

ADVISOR (CLASS, CLUB) DUTIES AND RESPONSIBILITIES

- The advisor must be a certificated EVHS faculty member. Advisors cannot supervise more than one club.
- Advisor must be present at all meetings and activities of the organizations. Advisors are expected to attend ALL of the club functions, such as class or club sponsored dances, assemblies, fundraisers, etc.
- Advisors must ensure that students follow all school policies and procedures, such as dress code, GPA eligibility for after school activities, submission of all paperwork and ASB financial requirements.
- Advisors must allow the students to "run" the meetings, guide them in proper use of basic parliamentary procedures, record keeping, responsible for money handling, etc.
- Advisors are required to open a trust account with the ASB secretary and Student Store Manager to handle all club money received and paid. All club funds are considered student body funds. No club is ever to maintain a private fund, such as a separate bank checking account. Clubs cannot show a negative balance without prior permission from student council and approval will be granted only if the negative balance is temporary due to purchase of materials for a fundraiser that will offset the negative balance.
- The advisor shall ensure that all meetings are held at least once a month.
- The advisor or a club officer should keep a ledger of the club's finances and minutes in case an investigative need, or for use of the succeeding years. The advisor shall teach the student secretary/treasurer as how to keep the books, records and make sure that they are accurate and current at all times.
- The advisor shall require each officer in the group to prepare an end of the year summary status report to be passed on the in-coming slate of officers. Such a report is valuable in keeping the next group informed of the accomplishments and problems of the group and point out the need for improvements of new direction for a group to take.
- When choosing officers, the advisor should have a separate officer for the Inter-Club Council representative. Each club needs to know what is going on around them, and the representative can report on the findings of new projects, fundraisers, and available dated for activities.
- The advisor shall insist that students assume the responsibility of their organization and encourage a sense of order and loyalty.
- No transaction is final until the advisor's signature is on all documents: requisitions, calendar date requests, bulletins, or handouts distributed in mailboxes. The bottom line — you sign everything and you are responsible for all the club's activities.

Club Advisor Signature: _____ Date _____

EAST VALLEY HIGH SCHOOL

CLUB ROSTER 2015-2016

MEMBERS:

1. _____
2. _____
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**EAST VALLEY HIGH SCHOOL
CLUB CHARTER**

The Executive Council of the Associated Student Body (ASB), upon the recommendation of the Inner Club Council has approved the

Name of Organization

Application for a Club Charter. This permits the aforementioned organization to use school facilities for meetings and events and permits use of the school newspaper, the daily bulletin, and allows poster and flyers to be posted for publicity purposes (upon approval of the school principal).

To maintain a charter and official recognition as a school organization, the following regulations set up by the East Valley High School Student Body must be followed:

1. Membership in the club must be restricted to students composed entirely of the students enrolled at East Valley High School.
2. Students must have a GPA ("C" average) for all participants.
3. The Club must maintain a positive balance in their trust account.
4. The Club will be canceled and/or not renewed if students participate in after school activities with a GPA under 2.0 and if the club carries a negative balance at the end of the school year.
5. The Club must adopt a "quad" area for campus beautification and clean-up (location to be determined).
6. Members must not discriminate based on color, creed, religion, sexual orientation, or national origin.
7. A faculty sponsor must be present at all meetings
8. The proposed service to the school must be fulfilled.
9. The proposed objectives of the club must be maintained.
10. The Club must provide the Activities Director with a list of officers and members by the first Monday of the month after the initial meeting of the proposed club.
11. The Club must write a constitution and provide a copy to the Activities Director.
12. The Club must complete all activity forms required for a campus activity.
13. All money matters must be handled through the ASB Secretary. Any expenditure must be approved through the ASB, with the understanding that only club members can spend finances.

If you, _____ fail to abide by the regulations
Name of Organization

Established, your Club may have its charter and privileges as a school club suspended or revoked, for such a period of time as recommended by the Inter-Club Council or East Valley High School, approved by the ASB Executive Council. All organizations are expected to send a representative to all Inter-Club Council meetings.

ASB Advisor

ASB President

Director of Activities

Date Approved

EAST VALLEY HIGH SCHOOL INSTRUCTIONS FOR THE FORMATION OF A CLUB

ASB sponsored clubs should have the following purposes:

- A. Give students an opportunity to further a special interest.
- B. Give services to the school or community.
- C. Give students to develop leadership skills.
- D. Clubs are NOT performance or competitive groups, and thus cannot compete or perform.

The club program at East Valley High School is for the students. They should conduct their own program, plan their yearly program, establish a budget, keep it up-to-date throughout the year and make their own arrangement for functions.

In order to gain recognition as “approved clubs” and have the privilege of calling meetings or carrying on any form of activities associated with the school, it is necessary for the students to comply with the following rules:

1. Students should come to the Activities Office and obtain a sheet of instructions on how to form an “approved” club on campus, as to how to write a constitution.
2. Students need to find a faculty member to sponsor their club. See attached page for advisor's duties and responsibilities.
3. Students need to follow guidelines handed to them at the Activities Office to write a constitution. Once the constitution is written the sponsor will sign the constitution and bring it to Activity Office for approval. Make sure the constitution has a cover page with: Club's name (large font), the school year below the name and at the bottom print officers' names, date of birth and grade. If you have not selected officers, type the name of a student to contract.
4. Write a summary of the club's purpose, date and time of meeting, sponsor's name, president's dues whether they are required or not and give this information to Ms. Rosales to add to the Master list of clubs if approved.
5. The director of Activities will approve, sign and return the constitution to the club president. She/he will be responsible for picking it up from the Activities office and submitting to Student Council (meets in W303 before school every day) for their approval and signature by the Student Council Advisor.
6. Once approved with the necessary signatures, the constitution, with the original signatures should come back to the Activities office for filing. A copy will be given to Student Council.
7. The club will then be added to the "Approved List of Clubs on Campus." This list is available at the Activities Office for any student or parent interested. The "Approved List of Clubs on Campus” is a summary of the club's purpose and lists the sponsor's name, place and date of meeting, dues if any, president's name and sponsor's name, place and date of meeting, and sponsor's school's e-mail address

For any questions regarding clubs on campus, please see Ms. Rosales at Room W303 or call at ext. 460