

How to Start a MVHS Club / Organization

Check List:

- Complete the Club Registration Forms
 - The Club Officers and Club Objectives section must be complete
- Include a Club Roster of all members of the club at this time. Be sure you have a minimum of 20 students who would support the establishment of this club.
- A Budget must be included even if your club is not intending to raise funds. A balanced budget would equal \$0.
- Complete a Club Constitution

You may use the sample constitution included as a guide – be sure to include:

- A short description of the purpose of the club
 - Meeting times and place
 - How and when officers are elected
 - What will be the focus of your community service projects
 - A proposed budget
 - A commitment to attend all Council of Presidents meetings
 - Type your final constitution. Include a date and signature page for officers and advisor.
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- Find a MVHS certificated faculty member to serve as your Advisor and have them to sign the Advisor's Contract
 - Copy everything TWICE: keep one copy for your files and give the second copy to your advisor
 - Bring all of the original completed forms, bound together neatly, to the Activities Office or give them to the Clubs Commissioner.
 - Select 1 or 2 representatives to present your club to the monthly Congressional Meeting in the theater.

Expectations for MVHS Clubs

1. To serve the students of Mountain View High School and/or our surrounding community
2. To complete at least one Service Project per semester
3. To hold at least one organized meeting each month
4. To document all expenses, profits, and club activities in detailed club meeting minutes that are submitted monthly to ASB
5. To manage and maintain a club budget
6. To attend all Council of Presidents and Council of Treasurers meetings
7. To create and abide by an official Club Constitution

After approval by ASB, Council of Presidents and House of Representatives at our Congressional Meeting, you are officially a club at MVHS!

Email our Clubs Commissioner (mvhs.clubs@mvla.net) or Ms. Yow (christine.yow@mvla.net) if you have any questions.

Club Registration (Please Write Legibly)

New Club Registration

Existing Club Re-Registration

Club Name: _____ Date: _____

Club Advisor: _____ Room #: _____

*Note: Current seniors should not be listed as officers of the club for the upcoming year.
Don't forget to make a copy of this paperwork for your club's own records.

Office/Title	Name, Grad Year	Phone	E-mail
President			
Vice President			
Secretary			
Treasurer			
Community Service Coordinator/PR			

Our Club normally meets on: Monday Tuesday Wednesday Thursday Friday
(Please circle appropriate day)

Our Club meets: Weekly Bi-Weekly Monthly Other _____

We normally meet in Room # _____ at Brunch / Lunch/After School (Circle one)

Type of club: Community Service Competitive Awareness Academic Cultural Recreational
(Circle one)

* * * * *

Please provide a brief statement regarding your club's purpose and list a potential Community Event your club will perform. In addition to helping our own students learn more about MV Clubs, the Activities Office is frequently contacted by other groups or agencies wishing to locate groups with similar interests. This statement will be used to help them know which groups on campus to contact. (Please see following example.)

EXAMPLE: "The Computer Rebuilding Club is a group whose members are interested in a more in-depth study of computers and how they might benefit society. Our members seek donations of older computers that they can refurbish and then donate them to students. Our community event is teaching seniors how to use email at the local retirement center."

Submitted by: _____ House of Reps Approval: _____ COPS Approval _____

Budget Worksheet

Account Number (If you are new, this will be issued later.) _____

Account Name (name of club) _____

List any and all sources of projected income (donations, fundraisers, etc.)

Income	Projected Amount	Comments
Total Estimated Gross Income:		

List any and all projected expenses (t-shirts, trips, snacks, materials, etc.)

Expenses	Projected Amount	Comments / Vendor
Total Estimated Expense:		

Estimated Income:		
Estimated Expenses: (subtract)	<	>
Estimated Carryover (must be less than 20%)	<	>
A BALANCED BUDGET is ZERO		

Advisor Signature Date

Treasurer Signature Date

To Officers: Create a club constitution with your club advisor and revise until everyone agrees and signs to the agreed terms. This step is mandatory and a copy will be kept in the MVHS Clubs records. If changes to the constitutions are made, the Clubs Commissioner must be notified about the amendments. Please format the document as follows.

MVHS High School Club Constitution

Article I - Name and Purpose

This document is the constitution for the MVHS Hug Club. Our club strives to bring happiness to the MVHS campus through the action of hugging students if permitted.

Article II – Meetings

Meetings will be held every third Monday of every month unless officers specify otherwise. Our regular meeting place is room 415. (Mr. Darby’s room)

Article III - Club Officers

The club officers shall consist of the following:

President: Billy Joe

Vice-president: Will Smith

Treasurer: Jack White

Secretary: Sarah Hall

Community Service Coordinator: Miley Flower and Dwight Young

Article IV – Duties

The Club President will have the following responsibilities:

- Call to order each meeting
- Provide the club with agendas for each meeting
- Attend all COPS meetings and report back the information

*Repeat process for every officer

Article V - Elections

The club will hold the election of officers once a year two meetings before the re-registration packet is due. Officers for the new year will be announced at the next meeting. Voting will be in the form of anonymous ballots.

*The new officers should be the ones listed in the “Officers” category in the first page

Article VI – Amendment

In order to have the constitution amended, all club officers and the majority of the club members must be present. We will notify the COPS Commissioner of any updates.

PLEASE HAVE ALL OFFICERS AND YOUR ADVISOR SIGN THE CONSTITUTION

MVHS Club Advisor Contract

Below are highlighted bullet points taken from the Advisor Handbook. Please take time to review each statement before signing the contract.

1. When registering with a new club, I will help with the registration paperwork. This includes reading over the Club Constitution, drafting a Club Mission Statement, looking over the Club Rosters, and filling out a Budget form.
2. I must be present at all official functions: including meetings, elections, dinners, installations, camps, trainings, field trips and competitions.
3. I must remain with club members who remain on-campus after school to work on club activities including rehearsals, practices, painting posters, or updating bulletin boards.
4. I understand that non-school site employees must be cleared as at the District Office as volunteers before they can assist with students (application completed, entered online, background check processed and approval received by the school). Note that this process takes time, so plan accordingly.
5. Volunteers may not be left alone to supervise students. The visual and auditory presence of an MVLA District employee must be maintained at all times.
6. I understand that in order to transport club members to an off campus event, the drivers must be fingerprinted and registered, recognized drivers of the MVLA district.
7. I am aware that advisors are not to transport students at any time unless it is on an approved MVLAHSD field trip where all necessary paperwork, including field trip forms and use of private vehicle forms, have been completed, approved and filed with the Principal and/or designee. (These forms are available in the Activities Office.)
8. Students are not to transport other students.
9. I am responsible for the safety and well-being of the club members during club events on and off campus.
10. I will sign club paper work that requires the advisor's signature. This includes invoices (bills), check requisitions, activity request forms, announcement forms and purchase orders.
11. I will ensure that at least one club representative attends all Council of Presidents (COPS) and Council of Treasurers (COT) meetings. I will also provide time for the representative to share the information learned at the meetings.
12. I am aware that a community service project is mandatory for all Mountain View clubs and paperwork must be filed with the COPS Commissioner in order to re-register for future years. The community service project can be held for the benefit of MVHS students or for outside causes. (Examples: Book drives, bottle drives, lunchtime activities, culture week, community volunteerism).
13. At the end of the school year, I will notify the Principal and/or designee whether I wish to remain as the advisor of the club or organization, change advisorship to another club or organization or no longer be an advisor for the club or organization.
14. At the beginning of the year, I will attend the Advisor's Meeting as planned by the school administration and/or designee.
15. I understand that ALL money transactions are to be handled through the MVHS Finance Office.
16. All club meetings must be held on campus, with the advisor present for the entire meeting. If the advisor is absent, the meeting is automatically cancelled.
17. No student, school organization, or member of the school staff may solicit funds in the name of the school from the public for any purpose without prior approval of the school principal and/or designee.

By signing my name, I hereby I agree to all the statements listed above as well as other guidelines found in the Advisor Handbook. However, I understand that clubs are to be student run and I am there to assist and guide members in the operation of a successful club.

Printed Name _____

Current Club(s) _____

Signature _____ Date: _____

Tentative Year Plan Questionnaire

Please answer the questions thoroughly so we can understand the club's purpose, how the club can be beneficial to MVHS, and how ASB can help to support the club. We would also like to know **ALL** of your planned fundraisers, socials, and events (including your 2 community service events) that your club plans to hold/attend.

	Activity	\$\$ Involved? (Y/N)
Q1		
Q2		
Q3		
Q4		

How will your club be beneficial to the students and staff of Mountain View High School?

Is your club affiliated with any outside organizations? If so, what organization(s)?

What will your club actively do to fulfill your purpose/mission? What monthly commitments will your club expect from your members?

What can ASB do to support and promote your club to help ensure your success?

What are your social media accounts that we can make public on the Clubs webpage?
what forum and how can students find you and your information?

Advisor Signature Date

Advisor Name

President Signature Date

President Name

Vice President Signature Date

Vice President Name

Treasurer Signature Date

Treasurer Name

Secretary Signature Date

Secretary Name

CSC/PR Signature Date

CSC/PR Name

Strikes Page

All clubs are required to participate in ASB related activities during the school year listed below. Attendance in these events is recorded using a strike system. Clubs must not accumulate more than 3 strikes or it will be forced to close for the school year.

Mandatory	Strikes
Club Officer Training There will be a Club training in the fall for the upcoming school year. All club officers must attend. For new clubs registered during the school year, all club officers must attend a training following the registration of their club.	1
COPS meeting attendance Each month, there will be a COPS meeting that a representative has to attend. It is held during lunch. In the COPS meeting, the Clubs commissioner will discuss upcoming school events and concerns. Club representatives are free to ask questions and bring up topics that they feel needs to be addressed.	1
Minutes Club meeting minutes must be turned in via Google Classroom after each club meeting. All meeting minutes are subject to review by the state auditor. It is vital that minutes are accurate. Clubs should be meeting at least once a month.	1
Club Arena There are two club arenas a school year, one in the fall and one in the spring. Each club arena spans the course of two days and are an opportunity for clubs to advertise their club to the student body. Clubs set up their own table with their own posters and signs. Sign-ups for the days will take place at a COPS meeting. Attendance at one day at each of the club arenas is mandatory.	1
Budgets Budgets should be turned in quarterly. Clubs may opt to turn budgets in monthly if there is more frequent deposits and reimbursements, etc.	1
Quarterly Club Reports Clubs must turn in a report (via GC) saying what your club did during the quarter as well as what your club plans on doing the next quarter.	1
Code of Conduct All MVHS students are expected to abide by the school's code of conduct. Any violations may result in 0-3 strikes depending on the severity of the violation.	0-3

 Advisor Signature Date

 Advisor Name

 President Signature Date

 President Name

 Vice President Signature Date

 Vice President Name

 Treasurer Signature Date

 Treasurer Name

 Secretary Signature Date

 Secretary Name

 CSC/PR Signature Date

 CSC/PR Name