Student Club/Interest Group Application

IMPORTANT: PLEASE READ THE FOLLOWING BEFORE STARTING THE APPLICATION

Dear Student(s),

Thank you for showing an interest in promoting CAMS student activities and school spirit! By taking this packet, you have begun the first steps to building a new club or continuing the success of one already in place. To become an official organization for the year, the Associated Student Body requires the registration of proposed clubs and interest groups, and the renewal of current clubs, electives, and grade levels to better serve the student body. This packet will become a complete record of the club and must be thoroughly completed for approval and record updates for the club. Please carefully read the following before starting the application.

All clubs, classes, and interest groups within the California Academy of Mathematics and Science are subdivisions of the Associated Student Body. As such, all school organizations are required to abide by the regulations set forth by the Associated Student Body and school administration. As stated by Article XII in the CAMS Student Body Constitution clubs and other organizations, such as electives and grade levels, are held to the following:

<table>
<thead>
<tr>
<th>Clubs</th>
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<tr>
<td><strong>Section 1:</strong> The existence of clubs or organizations at the California Academy of Mathematics and Science shall not be legal until such organizations or clubs must have the following:</td>
</tr>
<tr>
<td>1. A sponsor</td>
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<td>2. Formal recognition by Student Council as a chartered organization</td>
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<tr>
<td>3. A club constitution must be on file with the Student Council Historian Commissioner</td>
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| Section 2: All organizations and clubs shall keep their funds on deposit with the Student Council Banker |

| Section 3: All fundraising activities by on-campus clubs and organizations must have the approval of the Student Council and the Administration. Plans must be submitted in detail, including all costs and purposes of the activity. The Student Council can take no action until this requirement has been met. |

| Section 4: A club or organization must have a charter on file to request approval of any activity for the club’s sole benefit. |

Student Interest Groups are held to the same standards and are identical to clubs in every way besides monetary matters. Student Interest Groups do not handle any money and are not eligible to hold fundraisers.

*Any clubs that have not held any fundraisers during the Spring 2014-2015 school semester shall be subject to the Fundraising/Event Requirement and will be automatically considered an interest group the 2015-2016 school year.*

By signing below I, ____________________________, ____________________________, acknowledge that I have read the information stated above and understand the difference between a club and a student interest group.

__________________________________________________________          ___

Signature and Grade Level          Date
California Academy of Mathematics and Science

☐ Student Club/☐ Interest Group Application

Please check off the appropriate box that pertains to your application.

I. We the students of the California Academy of Mathematics and Science request permission to form a student club/interest group.

II. This club/interest group will be called ___________________________________________ and will have as its purpose:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

III. Mr. /Ms. ___________________________ (certified faculty member) will serve as the advisor for this club/interest group for the 2015 – 2016 school year.

IV. We have attached: (Note: The following are not needed for interest groups)

▪ A copy of the proposed constitution for this club and/or class

▪ A copy of the proposed budget for this club for the school year
  - If it is a pre-existing club the budget should be based on its ending balance from last year, which can be received from the Student Council Banker.

V. Submitted by:

Student Club/Interest Group President: ____________________________

Signature and Date

Club/Interest Group Advisor: ____________________________

Signature and Date

Approved by:

Principal/site Administrator: ____________________________

Signature and Date

ASB President: ____________________________

Signature and Date

Recorded in Student Council Minutes on (date): ____________________________
Associated Students Club/Interest Group Information

(Please Print)

School Year: ________________________________

Name of Club/Interest Group: ________________________________

Name and Department of Advisor: ________________________________

Signature of Advisor: ________________________________

Name of Club/Interest Group President: ________________________________

Name of Additional Student Representative: ________________________________

Name of Alternate Representative: ________________________________

Day and Time of Club/Interest Group Meetings: ________________________________

Place of Club/Interest Group Meetings: ________________________________

Email Club/Interest Group President: ________________________________

Phone Number Club/Interest Group President: ________________________________
Official Petition

The people signing below acknowledge that they agree with the starting of ________________________________ club/interest group. (Note: A minimum of ten signatures are required to be collected under the Club Registration Procedure).

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Grade</th>
<th>Signature</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
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<td>2.</td>
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<td>3.</td>
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<td>4.</td>
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<td>5.</td>
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<td>10.</td>
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Club/Interest Group Constitution Format

For a club/interest groups and grade levels to be chartered, it must have a club/interest group constitution on file with Student Council. All student organizations must update their constitutions. The following is the *required format* of your constitution and consists of all the areas that should be covered:

(Club/Interest Group Name)

Preamble-

Example: We, the member of the California Academy of Mathematics and Science Associated Student Body, in order to establish a bond of loyalty, create a better understanding between students and faculty, provide health and safety, and promote the best environment for learning and the democratic process, do ordain and establish this constitution of the California Academy of Mathematics and Science Associated Student Body.

Article I - Name, Location
Article II - Objectives, Purpose
Article III - Membership, Number of Required Meetings, etc.
Article IV - Dues (if any), Requirements of Members, etc.
Article V - Officers, Elections, Eligibility, Privilege
Article VI - Duties of Officers, Terms
Article VII - Impeachment of Officers
Article VIII - Vacancies in Offices
Article IX - Budgeting, Fundraisers
Article X - Club Meetings, Minimum Number Quorum
Article XI - Parliamentary Authority (Robert's Rules of Order)
Article XII - Amendments
Article XIII - Miscellaneous

Note: Interest groups put should but N/A for Article IX
Club List of Events & Proposed Budget Sheet
California Academy of Mathematics and Science

List of Events & Proposed Budget

All proposed clubs are required to compose a List of Events that shows meeting dates, prospective dates for fundraisers and planned activities. (Note: Do not use the dates below as an actual list of events. Dates that correspond with the ones stated elsewhere in the packet are coincidental.)

Example

List of Events

Aug-..............................................

Sep: Club Applications Due!

Oct-..............................................

Nov-..............................................

Dec-..............................................

Jan-..............................................

Example: Proposed Budget

<table>
<thead>
<tr>
<th>Event</th>
<th>Revenue</th>
<th>Expense</th>
<th>Profit</th>
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</thead>
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</table>

Total __________________

*Revenue – Expense = Profit
Club President Responsibility Policies

Club President Circle Meeting (CPCM) Requirement

All CAMS club presidents are required to attend CPCMs. Failure to do so will result in the following:

- **First Offense**: Warning.
- **Second Offense**: CAMS Club account will be frozen until the club representative attends a CPCM.
- **Third Offense**: CAMS Club account will be frozen for the remainder of the semester.

**EXCEPTION(S)**: Club president is unable to attend so the vice president and/or very informed member attend in his/her stead.

Fundraising/ Event Requirement

All CAMS club presidents are REQUIRED to host at least ONE fundraiser or event per semester. Failure to do so will result in the following:

- CAMS Club will be automatically considered an interest group next semester.

**EXCEPTION(S)**: Historian will notify the clubs if an administrative complication interferes with a club’s status.
Illegal Fundraising Protocol

Fundraising is any action requesting money for a club and/or class. Examples of illegal fundraising are those that involve selling items without approval, selling items that violate the districts Food Regulations and Policies, etc.

For Clubs

Failure to comply with Fundraising Protocol will result in the following:

First Offence: 10% additional fine on all profit made on fundraiser and a written letter to club advisor explaining offence.

Second Offence: Freeze on account for one semester and ASB and Club board conference with club advisor.

Third Offence: Suspension of club for the duration of the semester.

The start of each semester clears any offences from the previous semester.

For Electives and Grade Levels

Failure to comply with Fundraising Protocol will result in the following:

First Offence: 25% Fine on all profit made on fundraiser and a written letter to advisor explaining the offence.

All consecutive proceeding offences: Fine percentage will increase by 25% increments until a maximum of 75% is reached.

After the 75% fine is reached then the percentage will remain at 75%.

I hereby agree to comply with ASB’s illegal protocol.

Signature of Club President _____________________________ Date __________________
Checklist Sheet

Before turning this application in, take some time to make sure that all components have been completed with the correct signatures, where required. If this packet is submitted as incomplete, it will be sent back and the chances of approval will be lowered.

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<tr>
<td>□ Official Petition</td>
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<tr>
<td>□ Updated Constitution - Printed (Returning Clubs Included)</td>
</tr>
<tr>
<td>□ Illegal Fundraising Protocol</td>
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<td>□ List of Events and Proposed Budget</td>
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If approved, clubs will be obligated to follow specific requirements throughout the year. By completing this packet you have agreed to the following: 1) Attend the mandatory Club Presidents Circle Meetings, 2) Regularly submit copies of the clubs’ minutes, signed by the president and club sponsor, 3) Follow fundraising and student activity guidelines, 4) Abide by the club constitution with the club constitution, and 5) Abide by state and board regulations and policies regarding the use of an Associated Student Body. Please note that Student Council reserves the right to revoke any privileges if the requirements stated above are not followed. These requirements are made to ensure better communication between the club and ASB. Thank you.
Club and Interest Group Checklist Sheet
California Academy of Mathematics and Science

Checklist Sheet Continued

Club Rush

Finally, if approved, would your club/interest group like to participate in Club Rush during lunch, Tuesday October 6th, 2015?

☐ Yes  ☐ No

*Your choice to participate in Club Rush has no bearing on whether your club/interest group will be approved or not.

Please submit the completed Club/ Interest Group Application by leaving it in the designated bin labeled "Completed Club/Interest Group Applications" and submit the Constitution in a separate bin labeled “Constitutions” located in the office by the deadline below:

**September 22th, 2015 by 1:00pm**

Clubs, classes, and grade levels will be chartered in the order that they turn their application in. The sooner an application is turned in the sooner it will be approved (unless the application is incomplete).

Please feel free to contact any member of the Historian Committee if you have any questions concerning the application process.

Historian Committee

Contact any Historian Committee Member for questions about the application process

Historian: Alyssa Pho - Grade 12
Phone #: unavailable (I will reply to loopmails either the day it was sent, or the day after it was sent)

Committee Members:
Kamar Godoy – Grade 10
Email-kamargodoy@gmail.com

Kyle Masukawa – Grade 9
Email-KMasukawa4231@gmail.com

Thank you,

Historian Committee