

CANYON HIGH SCHOOL CLUB HANDBOOK



2015-2016

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ACTIVITIES DIRECTOR— MR. SMITH

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HOW TO MAKE A CLUB

Clubs at Canyon High School exist to establish the belief that all students have an opportunity to develop, academically and in character, through involvement in school-sponsored activities. Clubs provide an opportunity for students to acquire leadership and collaboration skills while feeling a sense of community. At Canyon, clubs are organized into **charity/service, academic, or social**.

In order to make a club, one must be aware of the commitments and standards expected. Failure to comply may result in **termination** of the club. The following outlines how to create a club at Canyon High School.

1. Attend the first **inter-club meeting** of the year
2. Carefully **read** the **club handbook**
3. Find a **club advisor** and at least **ten** other students who will actively support your club
4. Create a **club constitution**
5. Complete and submit a **club application** to the Student Center
6. Get approved by **administration** and **ASB**
7. Maintain your club's credibility by attending all **inter-club meetings** and turning in club **minutes** every month



CANYON HIGH SCHOOL CLUB APPLICATION

I. **Name of Club:** _____ (if name is acronym, please specify)

II. This club can be **categorized** as: (circle the one that applies)

A. Charity/service

B. Academic

C. Social

III. **Mission Statement:**

IV. **Club Membership**

A. All members must **currently be attending** Canyon High School

B. Club donations requested will be: \$____. **Remember: You cannot charge students to be a part of the club.**

C. Specific **requirements** in becoming a member of the club:

V. **Club Officers**

A. The **officers** composing the club will be: (circle all that apply)

1. President

2. Vice President

3. Secretary

4. Treasurer

5. Publicity

6. Other: (please specify) _____

B. There will be ___ **elected positions** (chosen by majority vote of club members) and ___ **appointed positions** (chosen by board officers).

C. The **president** is to be elected at the **last scheduled meeting of the year** unless stated otherwise. That name, as well as all the names of the new officers is to be immediately forwarded to the **Commissioner of Clubs**.

D. The term of office for all board positions will be _____.

VI. **Club Meetings, Budget, and Expenditures**

A. Meetings will be held on a _____ (monthly, weekly, etc.) basis in room _____.

B. The president, with approval of the club advisor, may call **special meetings**.

- C. A **financial statement** will be submitted to the Commissioner of Clubs within **one month** of the organization's first meeting. **ALL FUNDRAISING AND CLUB SPONSORED EVENTS MUST BE SUBMITTED AND APPROVED.**
- D. All club expenditures must be approved by **two-thirds majority** of the officers and **advisor.**

VII. Club Rights and Responsibilities

- A. **Club definition:** an organization consisting of students and a faculty advisor dedicated to improving the Canyon High School experience for its members and the school population as a whole.
- B. If a club dissolves and is not reactivated within one semester, or fails to act within the club guidelines and is terminated, all of its funds will be absorbed into the ASB General Fund and the club will **no longer be recognized.**
- C. Clubs hold the following **privileges** and **responsibilities:**
 - 1. Pictures in CHS **Yearbook**
 - 2. **Fundraisers**
 - 3. Booths at **Club Carnival**
 - 4. Club/inter-club **events**
 - 5. Hold at least one event annually to keep **recognition**
 - 6. Use of the school's **publicity** system
 - 7. Send two representatives to each **Inter-Club Council Meeting**
 - 8. Obey the Club **Constitution** and act within state and campus **guidelines**
 - 9. Must meet at least **once a quarter**
 - 10. Must submit club **minutes** to Commissioner of Clubs at least **once a month**

*****Please remember that as an organization at Canyon, you are a representative of both the community and school.*****

VIII. Recognition

- A. Please note: not all clubs will necessarily be approved!
- B. This organization's **advisor** is:

As a club advisor, I understand that I must be present for all club meetings and events and that my club should always keep me informed of their desires and intentions.

x _____ (faculty member's name)
 x _____ (faculty member's signature)

The following students affirm that they will **support and maintain this club.**

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

IX. Create a **club constitution**. An outline for a club constitution can be found in the Club Handbook. **Please type and attach to this club application. This is an integral part of your club application!**

- X. I, _____, as president of _____, agree to:
- A. be an **active** club that meets at least **once a quarter**
 - B. send two representatives to each **Inter-Club Council meeting**
 - C. hold at least **one annual event** to ensure my club's activism
 - D. submit pictures to the **yearbook**
 - E. submit a **financial summary** to ASB before enacting **any monetary activity**
 - F. not **charge** or **discriminate** against any students who wish to join my club
 - G. not be inactive or fail to comply the **guidelines** given in the **Club Handbook**
 - H. submit club **minutes** once a month to the Commissioner of Clubs
 - I. **represent** Canyon High School in the best way possible

x _____ (President's signature)

President's phone number: _____

President's e-mail address: _____

CLUB GUIDELINES

- ◆ **Club applications** should be turned in to the Commissioner of Clubs or Mr. Smith in the Student Center. **All clubs must be approved by administration before official recognition.**
- ◆ Club **Advisors** must be **present** at all meetings and events.
- ◆ **Minutes** must be taken at each meeting and submitted to the Commissioner of Clubs within **one week following the meeting**. Minutes should be turned in at least **once a month**. Minute outlines are in the **Club Handbook**.
- ◆ Clubs that wish to hang **posters or flyers** must abide to the **poster and flyer guidelines**.
- ◆ Clubs that wish to post an **announcement** in the school bulletin must fill out the **"Bulletin Announcement"** form and turn it in to Mrs. Carrillo in the Administration office **2 days in advance**. These bulletin announcements are also read for **video announcements**.
- ◆ Clubs wanting to **fundraise or use a school facility** must submit the appropriate forms online through the **school website** (canyonhighschool.org). The links to these forms are found under the clubs tab under **"Activities."** Once the appropriate forms are submitted you will be notified when and if they are approved.
- ◆ You are encouraged to use the **CHS branding standards** on your t-shirts and flyers. You can find all of the approved artworks as well as the color chart on the following website:
 - ◆ URL: http://brandempowerment.com/schools/?post_type=school&p=10746
 - ◆ Password: comanches
- ◆ Please note that all t-shirt designs must be **approved by Mr. McKee**.
- ◆ Clubs may ask for donations but **may not require fees**.
- ◆ When wanting to use **funds** in your ASB account, follow the included outline.
- ◆ If collecting and spending money is part of a club's plan for the year, the club needs to **submit an outline** of their proposed raising and spending of funds for the school year.
- ◆ When planning activities, please pay attention to the district's **Red Light, Yellow Light, Green Light packet for school activities**.
- ◆ Clubs have **file folders** in the Student Center to publicize and share information with potential members but should **collect paperwork directly**.
- ◆ Do not tell students to turn club materials in at the Student Center unless it involves a **payment**.



CANYON HIGH SCHOOL CLUB MEETING MINUTES

Meeting called to order by:

Meeting commenced at: __:__ on __/__/__

Present members:

Absent members:

Topics Discussed during Meeting:

Meeting adjourned at: __:__

Pending Tasks:

PENALTY POLICY

To promote fairness and activity of all clubs on campus, Canyon High School's clubs operate on a strike system. If three strikes are earned, the club is terminated. All funds in the club's accounts will be integrated into the General ASB fund and there will be no recognition of the club for that school year.

Strikes Include:

- ◆ Failure to submit club minutes
- ◆ Failure to send two representatives to an Inter-Club Council Meeting
- ◆ Failure to call a meeting at least once a quarter
- ◆ Failure to comply with school/state guidelines
- ◆ Failure to represent the school with integrity and respect
- ◆ Failure to hold at least one annual event
- ◆ Failure to promote club at club carnival

STRIKE I

A written violation will be given to the club's advisor. Strike will be recorded by Commissioner of Clubs. It is the club's responsibility to prove that the error has been corrected.

STRIKE II

A written violation will be given to the club's advisor. Strike will be recorded by Commissioner of Clubs. It is the club's responsibility to prove that the error has been corrected. A club with a second strike will be considered on probation and visited by Commissioner of Clubs during meetings.

STRIKE III

Club will be terminated.

EVENT PLANNING

In order to hold a club event, on or off campus, the event must:

- ◆ be proposed and approved by the club advisor and administration/ASB in advance (see proposal page of Club Handbook)
- ◆ have the advisor present at the event
- ◆ abide to school and state laws concerning beverages/food:

SB 12— EC SECTION 49431.2

Middle, Junior & High School

- The only foods, in addition to the USDA reimbursable meals, that may be sold during the school day, effective July 1, 2007 are:

Snacks that contain no more than:

- 35% of calories from fat, except the following foods are exempt from this specific requirement: nuts, nut butters, seeds, eggs, cheese, fruit, vegetables (except deep fried), legumes
- 10% of calories from saturated fat, except the following foods are exempt from this specific requirement: eggs, cheese
- 35% of total weight shall be composed of sugar, including naturally occurring and added sugar, except the following foods are exempt from this specific requirement: fruits or vegetables (unless they are deep fried)
- 250 calories
- Entrée items that qualify as entrees using USDA meal pattern definitions, and that contain no more than 400 calories.
- 4 grams of fat per 100 calories; and no more than 400 calories

SB 12— EC SECTION 49431.5

Middle, Junior & High School

- From one-half hour before the start of the school day to one-half hour after the end of the school day, only the following beverages may be sold to a pupil at a middle, junior, or high school:

- Fruit-based drinks or vegetable-based drinks that are composed of no less than 50% juice and have no added sweetener.
- Drinking water with no added sweetener.
- 2% fat milk, 1% fat milk, nonfat milk, soy milk, rice milk, or other similar nondairy milk.
- An electrolyte replacement beverage that contains no more than 42 grams of added sweetener per 20 ounce serving.

In order to verify if your food for an on campus fundraiser meets the above standards, use the website listed below:

California Project Lean Food Standards Calculator for California Public Schools

http://www.californiaprojectlean.org/calculator_MH_S.asp?id=180

PROPOSALS

In order to fundraise, hold an event, use a venue, or request for a guest speaker, follow these steps:

- ◆ go to <http://www.canyonhighschool.org>
- ◆ click "Activities" then "Clubs"
- ◆ select applicable form
- ◆ Read form carefully and fill out
- ◆ Wait for approval before your holding your event

*****TIP: PLAN IN ADVANCE!*****

POSTER AND FLYER GUIDELINES

In order to aide our maintenance staff with clean up and our school with remaining professional, please use the following guidelines in regards to the placement and subsequent removal of club posters and flyers.

1. Submit a **master copy** of the document to administration **3-5 days** before copies are made for approval. **The master copy must be initialed and dated in the lower right hand corner for approval.**
2. Only official club documents can be displayed. **If your document is not approved, it may not be distributed among campus.**
3. Posters and flyers are to be displayed in the main quad on **designated boards** using **blue painter's tape or staples.**
4. Posters and flyers may not be taped to the **ground** to prevent injury.
5. The **tops of buildings** cannot be used to display posters and flyers to prevent injury.
6. Posters and flyers are not to be displayed in the corridor **between the library and offices.**
7. Do not display posters or flyers on **painted surfaces.** (ex: lockers, posts)
8. Consider **safety precautions** while hanging up posters and flyers.
9. Posters and flyers should be put up no more than **5 days before** an event and removed no later than the **next day** the event takes place.
10. Remember to keep your posters and flyers **professional**; Your actions represent Canyon High School and the community as a whole!

ANNOUNCEMENTS

- ◆ To publicize your club on the bulletin announcements, fill out the **“Bulletin Announcement”** form and turn it in to Mrs. Carrillo in the Administration office **2 days in advance**. These bulletin announcements are also read for **video announcements**.
- ◆ If you would like to submit a video to the daily announcements, give the file to **Commissioner of Technology/Multimedia**.
- ◆ If you would like your club’s announcements to be broadcasted on Twitter, contact the **Commissioner of Publicity**.

Please note that your video announcement may not air immediately. Plan in advance!

- ◆ Our **school website and Twitter account** broadcasts information instantaneously. To be integrated into the school website’s “Clubs” section, you may create a **website** for your club. Please remember that **anything affiliated with Canyon High School must represent the school in a professional manner**; Remain respectable. (no profanity, irrelevant topics, etc.) After making the website, you can e-mail the URL along with the name of your club to **canderson@orangeusd.org**.
- ◆ If you have any further inquiries on announcements, talk to the ASB **Commissioner of Clubs** or ASB **Commissioner of Publicity**.

CANYON HIGH SCHOOL CLUB CONSTITUTION

All clubs must write a club constitution including each of the following articles. Have the club advisor and president sign the constitution and attach it to the club application. The application must be submitted to the activities director or Commissioner of Clubs, then approved by a Club Panel.

Article I: Name and purpose. Select a name that reflects the purpose of your organization. The purpose must coincide with how the club will contribute to Canyon High School. The objectives and proposed membership should also be discussed in this article.

Article II: Eligibility. Membership restrictions shall only be allowed in honorary clubs where special achievement is required. (Ex: NHS, CSF) No clubs shall limit eligibility on the basis of race, religion, ethnicity, gender, age, etc.

Article III: Election of officers. Describe the method of nominating and electing officers.

Article IV: Responsibilities. Describe each officer's function as well as his/her specific responsibilities.

Article V: Removal of an officer. Describe conditions and methods under which an officer may be removed.

Article VI: Philosophy of fundraising. If your club plans on fundraising, describe this method and how you plan to utilize the money.

Article VII: Liability. If your club falls into a high-risk category, provide verification of insurance. All clubs need to describe the procedures they will follow to prevent its members from being injured during any of its activities, on or off campus.

Article VIII: Amendments. A club should have 2/3 majority vote of members to present and amend its constitution. All amendments must be cleared through the club cabinet.

Article IX: Service projects. If your club has service projects, please describe them and the philanthropy your club will adopt. Remember every club must hold at least one service project a year to maintain their recognition.

Article X: Club integration. Describe what your club will do to solicit participation, to avoid exclusion or isolation of other students, and to foster integration between students at Canyon High School.

CALENDAR

September 4th: Club Orientation

September 11th: Last day to turn in club applications

September 18th: Approved clubs posted

September 22nd: 1st Inter-club meeting

October 2nd: First Club Carnival

January: Second Club Carnival

January: Second semester approved clubs posted

March: International Week

June: Continued clubs board officer list/club renewal form due

Inter-club meetings will be called throughout the year to address any issues and to give news. These meetings will be called by the Commissioner of Clubs. It is mandatory that a representative of each club is present.