### **Campbell High School Club/Organization Request Application**

### 2024-2025

Applications must be returned to Davana Silva-Rose’s mailbox.

**Information must be typed.**

Name of student wishing to create club:

Grade: Homeroom: E-mail address:

##### Telephone (Home): Cell Phone:

##### Sponsor/Facilitator (staff member): Signature

**Submit a typed club constitution with sponsor and member input to include the following:**

**Article I: Name of Club**

The name should be representative of the club’s purpose.

#### Article II: Purpose of Club

Include the vision, mission, goals, and objectives of the club. How is this club going to benefit the students, the school, and/or the community?

#### Article III: Powers

Include how the constitution may be changed and voting procedures to approve proposals. No changes are ever made without the approval of the sponsor.

#### Article IV: Meetings

Include the location, day (example-1st Tuesday of the month), and time of scheduled meetings. Consider meeting days of existing clubs.

**Article V: Membership**

Include membership, attendance, and financial requirements. Include reasons for dropping a member from the group, replacing an officer, and mandatory club requirements. Sponsor approval is required.

#### Article VI: Dues

Include the amount of the dues and what the dues cover. Most dues include a club T-shirt.

### If dues are collected, the sponsor must receipt them. The sponsor must see the school bookkeeper to set up an account for the club. Checks should be made payable to Campbell High School. All expenditures must have prior approval of the sponsor.

#### Article VII: Officers and Duties

### Include the club officer titles and the specific duties of each officer.

Most clubs have a president, vice-president, treasurer, and secretary. Additional officers should be added to meet the specific needs of individual clubs.

### **Article VIII: Elections**

Include the qualifications and procedures for electing officers.

Article IX: Activities, Projects, & Community Service

List activities and projects of the club. All clubs are encouraged to participate in at least one community service project per semester.

Include a typed list of perspective officers. They must sign the list. (See the following example)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Office | Student Officer | Grade | Homeroom | Signature |
|  |  |  |  |  |

Include a typed list of prospective members. They must sign the list. (See the following example)

|  |  |  |  |
| --- | --- | --- | --- |
| Prospective Member | Grade | Homeroom | Signature |
|  |  |  |  |