

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: _____