

Aragon High

School



(2016-2017)

CLUB BINDER

Contacts

Expectations of Clubs

Procedures

Forms

Finances

Basic Points of Contact & Definition of Roles

Mrs. Perino, Activities Director, Room 112

Mrs. Tolfa, Business Office Administrator, Main Office

Ms. Warnke, Assistant Principal of Student Services

Mrs. Kardosh, Student Services

Geneca Licuanan, ASB President

Justin T. Sell, ASB Vice President

Oliver Cheng, ASB Secretary

Matthew Yan, ASB Treasurer

Role of Leadership:

- Serve Aragon High School by voicing and addressing student opinions and needs
- Uphold the ASB Constitution
- Oversee the expenditures of student funds
- Raises fund for ASB through dances, events & fundraising
- Support and recognize campus clubs and organizations as an integral part of our school culture
- Serve as the liaison between school administration & student organizations
- Sponsor school-wide programs and events
- Maintain an on-going calendar of student-sponsored events & communicate that calendar to the student body
- To create memorable experiences for all students on campus
- To promote unity & spirit

Role of Club Advisor:

- Volunteer to be a school representative to a student group
- Encourage leadership and group development
- Be present at each club meeting, event and activity
- Provide continuity and guidance from year to year and during periods of transition
- Help mediate conflicts within the group and assist with problems that may arise
- Be aware of all plans and activities of the group
- Recommend, encourage, and advise without imposing your ideas and preferences
- Know the club's short and long term goals and provide guidance on how to help the club reach these goals
- Ensure follow through with regard to Club expectations (submission of minutes, agendas)

Role for Mrs. Tolfa:

- Monitor financial records and account statements for ASB accounts

- Verify minutes are passed and approved prior to purchases
- Carefully review and authorize all requisitions and accompanying receipts and invoices
- Remind club to request purchase orders prior to confirming orders with vendors
- Oversee first count by students, and complete the second count of club's money for deposits into the club's ASB account

Instructions for Application for Recognition as a Club/Organization for the Current School Year

1. All groups requesting NEW club membership through Aragon High School Associated Student Body must fill out club application and include all necessary attachments:
 - i. Club packet consists of "Club Application"
 - ii. Attachments needed: List of Club Members

2. All groups requesting a REACTIVATION of membership through Aragon High School Associated Student Body must fill out club applications and include all necessary attachments:
 - i. Club packet consists of "Club Application"
 - ii. Attachments needed: Updated List of Club Members
3. All Aragon High School groups requesting club membership must comply to the general rules:
 - i. Each club must have a minimum of 15 members
 - ii. Each club must have an Aragon High School Faculty Advisor
 - iii. Each club must meet at least twice a month at a consistent time and place. Advisor MUST be present.
 - iv. Each club must maintain a binder that includes a ledger, budget, agendas and minutes from each meeting.
4. All approved clubs operating with a financial budget must maintain an account with the Aragon High School Business Office technician, Mrs. Tolfa.
5. All clubs wanting to hold an event must submit an Activity Request Form to Student Services at least 2 weeks prior. Activity Request Forms must be completed and approved for any club fundraisers or activities being organized by the club and receive approval from Aragon High School ASB
6. For all Clubs with NEW status:
 - i. Application and Constitution will be sent to Aragon High School A.S.B. for Approval by the stated deadline.
 - ii. If approved by Aragon High School A.S.B., club application and constitution will be sent to administration for approval
 - iii. If approved by administration, the club will receive notice via schoolloop and will be activated for the current school year.
7. Clubs may not meet, advertise or have any fundraisers until the club is formally approved by AHS ASB and District Office

Aragon High School Club Application

****THIS MUST BE ENTIRELY COMPLETED IN ORDER TO BECOME AN OFFICIAL CLUB****

1. Club Name:

_____ New Charter

_____ Renewal Charter (This is a continuing club at Aragon High School - skip #2 and #8)

2. Founder(s):

Print Name	Signature
Print Name	Signature

3. Number of Members: _____

4. Faculty Advisor(s):

Print Name

Signature

Print Name

Signature

5. **Meeting Location** _____

6. **Meeting time (day of the week and time of day):** _____

7. **Statement of Annual Budget of the club (Money you are planning to earn and what you are going to do with it.):**

8. **Purpose of Club (write a paragraph to describe):**

9. **Elected Officers are as Follows:**

Print President's Name & Grade

Print Vice President's Name & Grade

Print Secretary's Name & Grade

Print Treasurer's Name & Grade

10. **Please attach an updated list of all members (including grade level) and their signatures.**
(15 required. 5 must be underclassmen)

Club Advisor

Date

ASB Representative (*to be filled out after ASB vote)

Date

AP of Student Services (*to be filled out after ASB vote)

Date

Aragon Club Constitution and Bylaws Template (OPTIONAL)

****PLEASE NOTE: USE THIS SHEET TO MAKE YOUR OWN CONSTITUTION, AND
HAVE
YOUR ADVISOR SIGNS THE ACTUAL CONSTITUTION—DO NOT SIGN THIS SHEET****

(Name of Club)

Article I – Name, Purpose and Authority

The name of the organization will be the “Name of Club” of Aragon High School.

This organization will have as its purpose (identify specific purpose of the club) as directly approved by the student council and indirectly by the school site administrator and the governing board of the San Mateo Union High School District.

Article II – Membership

All students enrolled in Aragon High School are eligible for membership.

Article III – Meetings

Meetings will be held (state time and date, such as every Wednesday, immediately after school) unless a special meeting is called.

Article IV – Club Officers

The club officers shall consist of the following:

- ☐ President
- ☐ Vice-President
- ☐ Treasurer
- ☐ Secretary

Article V – Duties

The club president will have the following duties:

- ☐ To preside over meetings of the club.
- ☐ To call special meetings of the club.
- ☐ To plan and prepare an agenda for the club meetings.
- ☐ To attend monthly Grand Student Council meetings, or to appoint another elected official to attend

The club vice-president will have the following duties:

- ☐ To serve as the club president if the president becomes unable to fulfill his/her duties either temporarily or permanently.
- ☐ To support the club president
- ☐ To carry out all correspondence for the club
- ☐ To organize and oversee the club's election process, which will happen by April 15 of each year.

The club secretary will have the following duties:

- ☐ To generate the club's agenda (with input from the council members) & submit it to the Club Advisor the week before the meeting.
- ☐ To keep detailed and meticulous minutes of each meeting
- ☐ To make copies of agendas and minutes & submit to ASB after each meeting
- ☐ To keep an organized Club Binder that contains your own records (such as agendas, minutes, brainstorming sheets, feedback from the club members, etc.)

The club treasurer will have the following duties:

- ☐ To maintain complete and accurate record of all club receipts and disbursements
- ☐ To oversee club fund-raising efforts
- ☐ To supervise the preparation of the club budget (preliminary & final)

The publicity chair will have the following duty:

- ☐ To publicize all club activities and fund-raisers through the school newspaper, the school marquee, announcements and club bulletin boards

Article VI – Elections

The club will hold the election of officers once a year, in April, for the following Academic year.
The voting will take place by secret ballot. Once officers have been chosen, you will place the list of officers, position & grade level in the Leadership box.

Article VII – Amendment

A two-thirds majority vote of the members in attendance is required to amend this club constitution.

Article VIII – Fundraising

List all planned fundraisers and estimated revenue from each. For example, selling shirts, food fair etc.

Fundraising Idea:	Estimated Income:

Article VIV – Expenses

List all planned expenses and estimated cost to the club.

Expenses:	Estimated Cost:

Article X – Approval

Printed name and signature of Faculty Advisor.

Signature: _____ Print Name: _____

Club Agenda & Minutes

There is a formal process of student governance for organized student groups, clubs and councils: each organized group must prepare an agenda (a plan of what will be discussed and accomplished at the upcoming meeting) AND maintain a record of each meeting--these records are called minutes. The meeting minutes serve as the record of each meeting and the actions taken during the meeting and demonstrate that the club has followed the ASB organization's policies and procedures.

Minutes should include details of proceedings, including financial matters pertaining to the budget, approval of fund-raising ventures, and expenditure authorizations. Minutes are not a verbatim transcript of every word spoken; rather, they are a concise documentation of the essential matters discussed at each meeting so there is a record of what occurred. (See attached example). The minutes should be clearly written so that they can be read and understood in the future. It is important to remember that abbreviations that mean something to one group may mean nothing to someone reading the minutes a year later. Abbreviations for special projects or groups should be avoided.

Any information provided to those attending the meeting, such as bylaws, project outlines and letters, should be attached to the original minutes and kept on file. The club secretary (or whoever took the minutes,) should also sign the minutes when they are completed.

At the next regularly scheduled student council or club meeting, the students should review and approve the minutes of the previous meeting. The secretary should maintain a binder of all of the approved minutes for the school year. A sample ASB Meeting Minutes record is included at the end of this chapter. The sample can be modified for either general student council use or for a club meeting record

Club Meeting Minutes Template

**Name of
Club:** _____

Meeting Day: _____ Meeting Time: _____ Location: _____

The meeting was called to order by: _____ The minutes of the meeting dated
_____ were read and approved (corrected and approved).

The following purchase orders were approved (list below or attach separate listing):

Vendor Name:	Amount:	Purpose of Expenditure:

Motion by: _____ Second by: _____

Vote Count: _____ Number For: _____ Number Opposed: _____

****Attach a list of Voting Members**

The following invoices were submitted for payment (list below or attach separate listing):

Payable to:	Amount:	Purpose of Expenditure:

Motion by: _____ Second by: _____

Vote Count: _____ Number For: _____ Number Opposed: _____

****Attach a list of Voting Members**

Communication and Reports:

Old Business: _____

New Business: _____

Submitted by (Sign and date): _____

ASB Secretary (Sign and date): _____

Meeting Attendees (list below or attach separate listing): _____

Sample Club Agenda

Gender and Sexuality Awareness Club Agenda

Thursday February 11, 2014

Room 123

Call to Order... Anders Zhao

Debrief of Previous Meeting: Final Questions or Concerns... Anders Zhao

Introduction: Aromantic Awareness Week... Aech Loar

Discussion: Asexual vs. Aromantic...Aech Loar

Video about Asexuality...Aech Loar

Finals Questions, Comments, thoughts...Anders Zhao

Adjourn Meeting...Anders Zhao

How to Run a Structured Meeting...Anders Zhao

Sample Club Minutes

Model United Nations Club Minutes

Wednesday November 4, 2016

Room 117

Meeting Called to Order @ 11:25 am...Emily Shen

The Minutes of the meeting dated 11/16 were read and approved...Scott Liu

No purchase order or payments were made

Old Business: Reviewed Parliamentary Procedure. Discussed new ideas...Scott Liu

New Business: Told members about plan for Stanford Conference...Emily Shen

Meeting Adjourned @ 12:00 pm

Meeting Attendees:

Emily Shen

Scott Liu

Jason Leung

Tessa Ulrich

Karan Nevatia

Justin T. Sell

(etc.)

Minutes Submitted to ASB by: Scott Liu on 11/5/16

Suggestions for How to Run a Structured Meeting

LET'S GET THE MEETING MOVING!

1. Call to Order

The meeting is called to order by the president, who rises and says, "The meeting will please come to order."

2. Minutes

The minutes of the last meeting are read

Example: The president says, "The secretary will read the minutes of the last meeting."

After

the reading, the president asks, "Are there any corrections or additions to these minutes?" If not, they stand approved as read."

If there are corrections, the president informally directs corrections be made.

"The minutes are approved as corrected."

The secretary signs the minutes, "Respectfully submitted." They may be initialed by the President.

3. Reports of Officers

The president makes announcements by reading the president's report.

The secretary informs the group of any letters that have been received by the group.

Each

communication should be handled by a main motion before another is read.

The treasurer reports on receipts and expenses paid. These are "received and placed on file."

No vote is taken on reports "placed on file."

4. Reports of Committees

The reports of committees are called for by the president.

Standing committees

Special committees (temporary)

Procedure: In each case, the president calls upon the chairperson of the committee to make the report. The report is read.

After this has been done, the president says, "This report will be placed on file. Any action required in this report will be taken care of under the proper order of business."

5. Unfinished Business

This is any business postponed from a previous meeting. Discussion follows the motion and then a vote is taken.

6. New Business

This includes any ideas not presented previously. It is moved and discussed by the members.

Example: President states, "We are now ready for the new business of the meeting, which includes the decision about the admission fee for the party. Will someone make a motion so that we may discuss the question?"

Member says: "I move that the admission fee for the party be fifty cents."

Second member: "I second the motion."

President: "It has been moved and seconded that the admission fee for the party be fifty cents. Is there any discussion?" Discussion follows. One member calls "Question," which means that the president must ask, "Are you ready for the question?" (Ready to vote.) Or the president acts on personal initiative and, if there are no objections, brings the matter to a Vote.

7. The Program of the Meeting

Example: Guest speaker, movie, slide presentation, etc.

8. Adjournment

This happens after a motion to adjourn is made and carried, (or if business is finished). The presiding officer declares the meeting adjourned.

Budgeting

Budgets for Approved Clubs Who Have an Account with the District

A preliminary budget for the upcoming school year is to be developed and approved by the council of each club in the Spring semester. A copy of the preliminary budget is to be submitted by May 1 to Mrs. Tolfa in the finance office. The preliminary budget contains the estimated beginning of the club balance, estimated sources of income, anticipated expenditures and the expected ending cash balance. At a minimum, the budget must contain estimates for club activities and/or events. Students within the clubs should be encouraged to participate in the budget process. Care should be taken to develop a financially viable budget that does not result in excessively low or high ending cash reserves.

Approval of a Final Budget for Clubs Who Have an Account with the District

A final or adopted budget should be developed and approved by the council of each club and submitted to Mrs. Tolfa finance office no later than October 1 of each school year. The approved budget becomes the working financial plan for the club. It is recommended that expenditures be approved during the year based on funds being budgeted and available. Budget revisions may be made to cover excess expenditures and modify estimated revenues. Such revisions should be communicated to Mrs. Tolfa for inclusion in financial reports.

Required Budget Form for Clubs with District Accounts

There is one required form, included on the next page. The date on this form will determine whether the budget is preliminary (submitted by May 1) or final (submitted by October 1).

Rules about Spending Money/ Getting Reimbursed

In order to spend money, prior approval must be granted by your club/organization and documented in club minutes. This written approval must take place BEFORE money has been spent! The Club Secretary needs to make 2 copies of the minutes. 1 copy will be submitted to ASB. To the 2nd set of minutes, attach the list of voting members & how each of those members voted. Submit this packet to Mrs. Tolfa. Reimbursements can take up to 2 weeks.

Club Budget Form

To be completed by clubs who have district accounts

Name of Club: _____

Fiscal Year: _____

Budget Type: ☐ Preliminary Budget (due May 1, 2015) ☐ Final Budget (due October 1, 2015)

Part I: Revenues

Description of Revenue	Budgeted Revenue	Revenues Received
	TOTALS:	TOTALS:

Part II: Expenses

Description of Expenses	Budgeted Expenses	Expenses Received
	TOTALS:	TOTALS:

Part III: Ending Balance and Carryover

_____ Club President	_____ Date
_____ Club Treasurer	_____ Date
_____ Club Advisor	_____ Date

****Submit this Form to Mrs. Tolfa by the deadline indicated above. ****

Request to Will Money to Another Club or Class

I. The following organization requests to move funds to another Club or Class:

Club/Class: _____

Advisor: _____ Date: _____

II. Which Club or Class would you like to move the funds to:

Club/Class:

Advisor: _____ Date: _____

\$ Amount you wish to move: _____

Club/Class:

Advisor: _____ Date: _____

\$ Amount you wish to move: _____

Club/Class:

Advisor: _____ Date: _____

\$ Amount you wish to move: _____

III. Explanation

Provide a brief explanation of why your club/class is choosing to allocate the funds to another Club/ Class.

Club President _____ Date _____

Club VP _____ Date _____

Club Secretary _____ Date _____

Club Treasurer

Date

Event Procedures

Event Procedure

- 1) Get an Activity request form from Student Services/ outside the Leadership room, room 112. Fill out the Activity request form at least 2 weeks ahead of time & submit to the Leadership Mailbox.
- 2) ASB will put your event on its school calendar & sign off on your event.
- 3) Your form will then be given to Mr. Mahood, VP of Student Services for approval.
- 4) When filling out your Activity request Form, please make sure to:
 - a. List how many selling stations you will have at the event. This will determine how many cash boxes to have available for the event.
 - b. Location, date and time of event
 - c. Who will be the person responsible for picking up and dropping off the cash boxes
- 5) Once given the go-ahead for your event, speak with Mrs. Tolfa about getting a cash box for the event. It is strongly suggested that you have your Club Advisor present at all times when working with money.
- 6) In the cash boxes there will be deposit slips for the person working that station to keep track of the cash they are handling.
- 7) If the event is during school hours, return the cash box to Mrs. Tolfa in the Business Office. If your event takes place outside of the school hours, you must make prearrangements with your Advisor and/or a school administrator to assume possession of the cash box at the event's completion.
- 8) Within 3 days of your club's event, make arrangements to count your money with Mrs. Tolfa in the Business Office.
- 9) Determine what the Club wants to do with the revenue generated:
 - Option 1: Deposit the revenue into your Club's Account
 - Option 2: Donate the revenue to a charity of your choosing:
 - a) DO NOT DEPOSIT MONEY INTO YOUR ACCOUNT. (Once money is deposited into your Club's account, you cannot donate it)
 - b) Club Advisor will retrieve the amount the Club wishes to donate from Mrs. Tolfa
 - c) Club Advisor will make the donation
 - d) Club Advisor will submit the receipt for the donation to Mrs. Tolfa in the Business Office

Guest Speaker Resources

1. Provide the speaker with a precise topic. The guest should be told why you want him/her to come, what you would like him/her to talk about, what the relationship of the presentation is to the course of study, and the nature of the class audience.
2. Be sure the Main Office as well as the AP of Student Services (Mr. Mahood) are aware of the visitor and his/her purpose. Fill out and submit a Guest Speaker Approval Request Form , which is available on the following page. Book your speaker only once your Club has been given approval to have this Speaker on campus.
3. Obtain a resume vita, or biography of the speaker so that you may introduce him/her properly and build interest in the presentation. Accurate background information distributed to the class in advance may also serve as a basis for questions and conversation after the class.
4. Confirm the engagement the day prior to the presentation. Be sure the speaker has the correct time, date, and location. Confirm any special requests (such as AV equipment) so that both parties' expectations are clear.
5. Have a club representative meet the speaker in the Main Office and escort him/her to the class. Make sure there is adequate parking. Give the speaker a Visitor's Parking Permit. Avoid having the guest wander through the school looking for a particular room.
6. Never assume the club members know the speaker. Introduce the guest to the class, office personnel, and colleagues. Use information you gathered from the Speaker's resume vita or biography in your introductions.
7. Encourage the club members to ask questions. Thought-provoking questions can be prepared in advance and will be of great benefit during the presentation.
8. When the guest is ready to leave, have the club representative escort the speaker out. Many times the final impression of the school is the one that makes the most lasting impression. Ensure that the club representative is courteous, respectful and that he/she expresses gratitude for the Speaker's presentation.
9. Always follow all presentations with a personal thank you letter. When the speaker has taken time from his/her job, a copy should be sent to the Speaker's employer. A club thank you note that includes personal messages from all club members present at that meeting will suffice (though Club Advisors may want to write a personal message of gratitude as well).
10. Utilize the presentation in the Club discussions that follow. Follow up on the major concepts the speaker has developed in the presentation. Keep in mind that learning from a guest is not restricted to the time the Speaker is in the classroom.

**Guest Speaker Approval Request From
ARAGON HIGH SCHOOL**

Club Advisor: _____ Club: _____
Today's Date: _____

1. Person you wish to invite: _____

1.1 Contact Information for this Speaker:

2. Proposed use of Speaker:

2.1 Date of Appearance: _____ Time _____
Room: _____

2.2 Topics to be addressed by the Speaker:

3. Qualification of Speaker for this presentation.

3.1 Explain briefly:

3.2 How have you determined these qualifications? (e.g. telephone or personal contact, recommended by a qualified person, preview of presentation, etc.)

_____ Approved _____ Request Declined

Principal's Signature: _____ Date: _____

Comments:

Field Trip Request Form (to be filled out by Club Advisor)

FIELD TRIP REQUEST

TO: Patricia Kurtz, Principal

FR:

Name of Group to Travel: _____

Event:

1. Name/Title _____
2. Date(s) & Time _____
3. Place _____

Number of Students Participating:

Dates Cleared by:

Names of Teachers Supervising:

OK Conflict

Department Head

OK Conflict

A.P. Administrative Services

OK Conflict

Names of Other Adults Supervising:

A.P. Instructional Services

Cell Phone Number for Emergencies

Transportation by: [e.g. district bus*/commercial bus/private car**]

If commercial – Name and contact person

Is proper insurance coverage in force?	Include a Xerox of the insurance verification.
--	--

Field Trip Request Form (continued)

Estimated Cost:

Items	Per Student	Total
Meals		
Ground Transportation		
Registration/Fees		
Substitute Teacher(s) required		
Other (specify)		
Total		

Trip Financed by:

If a substitute(s) is required be sure to submit appropriate request form to the Principal's Secretary.

Source of funding for Substitute _____

APPROVED: _____ **Date:** _____

* if district bus, attach formal Transportation Request Form #192 with this Field Trip Request.

** if private cars are going to be used, attach the Volunteer Driver Form(s) with this Field Trip Request.

Field Trip Permission Slip

**San Mateo Union High School District
Aragon High School**

Student Name:

Parental Consent for
10 11 12

I.D. # _____ Grade: 9

Student to Participate in a
School Sponsored Field Trip

Field Trip Title:

TO BE COMPLETED AND RETURNED THREE (3) DAYS BEFORE DATE OF TRIP

General Rules Governing All School Sponsored Field Trips:

1. All trips leave from and return to the school. Students are responsible for their own transportation from the school to their homes after the trip.
2. Students will return on the bus or in the car with the faculty member or approved school volunteer aide with whom they left the school.
3. Under **NO** circumstances are students allowed to drive other students to or from the field trip location.
4. All students will remain with the group at all times.
5. School regulations concerning student dress will be observed on the trip unless students are instructed otherwise by the faculty member in charge.
6. Students will observe all school rules and regulations concerning behavior.
7. The faculty member in charge will establish trip rules, which will be observed by all students.
8. Parents/guardians approval is required for the student to participate in the trip.

Field Trip Information:

Teacher in Charge:

Trip to: _____

Date(s): _____

Depart Time: _____ Return Time: _____

Periods Missed: 0 1 2 3 4 5 6 7

Description:

Education code 1081.5: When you give your written permission that your child may go on a field trip, you have waived all claims against the district or the State of California for injury, accident, illness or death occurring during or by reason of the field trip.

Parent/Guardian Consent

I _____ have read and understand all the stipulations concerning the field trip and hereby give my permission for _____ [Print name of Parent/Guardian] to attend and participate in said field trip and waive all claims against the district or the State of California for injury, _____ [Print Name of Student] accident, illness or death occurring during or by reason of the field trip. Please note that all adults, not regularly employed by the district, and all 18 year olds accompanying the trip are required to sign the waiver.

Please complete the following (In case of Emergency):

Home Phone Number: (____) ____ - _____

Father's/Guardian's Cell Phone: (____) ____ - _____

Mother's/Guardian's Cell Phone: (____) ____ - _____

Emergency Phone: (____) ____ - _____

If medical assistance is necessary for your student, do you have a preference? YES NO If Yes, where?

Every effort will be made to abide by your emergency instructions, but if conditions do not allow, the advisor is given permission to make decisions regarding treatment.

Signature of Parent/Guardian & Date

Signature of Student & Date

Student Request for Approval of Absence (To be presented at least three days in advance of the scheduled Field trip.):

Period	Class	Comment	YES or NO	Teacher's Signature
0				
1				
2				
3				
4				
5				
6				
7				

Academic/Behavior/Eligibility Check:

Approved ☐

Not Approved ☐

[Administrative Signature]

Notice to Student: The student is responsible for completing this form 1 week in advance of the field trip. Students are urged to make up all work for classes BEFORE the field trip occurs and to make arrangements for makeup tests (if applicable) at the time this form is completed.