that requires a bus or van, Field Trip Request Form* and ASB Requisition Form* must be completed to cover the costs. In addition, if the club intends to collect funds from students to cover the cost of the trip in full or in part, an Event/Fundraiser Packet* must be completed and processed.

_____ I understand that I am responsible for advising club members of the rules and regulations stated in the Club Handbook (available on Student Activities Website).

*All forms available on in the athletic office through Geri Zeintek OR in the Activities Office (room 301)

Club Advisor Signature

Date

Club Advisor Responsibilities

All Club advisor responsibilities are as follows:

Meetings:

1. Make sure students have turned in a copy of the club's constitution and that the club is chartered by ASB. Applications for new clubs and continuing clubs are on the Student Activities website.
2. Advisors must supervise and attend **EVERY meeting or activity planned on-campus; and any formally recognized club activities held OFF-campus.**
3. Keep track of attendance and monitor behavior. Verify that the club president keeps a record of the minutes and financial reports from each club meeting and that this paperwork is available upon request by the ASB Commissioners of Clubs.
4. Assist students in making their own decisions. Help student to clarify their goals, to work through their problems, to plan activities, and to continually evaluate their efforts.
5. Supervise nomination and appointment of club officers and members, and be sure that the process follows the club's constitution/ASB Constitution.

Events:

1. Be aware of all events and actions being planned.
2. Be sure that the District Office signs contracts with outside companies.
3. Be sure that all events planned are chaperoned. Evening activities will be limited due to supervision and facilities space. ASB will be given priority for sponsoring events.
4. All on-campus events must be approved by ASB. Clubs will need to complete an Event/Fundraising Request Form (found in the ASB room). For events using on-campus facilities request form and submit it to the office.

Money:

1. The advisor must attend a Club Forms and Records meeting with the Activities Director and fill out TWO club review sheets at two points during the year.
2. Facilitate purchase of materials for fundraisers and events; make sure that ALL MONEY is run through the ASB Student Store.
3. The students must make all financial decisions and said decisions must be recorded in the official minutes from a formal meeting.
4. Deposits and reimbursements must use specific forms that are found in the ASB room. There are samples of these forms included in this packet.
5. Clear all fundraising through the Activities Director and the ASB Student Government. Clubs must fill out an Event/Fundraising Request Form. All fundraising must meet the healthy food guidelines, which are also included in this packet.
6. The purpose of all fundraisers must be made clear up front to all possible donors or participants.

Advertising:

1. Approve and sign all club announcements.
2. Supervise publicity and ensure that all publicity is approved and stamped by ASB prior to posting; clubs will lose their publicity rights if they post publicity that has not been stamped.

Field Trips:

1. Complete appropriate paperwork for field trips as required by the District Office.
2. Obtain Health/Permission slips when necessary and keep them on file for the year.
3. Fill out transportation requests and arrange for transportation.

Palos Verdes High School Clubs BY-LAWS Information Sheet

By-Laws defines the primary characteristic of the club. It serves as the fundamental instrument of how the club functions. All by-laws relating to the same subject should be grouped together under one article or section.

The following is the order of Articles:

| | |
|--------------|--|
| Article I | NAME |
| Article II | PURPOSE |
| Article III | MEMBERS |
| Section 1. | Types of membership, active, and passive |
| Section 2. | Qualification of Membership |
| Section 3. | Any required fees or dues |
| Section 4. | Provisions of resignation |
| Article IV | OFFICERS |
| Section 1. | Duties of Officers |
| Article V | ELECTIONS |
| Section 1. | Method of elections |
| Section 2. | Length of term |
| Article VI | MEETINGS |
| Section 1. | Time and place of regular meetings |
| Section 2. | Special meetings procedures |
| Section 3. | Number constituting a quorum |
| Article VII | EXECUTIVE BOARD |
| Article VIII | COMMITTEES |
| Article IX | PARLIAMENTARY PROCEDURE |
| Article X | AMENDMENT OF BY-LAWS |
| Article XI | POLICIES AND ACTIONS |

The following articles are written out for you. Please include them in your bylaws.

Article IX - Unless suspended, all meetings will be run according to Robert's Rules of Order, Newly Revised.

Article X – These by-laws may be amended by a majority vote of the members provided that a quorum is present. If such amendments pass by the majority, it a new copy of the By-laws must filed with the Palos Verdes High School Commissioners of Club and Activities Director.

Article XI – The club and any individual associated with said club, shall abide and conform to all Federal Laws, California State Laws, all rules and regulations of Palos Verdes Peninsula Unified School District, and all directives of the ASB Student Government. Any violation of the aforementioned criteria may result in the disciplinary action taken on the club charter.

Letter of Commitment Sample

Organization's Letterhead

Organization
Organization's Address

Date

Palos Verdes High School
ASB and Administration
600 Cloyden Road
Palos Verdes Estates, CA 90274

Reference: Letter of Commitment for our organization and Palos Verdes High School

Salutation/Greetings

Dear Ms./ Mr. (addressee)/ To whomsoever it may concern,

In the first paragraph, detail the agreement between the organization and the members/leaders of the Palos Verdes High School club with which it will be affiliated. Include expectations of club members and its leaders.

In the second paragraph, include any specific expectations of the school (Palos Verdes High School) and its administration.

Valediction,

(Signature)

(Name and title of representative from organization)

CLUB RUSH INFORMATION
Thursday & Friday, October 4-5

Lunch

Clubs represented on Club Rush must be **ASB approved, school-sponsored**, student-run clubs. Clubs must have regularly scheduled meetings and a staff advisor in attendance at all meetings and club-sponsored activities.

PURPOSE of CLUB RUSH:

1. Advertise your club
2. Recruit new members
3. Encourage former members to rejoin

CLUB RUSH ARRANGEMENTS:

1. A table will be set up for your club. You will share a table with another club.
2. You will need to bring a sign and/ or any other advertising for your table and club. It can be no bigger than standard poster board size.
3. Club Presidents ONLY are excused 15 minutes early from 2nd/5th period to set up their tables. Presidents are also responsible for clean up before 3 or 6th period begins. **Late passes will not be issued.**
4. We will provide you a sign-up sheet for potential members with space for contact info. You must turn this form in to the Commissioners of Clubs at the end of lunch on October 5th. We will make a copy of your list and return the original to you.

If you have any questions, please see Mrs. Maxfield via email at maxfieldj@pvpusd.net or contact the ASB Commissioners of Clubs.

Club Checklist for Sept 18.

- _____ Download packet and ATTEND a mandatory lunch meeting in the ASB room on Sept 11.
- _____ Find TWO members who want to join/form this club with you.
- _____ Find a TEACHER who is willing to be your club advisor.
- _____ Have your ADVISOR fill out the CLUB ADVISOR CONTRACT. (page 9)
- _____ You and your advisor fill out the CLUB INFORMATION AND ADVISOR FORM (page 7)
- _____ YOU fill out the CLUB CHARTER FORM (page 8)
- _____ Write a set of BY-LAWS (follow the format on page 11)
- _____ Obtain commitment letter (if needed) from outside organizations you'll be working with. (page 12)
- _____ Staple page 8, 7, 9 together and HAND IN to Mrs. Maxfield's mailbox by September 18^h.

Checklist for Sept 21st-October 4th.

- _____ Check the ASB room for Interview Time at the end of the day on Sept 21.
- _____ Come to your interview. We will NOT be sending call slips to you. We will email an excuse list to teachers and it is YOUR responsibility to know what time you're supposed to be here.
- _____ BRING 2 copies of the By-Laws to your interview.
- _____ Check the approval list on October 2. IF approved, ATTEND a meeting at lunch on October 3.
- _____ RECRUIT at Club Rush on October 4 & 5 at NUTRITION & LUNCH.
- _____ TURN IN Club rush sign up sheets at the end of Lunch.
- _____ Pick up your club rush sign up sheets in your notebook on starting on October 23.
- _____ Organize your club and HOST your first meeting by November 23rd.