



Club Application 2023-2024

Oak Valley Middle School Associated Student Body (ASB)

Poway Unified School District

Prospective Club Name: _____

Advisor Name: _____ Room #: _____

Advisor Signature: _____

This verifies that this handbook has been received, reviewed and will be complied with in order for your club to remain active.

How to Start a Club/Organization

Checklist:

- Read all information in this packet with other club officers
- Complete a club roster of all members at this time. **Be sure to have at least 4 members**
- Create and complete a club constitution. Use the form enclosed as a guide to write your draft
- Complete the club goals and objectives page
- Complete the Projected Budget Form
- Bring all completed forms bound together neatly to the ASB room. The club must also keep a copy for give the advisor
- The Associated Student Body (ASB) will review your packet.

If approved by ASB, you are an official club/organization at OVMS!

Nondiscrimination Philosophy and Policy Statement

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. For more information, please contact: Title IX/Equity Compliance Officer, James Jimenez, Associate Superintendent of Personnel support Services, Poway Unified School District, 15250 Avenue of Science, San Diego, CA 92128, 1-858-521-2800, extension 2121, jjimenez@powayusd.com. For students, you may contact Title IX Coordinator/504 Coordinator Jamie Dayhoff, Director of Attendance and Discipline, Poway Unified School District, 1-858-521-2840, jdayhoff@powayusd.com.

Club/Organization Officers & Duties (suggested)

The club officers are critical to the success of a club. Their time and dedication can help ensure that a club will be fun and productive.

<p>President The president is the leader of the club. The club is usually only as effective as the president, who must be committed to the goals and purposes of the organization. The president presides over and conducts meetings according to parliamentary procedures. The president is also responsible for developing agendas, scheduling fundraisers, creating a budget, and working with the club's advisor.</p> <p>Club President:</p>	<p>Vice President The Vice President assists the president in carrying out his/her duties. In the absence of the president, the Vice President presides at club meetings and carries out all additional responsibilities normally done by the president. The most important role of the Vice President is to oversee all committee work.</p> <p>ClubVP :</p>
<p>Secretary The Secretary must take accurate notes at all meetings and prepare minutes. In addition, the Secretary prepares correspondence on behalf of the club. The Secretary assists the President in keeping permanent records for the club and copies of all minutes and committees reports. The secretary maintains a copy of the club constitution and the club handbook for reference when needed.</p> <p>Secretary Duties</p> <p>Complete any required club correspondence Submit a copy of minutes to the ASB "In" Box</p> <p>Club Secretary:</p>	<p>Treasurer (if applicable) The club treasurer is responsible for maintaining accurate financial records for all expenditures. The treasurer reports all money spent and collected and of the account balance.</p>

OVMS CLUB GUIDELINES:

1. Clubs are open to all OVMS students
2. Club advisors must be present at all official meetings
3. Clubs must submit a report summary of meetings/agendas/activities EACH trimester. These must be turned into the ASB room, 304.
4. Clubs may not have outside food brought in during school hours.

Club Organization and Goals

Goal/Objective	How your club plans to carry out this goal:
Goal #1	
Goal #2	

Projected Club/Organization Budget Form

1. Name of the Club
2. Advisor of the Club
3. This club will be fundraising: Yes No (If "no" then skip to #7)
4. This budget is for funds appropriated for the 2032/24 school year.
5. Projected Generated Income (How much money do you think you will make?).

Name of Projected Fundraiser	Projected Amount	Projected Dates
	\$	
	\$	
Total Expected Generated Income	\$	

Projected Expenses

- a. This is composed of any expected costs or purchases.
- b. Expenses: Make sure all purchases are approved in your minutes and submitted to the ASB in Box before requesting payment or reimbursements.

Name of Projected Expense:	Projected Amount:
	\$
	\$
	\$
	\$
Total Expected Expenses:	\$

Presented and recorded in ASB Minutes:
Signature, Title and Date:

