

	<p style="text-align: center;">San Marino High School Associated Student Body</p>
	<p style="text-align: center;">Advisor: Mrs. Rushing 626-299-7020 ext. 3406 crushing@smusd.us</p>

This packet must be fully completed and turned into the ICC box (or emailed to asb.icc@gmail.com if quarantine is still in place) (located in the A.P.O.) for consideration by the end of first quarter on 10/8/2021 or third quarter on 3/11/2022. This form was updated on 8/30/21.

SMHS CLUB CREATION

It is possible to secure a charter for a non-curriculum club if the following conditions can be met:

1. It can be demonstrated that the need exists for a new club. The proposed club should have a unique function that does not exist within the already founded clubs.

2. It can be demonstrated that there are enough students who express sincere interest in creating and maintaining it.

3. It can be demonstrated that this club provides service for the school.

4. It can be demonstrated that the club will remain active throughout the year.

5. It can be demonstrated that the club charter will be renewed annually.

6. It can be demonstrated that a faculty or staff member can be secured as an advisor. This means a faculty member or staff is willing to be present at all club meetings and events, both on campus and off campus.

7. It can be demonstrated that the club will obey all rules established by school and district administration, ASB, Interclub Council President, and the San Marino High School Interclub Council Code.

8. It can be demonstrated that the club can provide 3 hours of community service per member per quarter.



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Petition for the Chartering of a New Club

Name of Proposed Club: _____

Person submitting this petition: _____ Grade: _____ Date: _____

E-mail: _____ Club Email: _____ Student ID: _____ FB?: _____

Purpose of the club (you must attach your **constitution** to this form)

Membership requirements:

Dues/membership fee (if any): \$_____ We suggest you make an example application!



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Elected officers are as follows:

1. Must have at least 2 underclassmen
2. Seniors are not allowed to start new clubs
3. If you have more than the space provided type a new list

President: _____ Grade: _____ Treasurer: _____ Grade: _____

Vice-President: _____ Grade: _____ Events Coordinator: _____ Grade: _____

Secretary: _____ Grade: _____ Publicity: _____ Grade: _____

The following students do hereby affirm that they will support, help, maintain, and become members of this club:

1. _____ 7. _____

ID: _____ Grade: _____

ID: _____ Grade: _____

2. _____ 8. _____

ID: _____ Grade: _____

ID: _____ Grade: _____

3. _____ 9. _____

ID: _____ Grade: _____

ID: _____ Grade: _____

4. _____ 10. _____

ID: _____ Grade: _____

ID: _____ Grade: _____

5. _____ 11. _____

ID: _____ Grade: _____

ID: _____ Grade: _____

6. _____ 12. _____

ID: _____ Grade: _____

ID: _____ Grade: _____

13. _____ 20. _____

14.	ID: _____ Grade: _____	21.	ID: _____ Grade: _____
15.	ID: _____ Grade: _____	22.	ID: _____ Grade: _____
16.	ID: _____ Grade: _____	23.	ID: _____ Grade: _____
17.	ID: _____ Grade: _____	24.	ID: _____ Grade: _____
18.	ID: _____ Grade: _____	25.	ID: _____ Grade: _____
19.	ID: _____ Grade: _____		

IF YOU HAVE MORE THAN 25 SIGNATURES (WE HIGHLY ADVISE YOU HAVE MORE), THEN TYPE IT ON AN EXCEL SHEET!



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Projections Sheet

Why are you making this club?

How often do you plan to meet per month?

How do you plan to fulfill your semester community service requirement?

How will you relate your events towards your purpose?

Quarter Projections (Attach any additional information to this sheet i.e. Mock Project Approvals and fundraisers)

1st Quarter: What events are you planning this quarter? Details?

2nd Quarter: What events are you planning this quarter? Details?

3rd Quarter: What events are you planning this quarter? Details?

4th Quarter: What events are you planning this quarter? Details?



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ADVISOR CONTRACT

I, (name) _____, hereby agree to advise (club name)_____.

I understand that I must be present at all club meetings and events, both on and off campus, unless excused or told otherwise by the administration.

I understand that I am responsible for supervising the financial records of the club.

I understand that I am limited to advising a maximum of two clubs per year.

Advisor Signature

Date

The following action has been taken in regard to this petition:

ASB Decision:

ASB President's Signature

Approved: _____ Disapproved: _____ Date: _____



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Sample Club Constitution

(Must be completed on a **separate page and typed**. Please attach to the final proposal and provide details.)

Article I — Organization Section

- 1 — Name of Club Section
- 2 — Purpose Section
- 3 — Goal of club to benefit student body and community

Article II — Membership Eligibility

Section 1 — Requirements

1. Student requirements (e.g. academic, etc.)
2. Application Process (e.g. club fees, forms, etc.)

Section 2 — Expectations

Requirements to stay in the club, e.g. mandatory for all members to participate in two events per semester

Article III — Officers and Elections

Section 1 — Positions

Section 2 — Description of officers (2 underclassmen min.)

1. President
2. Vice-President
3. Treasurer
4. Secretary
5. Publicity
6. Events Coordinator

Section 3 — Process of electing new officers

Section 4 — Terms of officers

Section 5 — Requirements for officer eligibility

Article IV — Time and Place of Meetings

- Section 1 — Frequency of meetings
- Section 2 — Place of meetings
- Section 3 — Purpose of meetings

Article V — Time and Place of Meetings

- Section 1 — Advisor Name
- Section 2 — Role of Advisor

Article VI — Financial Activities

- Section 1 — Purpose of club dues
- Section 2 — Source of revenue
- Section 3 — Expected expenditures
- Section 4 — Record of monetary transactions

Article VII — Changing of club constitution/amendments

- Section 1 — Who has the power to change the constitution?
- Section 2 — When is it necessary to change the constitution?



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Final Checklist

Please staple packet in this order.

	Proposed Club Overview (Petition for the Chartering of a New Club)
	Cabinet and Members
	Projections Sheet
	Advisor Contract
	Club Constitution
	Any additional information necessary (proof of insurance, facility request, national organization information, etc.)

New Club Approval Process

- Submit completed Club Form to the ICC email, with all requirements from the checklist -Type everything out separately!
- Clubs will only be approved during the second quarter of the school year. Applications must be submitted by the end of first quarter NO EXCEPTIONS.
- ASB decision
- Form returned (or decision emailed if quarantine is still in place)
- Return form back to ICC box, and keep a copy.