Guidelines for Clubs

Step #1 Charter your club as soon as possible. No clubs will be chartered after March 30, 2017. Chartered clubs are under the jurisdiction of the Associated Student Body and its constitution that requires compliance to the school law as defined in the Education Code of the State of California, the administrative requirements and rules of the Long Beach Unified School District, Woodrow Wilson High School and CIF. There are 3 types of Chartered Club at WHS: Sport, Service, and Social. A Sport club is defined as a CIF and/or League recognized sport that has competitive sport teams on campus. A Service club provides volunteerism to the WHS campus and students and/or the community. A Social club provides an opportunity for WHS students to share common interests through socializing. You need to establish membership criteria, identify an advisor/sponsor, and elect officers. Also, you need to state your official meeting dates, times and location. Please indicate whether your club will be a sport, service or social club.

Step #2 Plan fundraising activities for your club for the entire year to ensure approved dates as quickly as possible. Each fundraising activity and collection of club dues requires a completed Activity Request Form, which can be picked up in the Activities Office. Turn the completed Activity Request forms to the Activities Office for approval by Student Council. Remember you cannot turn in an Activity Request Form or access your Budget or Trust Account without first being approved by Student Council as a Chartered Club. Student Council meets Period 2.

Step #3 Once you receive a copy of your Activity Request approved by Student Council, you may now complete a Purchase Order to spend club funds. Submit your Purchase Order with your Club Minutes to the banker who will give it to the Student Council for approval as quickly as possible. Once there is approval, a P.O.# is given which may now be faxed or phoned by you to your desired vendor and your order placed. NOTE: Once you have received your merchandise, be sure to check for completed delivery and satisfaction. Attain a receipt with the P.O.# on it, the sponsor signs on the receipt “Received by (name of sponsor) (date)”. This lets the banker know you are finished with this P.O.# transaction and will await an invoice to be sent to her office so she can pay the bill. If you received the invoice instead, bring this invoice to the banker and sign it like it were a receipt.

BIG NO-NO’S
1. Do not bring large deposits to the banker at the end of her day, which is 1:40pm. It is at this time she is balancing and closing down her computer. Her hours are 7:48-9:48, 10:06-11:00 and 12:40-1:40.
2. Do not collect dues or money without a collection sheet from the banker. Collect the money as quickly as possible. No more than two weeks after an activity is complete. Any deviation from this protocol may result in a 10% fine of your fundraised income.
3. Do not give the banker loose coinage without it being rolled.
4. **Do not spend your own money first, turn in receipts and expect to be paid from club funds. Purchase Orders with Minutes must be written before any funds are spent. “Miscellaneous expense” Purchase Orders cannot exceed a total of $500. This type of PO is for unexpected, unforeseen expenses. Not to replace vendor purchases.
5. Do not sell promotional or food items or beverages at any time on the Wilson campus without arranging sales through the Activities Office. Remember if cleared to sell items, you must have money in your fund to cover the purchase of items to be sold.
6. Please, do not attempt to inadvertently charter a club for the sole purpose to buy curricular items for your class or department. This is a REALLY BIG NO-NO! If you would like to receive donations for such curricular items, forms are available in the Activities Office for procedures for accepting money donations through the district or you may want to contact the PTA or Boosters and make an arrangement for their organization's overseeing of your curricular donations outside of your club charter.
7. Remember that raffles and any type of “games of chance” are prohibited.

There will be club President's meetings held throughout the year, especially before Homecoming. Make sure your club is represented. ASB funds are for the sole purpose and benefit of student activities, not curriculum. Any violation may result in your club funds to be frozen and the future status of your club endangered.

Please don’t hesitate to ask the Activities Office any questions regarding club funding. We are here to help you have a great year with your clubs.

**See Reverse Side!!!
REMINDER

- PO’s must be turned in and **approved** by Student Council **before** expenditures.

- Submit club minutes approving expenditures with PO.

- Complete an activity request for any club activity that includes fundraisers, events, t-shirt sales, club dues, etc.

- **PO’s without minutes will be returned unapproved.**

- Completely fill out revenue potential portion of Activity Requests.

- **Activity Requests turned in incomplete will be returned unapproved.**

**ADVERTISING FOR YOUR CLUB**

- Fill out an orange “Bulletin Form” to have club info published and read in the Student Bulletin.

- Have club sponsor post on Schoolloop.

- Approved flyers/poster can be hung in the following places:
  - On the **Activities Windows** with **scotch tape only**.
  - On the **Media Center side windows** (not doors) with **scotch tape only**.
  - **Do NOT** tape on painted surfaces. This includes the Rally Stage.
  - **Classrooms** with **teacher approval**.
  - **Do NOT** hang approved flyers/posters in any other place on campus without prior approval from the Activities Office.
  - If you hang flyers/posters incorrectly your club will be assessed a $10 fine per occurrence.
Woodrow Wilson High School

CLUB CHARTER APPLICATION
2016 - 2017

1. Name of Club: 

2. Account #: 

3. Name of Faculty Sponsor (s): 

4. Club Description: 

5. Type of Club: (Sport, Service, or Social)

6. Name of Club Officers: Name Signature Initials

7. President: 

8. V. President: 

9. Secretary: 

10. Treasurer: 

11. Regular Meetings:

   Day: 

12. Time: 

13. Place: 

14. Signature of Club President: 

   I will attend and supervise club meetings and assist the club in all of its functions. I understand and will abide by the Guidelines & Rules that govern the on campus clubs. I will take responsibility to submit the necessary paperwork (Activity Requests, P.O. with Minutes, and Request for Facilities Permits) to properly sponsor any club activity.

15. Signature of Faculty Sponsor: 

   Date Approved: ________________ Disapproved: ________________

   Activities Director: ________________________________

   Governor of Clubs: ________________________________
1. Charter your club as soon as possible. Chartered clubs are under the jurisdiction of the Associated Student Body and its constitution that requires compliance to the school law as defined in the Education Code of the State of California, the administrative requirements and rules of the Long Beach Unified School District, Woodrow Wilson High School and CIF.

2. Either fill out this constitution outline or attach your club constitution to the CHARTER APPLICATION.

3. A constitution describes the government of an organization and is its foundation. It explains the functions of the officers and how the rules are made.

4. It is recommended that your Club Secretary regularly keep club minutes of your meetings noting members attendance.

**CONSTITUTION OUTLINE**

<table>
<thead>
<tr>
<th>ARTICLE I:</th>
<th>Name of club or organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTICLE II:</td>
<td>Purpose</td>
</tr>
<tr>
<td>ARTICLE III:</td>
<td>Membership Requirements</td>
</tr>
<tr>
<td>ARTICLE IV:</td>
<td>Meetings</td>
</tr>
<tr>
<td>ARTICLE V:</td>
<td>Dues</td>
</tr>
<tr>
<td>ARTICLE VI:</td>
<td>Method of Removal</td>
</tr>
</tbody>
</table>

_____ I will fill out purchase orders properly with club minutes, following guidelines.

_____ I will hang approved flyers/posters with **scotch tape only** on the **Activities Windows**.

_____ I will hang approved flyers/posters with **scotch tape only** on the **Media Center side windows** (not doors).

_____ I will **NOT** hang approved flyers/posters on the **rally stage**.

_____ I will hang approved flyers/posters in **classrooms with teacher approval**.

_____ I will **NOT** hang approved flyers/posters in any other place on campus without prior approval from the **Activities Office**.

_____ If we hang flyers/posters incorrectly my club will be assessed a $10 fine per occurrence.
WOODROW WILSON HIGH SCHOOL
FUNDRAISING PROCEDURES

Prior to ordering items & collecting money these steps must be taken.

<table>
<thead>
<tr>
<th>Selling Shirts/ Gear</th>
<th>Selling Food Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Design must be approved by Ms. Fekjar. (See attached “Request for Shirt &amp; Log” Form)</td>
<td>1. Food item must be cleared by Activities.</td>
</tr>
<tr>
<td>2. Turn in <strong>Activity Request</strong> prior to desired date.</td>
<td>2. Turn in Activity Request prior to desired date.</td>
</tr>
<tr>
<td>3. Turn in <strong>Purchase Order &amp; Minutes</strong> prior to desired date.</td>
<td>3. Turn in <strong>Purchase Order &amp; Minutes</strong> prior to desired date.</td>
</tr>
<tr>
<td>4. Student Body Banker will issue a collection sheet to note monies collected.</td>
<td>4. Monies must be deposited with collection sheet to Student Body Banker within a week after sales.</td>
</tr>
<tr>
<td>5. Monies must be deposited with collection sheet to Student Body Banker within a week after sales.</td>
<td>5. Bring invoice to be paid with sponsor/coach signature for check to be issued.</td>
</tr>
<tr>
<td>6. Bring invoice to be paid with sponsor/coach signature for check to be issued.</td>
<td></td>
</tr>
<tr>
<td>7. Enjoy your gear!</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Drives (Food, Clothing, etc.)</th>
<th>Restaurant Days/ Nights</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Meet with Ms. Fekjar to go over logistics.</td>
<td>1. Turn in Activity Request prior to desired date.</td>
</tr>
<tr>
<td>2. Turn in Activity Request prior to desired date.</td>
<td>2. Turn in <strong>Purchase Order &amp; Minutes</strong> prior to desired date.</td>
</tr>
<tr>
<td>3. Turn in <strong>Purchase Order &amp; Minutes</strong> prior to desired date.</td>
<td>3. Get all flyers approved by Activities prior to hanging around campus or passed out to students/staff.</td>
</tr>
<tr>
<td>4. Get all flyers approved by Activities prior to hanging around campus or passed out to students/staff.</td>
<td>4. Check will be deposited into trust account.</td>
</tr>
</tbody>
</table>

Questions? See Mrs. Heggie, Student Body Banker
WOODROW WILSON HIGH SCHOOL
REQUEST FOR SHIRT AND LOGO APPROVAL

Club/Team Name:  (Please Print) ________________________________________________

Sponsor Name:  (Please Print) ________________________________________________

Your logo/writing must include name of Club/Team and either Wilson High School or Bruin(s). T-Shirts, Polos and sweatshirts must be either white or cardinal. Logos and writing must be cardinal, gold, or white. Other colors may be approved by the Activities Director.

<table>
<thead>
<tr>
<th>Front of Shirt</th>
<th>Back of Shirt</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Shirt Color:  ________________________________________________

Logo Color:  ________________________________________________

Club/Coach Signature:  ________________________________________

Activities Director Signature:  ________________________________________

Date Approved:  ____________________________________________

**PURCHASE ORDER, MINUTES, and an ACTIVITY REQUEST** must accompany this form.