

Oak Valley Middle School ASB  
POWAY UNIFIED SCHOOL DISTRICT



Thank you for taking the initiative to form a club at Oak Valley Middle School! This packet contains the steps you must take and the documents that must be completed for the ASB and principal to approve your ideas for a student club at Oak Valley. The teacher who has agreed to sponsor this club can help you fill out the materials.

Steps to forming a club:

1. Identify a purpose for the club to exist.
2. Get a certificated staff member to agree to be the sponsor (teacher, counselor, librarian, assistant principal, etc.).
3. Complete the paperwork (with the help of the sponsor).
4. Submit the paperwork to the ASB for approval (Mrs. Abboud room 304)
5. Have fun in your new club!

Here are the documents that need to be completed:

1. Club Advisor Checklist
2. Application for Starting a Student Club
3. Club Constitution Format
4. Tentative Budget for the Proposed Club (ONLY if expenses are associated with the club)

*All student clubs operate under the supervision of the school's ASB and at the approval of the principal. Therefore, you must be aware that you agree to certain responsibilities when you sign on as a sponsor for a club. The Poway Unified School District (PUSD) is an equal opportunity employer/program and is committed to an active Nondiscrimination Program. PUSD prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived race, color, ancestry, national origin, nationality, immigration status, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression or association with a person or a group with one or more of these actual or perceived characteristics.*

All Clubs Must:

1. Complete the paperwork.
2. Have a faculty sponsor.
3. Get approval from the ASB & Principal to be a Club.
4. Have officers.
5. Have meetings.
6. Keep minutes of the meetings: the minutes of the meetings must include approval of all expenditures from the club's accounts if they maintain money with the ASB
7. Get approval before any fundraising events or reimbursement take place.

**Oak Valley Middle School  
POWAY UNIFIED SCHOOL DISTRICT**

**Name of Club:** \_\_\_\_\_

**CLUB ADVISOR CHECKLIST**

- Any club that meets MUST have a PUSD faculty advisor to oversee all operations and to be present at each meeting. This is for student safety and District accountability. Club leaders and members may ONLY meet online with the staff member present using the staff member's PUSD Zoom login. Official Club communication must also go through the staff member's email.**
  
- If the club intends to bring in volunteers and speakers from outside of PUSD, pre-approval by Administration is required with at least two weeks' notice. All visitors must sign in at the front office and the advisor must be present at all times.**
  
- Clubs may not bring in or have outside food delivered during school hours unless approved by the administration team ahead of time.**
  
- Club advisors have the discretion to remove disruptive students from club activities and meetings.**

**II. FUND RAISING (if applicable)**

- Advance approval of the principal and the ASB council shall be obtained by student organizations wishing to collect funds for any purpose.
- Door to door solicitation by students is not permitted.
- Lotteries and raffles are not permitted.
- Fund-raising records should be maintained by the club advisor and should be available for audit at any time by the district auditor.

Fund-raising records should have the following information:

- a. Name of all students that participated in the fund raising
- b. Total amount turned in by each student
- c. Total amount deposited to the club account

All collections should be deposited to the financial office daily.

**IV. CLUB COMMUNICATION**

- The club secretary must provide an update to the ASB each trimester. This update may be emailed to the ASB advisor or typed and delivered to the ASB room. It is the responsibility of the advisor to maintain a copy in the classroom as well.

Acknowledged by: \_\_\_\_\_

Print Advisor's Name: \_\_\_\_\_

Date: \_\_\_\_\_

# Application for Student Club

(A new application must be submitted at the beginning of each school year)

I. The following students of OVMS request permission to form a Student Organization:

_____	_____
_____	_____
_____	_____
_____	_____

II. This organization will be called:

\_\_\_\_\_

and will have as its purpose:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

III. The following person will serve as the advisor for this club for the school year:

_____	_____
Name of Faculty Sponsor	Room Number

IV. We have attached the following completed documents:

- a. A copy of the proposed Constitution for this organization.
- b. A copy of the budget for this organization for the school year.

V. Submitted by:

_____	_____
Student Representative Signature	Date
_____	_____
Faculty Sponsor Signature	Date

VI. Approved:

_____	_____
School Principal Signature	Date
_____	_____
ASB Director of Clubs Signature	Date
_____	_____
ASB Advisor Signature	Date

Recorded in the ASB Minutes on: \_\_\_\_\_

Oak Valley Middle School  
POWAY UNIFIED SCHOOL DISTRICT

# Club Constitution for \_\_\_\_\_

\_\_\_\_\_  
Name of Club

## Article I: Name, Purpose and Authority

The name of the organization will be \_\_\_\_\_

This organization will have as its purpose: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Article II: Membership

All students enrolled at Oak Valley Middle School are eligible for membership.

## Article III: Meetings

Meetings will be held on the following days and times, unless a special meeting is called:

\_\_\_\_\_  
Days (every Wednesday, the 3<sup>rd</sup> Wednesday, etc.)

\_\_\_\_\_  
Time

\_\_\_\_\_  
location

## Article IV: Club Officers

The club officers may consist of the following: President, Vice President, Treasurer (only if you are holding monies with the ASB), and Secretary.

## Article V: Responsibilities

The club President may have the following responsibilities: preside over meetings of the club; call special meetings of the club; and plan and prepare an agenda for the club meetings.

The club Vice President may have the following responsibilities: to serve as the club President if the President becomes unable to fulfill his/her duties either temporarily or permanently; and to support the club President.

The club treasurer may have the following responsibilities: maintain complete and accurate records of all club receipts and disbursements; oversee club fund-raising efforts; and supervise the preparation of the club budget.

The club Secretary may have the following responsibilities: maintain accurate minutes of each club meeting; and carry out all correspondence for the club. Additionally, it is the secretary's job to provide trimester reports to the ASB when asked.

## Article VI: Elections

The club will hold an election of officers once a year. The voting will take place by secret ballot.

\_\_\_\_\_  
Faculty Sponsor's Name & Signature

\_\_\_\_\_  
Date

**THIS PAGE IS ONLY NECESSARY IF YOU ARE  
HOLDING MONEY WITH THE OVMS ASB.**

**Proposed Budget for**

16055 Winecreek Rd  
San Diego, CA 92127

\_\_\_\_\_  
Name of Club

\_\_\_\_\_  
School Year

Complete this form **ONLY** if you intend to raise and expend money in association with this club. If you need additional lines, add them.

**INCOME:** Where will the money come from for this club?

*Name in dollar amounts how much you expect to receive and/or make by fundraising.*

Donations: \$ \_\_\_\_\_  
Fundraising Activities: \$ \_\_\_\_\_  
Other (Name it): \$ \_\_\_\_\_  
  
Total\* \$ \_\_\_\_\_

**EXPENSES:** How will you spend the money you receive?

*Name the activities you will pay for and/or the supplies you will buy with the funds.*

*How much will these activities and/or supplies cost?*

1.	_____	\$	_____
2.	_____	\$	_____
3.	_____	\$	_____
4.	_____	\$	_____
5.	_____	\$	_____
6.	_____	\$	_____
7.	_____	\$	_____
8.	_____	\$	_____
9.	_____	\$	_____
10.	_____	\$	_____
	Total*	\$	_____

- Income and Expense totals must be the same for a balanced budget.

