

Saratoga High School

# CLUB HANDBOOK

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## Clubs Commissioners

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# PART I: NEW CLUB FORMATION

## SECTION 1: NEW CLUB APPLICATIONS DECISION 1

1. Email both Clubs Commissioners with a brief synopsis of your club. In this email, include your club name, officers (4; more if approved), mission statement, and how your club will add to the club culture at Saratoga High.
  - a. If your idea is similar to another club, contact that club's president to learn how to get involved.
  - b. Ensure that your club is unique and not similar to an existing club.
2. If we approve your club proposal, we will email you the **New Club Application Form**. All the officers together should fill out (TYPED) the **New Club Inquiry Form**. Each officer is responsible for completing their own **Officer Contract**. One officer must also give the **Club Advisor Contract** to the chosen advisor. The **Club Advisor Contract** must be turned in with the application.
3. Turn in the completed application to the Clubs Box on Mrs. Alas's desk in the main office. A completed application includes a **New Club Inquiry** (1), **Officer Contracts** ( $\leq 4$ ; more if approved), and a **Club Advisor Contract** (1).
4. The Clubs Commissioners will review your completed application. Upon approval, we will email the officers with a scheduled date and time to meet with ASB. At this meeting, *ALL OFFICERS MUST BE PRESENT*. You will need to prepare a 2-5 Powerpoint slide presentation at the meeting to pitch your club idea. Be prepared for questions from all ASB officers.
5. If you get approval with a majority ASB vote, your club is official, and all club rules apply.

## SECTION 2: IF YOUR CLUB IS UNAPPROVED DECISION 2

1. Potential clubs that have completed the steps in Part 1 Section 1 of the New Club Formation and have been unapproved may re-apply AFTER Club Fair.
2. Fill out the **Reapplication: New Clubs 2017-18 Form** which can be found on shsasb.org under the Clubs tab.
3. We may schedule interviews, but not all re-applications will be guaranteed one. Clubs Commissioners will contact your club presidents with your interview slot if applicable. Please DO NOT reach out to Club Commissioners for an interview request.
4. The Clubs Commissioners will email you with a final decision after ASB voting.
5. If your club is unapproved the second time, you may not reapply again. It is an official unapproval for the school year.

# PART II: CLUB RULES

## SECTION 1: MEETINGS

1. Club officers must notify Clubs Commissioners via posted Google Form before the beginning of each month their club agenda of the month.
  - a. Dates of each meeting.
  - b. Summary of meeting content.
2. Check the **Master Calendar** on the ASB website or posters around campus for your club meeting days. Email or Facebook message (group chat) *both* Clubs Commissioners if you cannot find the Calendar.
3. Contact Clubs Commissioners at least *one week prior* to the scheduled meeting if you *must* change the date(s) of your meeting.

## SECTION 2: MINUTES

1. The **Clubs Minutes Form** is a short summary of what happened during a club meeting on a particular day.
  - a. All clubs must submit a **Clubs Minutes Form** after every meeting. A club officer should fill out (TYPED) and upload the form to the club's individual Clubs Minutes folder shared with **shsclubs18@gmail.com** by 2:10PM (Blue day) or 3:45PM (Red day) on the day of your scheduled meeting.
  - b. The "Overall Notes" part of the **Club Minutes Form** does not have to be detailed. 2-3 sentences would suffice.
2. The **Clubs Minutes Form** can be found both on the ASB website and in the shared Club Minutes folder for each club.
3. If this requirement is repeatedly not met, the club will be terminated.

## SECTION 3: ATTENDANCE

1. Clubs must have at least 11 members *NOT* including officers at club meetings.
2. It is *recommended* that the advisor be present throughout the duration of the meeting.
3. The club advisor should check in with the club officers at the beginning of each meeting (no more than 5 mins).
4. *ALL CLUB OFFICERS* (4, more if approved) must be present at all club meetings. If an officer cannot attend a meeting, it is his/her responsibility to contact the other officers *TWO DAYS PRIOR* to the scheduled meeting.
  - a. Failure to do so the first time will result in a warning.
  - b. Failure to do so the second time will be followed by a possible termination of the position.
  - c. Illness and emergencies are not included as absences.

## SECTION 4: FUNDRAISERS

1. Clubs must follow correct fundraiser protocol.
2. Fundraiser protocol:

- a. Fill out the **Club Fundraiser Form** found on the ASB website. *TYPE* and submit to the Clubs Box on Ms. Alas's table in the main office. The Clubs Commissioners will review the form and accept/deny your request through email or Facebook message.
  - b. Upon approval, go to the Activities Office to schedule a date & time for the fundraiser by marking your club on the **Fundraising Calendar**. You may NOT fundraise on the same day of another club or schedule more than one fundraiser.
  - c. Set up your club bank account. Talk to Mrs. Ybarra in the Activities Office for details.
  - d. To request a cash box, fill out the **Cash Box Request Form** found in the activities office. The form must be turned in at least 3 days prior to the scheduled fundraiser
  - e. Money from the fundraiser must be turned into Mrs. Ybarra in the activities office on the day of. No member of the club may keep the cash box or the cash.
  - f. Clubs are not allowed to sell homemade food.
3. You cannot fundraise unless you have been given explicit permission. If you are unsure, message *both* Clubs Commissioners.

### **SECTION 5: CLUB FAIR (held in the Fall)**

1. The purpose of Club Fair is to get students to sign up for clubs of their interest.
2. The final structure and organization of Club Fair is at the discretion of Clubs Commissioners.
3. Club officers together must turn in a digital form of the **Club Fair Form** by the announced date.
4. Digital Google Form
  - a. Name, club name, club advisor.
  - b. Specify if you will be handing out food (No homemade food, nuts or citrus).
5. Each club is limited to only one tri-fold, one poster, and 30 fliers.
  - a. Each club must have exactly one tri-fold presentation.
  - b. Each club must use exactly one 14in. x 22in. poster.
6. Tri-folds, posters, and fliers may not display inappropriate images. Administration has final say in what is deemed appropriate.
7. All clubs must take part in Club Fair. Contact Clubs Commissioners for exceptions or additional questions regarding this regulation.

### **SECTION 6: CLUB RUSH (held in the Spring)**

1. The purpose of Club Rush is for clubs to fundraise by selling outside food (e.g.: In N Out, Jamba Juice, Starbucks, etc.)
2. Club officers together must turn in a digital form and a hard copy of the **Club Rush Form** by the announced date. You still have to fill out the Club Rush Form even if you decide to not participate in Club Rush.
3. Clubs must use only white 14in. x 22in. (or similar sizes) posters from *Target*.
4. Posters may not display inappropriate images. Administration has final say in what is deemed appropriate.
5. Clubs may not sell any food that contains any type of nuts or citrus.

6. Clubs may not sell the same item another club is selling, unless upon approval.
7. Clubs cannot sell any homemade food.

### **SECTION 7: CLUB ADVISORS**

1. All clubs are *REQUIRED* to have an advisor.
2. The Club Advisor can be a teacher or any staff member (Counselors, Secretary, etc.) at Saratoga High School.
3. The advisor is recommended to be present throughout the duration of the meeting.
4. The advisors must check in with the club officers in the beginning of each meeting (no more than 5 minutes).
5. The club officers could request a new advisor by contacting the Clubs Commissioners via email.
6. Staff members may not be the Club Advisor for more than 3 clubs unless specifically requested by the staff member.

### **SECTION 8: CLUB ADVISOR REPORT**

1. The **Club Advisor Report** holds the club accountable for regular meetings, attendance, and adherence to the **Club Handbook**.
2. The **Club Advisor Report** is a one-page summary of the club's activities and meetings for each semester (due *DECEMBER 4th* and *MAY 14th*).
3. A club officers must print and give the **Club Advisor Report** to their club advisor *one week prior* to the due date. If the club officers do not give the report to their club advisor, the club will receive one warning.
  - a. The report may be typed or filled out in pen.
  - b. It is the responsibility of the club officers to make sure that the **Club Advisor Report** is turned in by the deadline.
4. The club advisor will turn in this form to the Clubs Box in the clear plastic shelf in Mrs. Ybarra's office (Activities Office) on the designated due date. Club officers will *not* be allowed to view the advisor's responses at any time.

### **SECTION 9: CLUB EXIT FORM**

1. **Club Exit Form** can be found on the ASB website. This form must be submitted to Mrs. Alas's desk by 2:30PM on Friday, June 2, 2017.
  - a. **Club Exit Forms** must be completed even if the club chooses to not continue next year.
  - b. Upon approval, clubs may continue meetings at the beginning of the following school year without having to submit additional paperwork.
2. If an existing club is not approved, 2017-2018 club officers may reapply in the beginning of the year with the **New Club Application Form**.

### **SECTION 10: ADDITIONAL CLUB OFFICER REQUEST FORM**

1. If your club officers strongly believe that you need more than four officer positions, the additional officers have to fill out the **Additional Club Officer Request Form**.

- a. The **Additional Officer Request Form** must be submitted together with the **Club Exit Form** or the **New Clubs Application**.
  - b. Make sure to include a signed **Officer Contract** for *each* additional officer.
2. The approval or denial of an additional officer request is at the discretion of all ASB Officers.

# PART III: CONSEQUENCES

(Numbers correspond to the numbers of Club Rules above)

## SECTION 1: MEETINGS

1. Clubs must submit *each* meeting every month through a Google Form posted in the Club Presidents Facebook Group each month.
  - a. If submitted by the deadline, your club meeting will be advertised through a monthly **Clubs Meeting Calendar** compiled by Clubs Commissioners.
  - b. If a club submits the form *after* deadline, the club may still meet, but meeting(s) will not be advertised by Clubs Commissioners through the calendar.
  - c. If a club fails to arrange a meeting on the designated calendar day or without approval from Clubs Commissioners, the club will receive a warning.
2. Note that there is no set number of meetings. Club meetings held after school hours are at the discretion of the club president.

## SECTION 2: CLUB MEETINGS

1. If the **Club Minutes Form** is not submitted by 2:10PM (Blue day) or 3:45PM (Red day) on the day of the meeting without prior notice, the club receives one warning.
2. Second offense will result in possible termination of the club.

## SECTION 3: ATTENDANCE

1. If a club does not meet the minimum requirement of 15 members at each meeting other than the officers, the club will receive a warning. A second offense will result in possible termination of the club.
2. If an officer is not present at a meeting and did not give a two-day prior notice, the club will receive a warning. A second offense will result in the removal of the officer position, evaluation of club leadership, and possible termination of club.
3. A club officer is required to email all unexcused officer absences to both Clubs Commissioners. Failure to do so will result in a warning. Officer attendance is recorded in the **Club Advisor Report** and **Clubs Minutes Form**. A second offense will result in possible termination of the club.

## SECTION 4: FUNDRAISERS

1. If a club fundraises without permission, the club will be considered for possible termination.
2. Failure to sign up on the **Fundraising Calendar** in Mrs. Ybarra's office will result in the cancellation of the fundraiser. The club will not be allowed to fundraise for two weeks.
3. Failure to turn in the **Cash Box Request Form** to Mrs. Ybarra in the Activities Office at least 3 days prior to the scheduled fundraiser or pick up a cash box will result in the cancellation of the fundraiser. The club will not be allowed to fundraise for one week.
4. No member of the club may keep the cash box or the cash. Failure to turn in money from the fundraiser to Mrs. Ybarra in the Activities Office on the day of the fundraiser will result

in a warning. A second offense will result in the removal of the club officer/member and possible termination of the club.

5. Distribution or selling of homemade food or any products containing nuts and citrus will result in possible termination of the club.

### **SECTIONS 5 & 6: CLUB FAIR/CLUB RUSH**

1. Failure to participate in Club Fair will result in a club officers meeting with Clubs Commissioners, and a possible warning or termination of the club.
2. Failure of club officers to turn in a digital form of the Club Fair/Club Rush Form by the announced date will result in a warning.
3. Failure to adhere to advertisement rules (tri-folds, fliers, posters) will result in a warning.
4. Distribution or selling of homemade food or any products containing nuts and citrus will result in possible termination of the club.
5. Clubs selling the same item as another club at Club Rush without permission will receive a warning.

### **SECTIONS 7 & 8: CLUB ADVISOR/CLUB ADVISOR REPORT**

1. Club officers must notify both Club Commissioners via email every time an advisor is absent. Failure of the club officers to notify Clubs Commissioners will result in a warning.
2. Failure to hand your advisor the Club Advisor Report *ONE WEEK* prior to the designated due date will result in a warning.
3. If the Clubs Commissioners do not receive a Club Advisor Report, the advisor will be contacted.
  - a. If the Clubs Commissioners discover that a Club Advisor Report was never given to the advisor, the club will receive one warning. The Clubs Commissioners will also give a copy to the advisor to complete.

### **SECTION 9: CLUB EXIT FORMS**

1. Failure of existing clubs to turn in **Club Exit Form** will result in immediate termination of the club. The club may be suspended from reapplying for membership the following school year.
2. If the **Club Exit Form** is not approved by the Clubs Commissioners but the club resumes to meet the following school year without permission, the club may be suspended from reapplying for membership the following school year.

### **IN SUMMATION...**

A club's first offense of any of the terms and regulations outlined in the **Club Handbook** will result in a warning. A second offense will result in possible termination of the club.



## **APPENDIX A: IMPORTANT CLUB DOCUMENTS**

All forms can be found on the ASB website ([shsasb.org](http://shsasb.org))

1. Club Handbook 2017-2018
2. New Club Application
3. Club Advisor Report
4. Minutes Form
5. Fundraiser Form
6. Cash Box Request Form
7. Club Exit Form
8. Club Rush/Fair Form (only online submission)
9. ASB Grant Form
10. Additional Officer Request Form

## **APPENDIX B: CONTACT INFORMATION**

- A. Email Ishana Narayanan ([ishana.narayanan@gmail.com](mailto:ishana.narayanan@gmail.com)) and Elicia Ye ([eliciaye@gmail.com](mailto:eliciaye@gmail.com)) or Facebook message both of us (group chat) if you have any questions.
- B. Cc your email to the Activities Director, Mr. Torrens ([mtorrens@lgsuhdsd.org](mailto:mtorrens@lgsuhdsd.org)) if needed.