



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

1. All groups requesting club membership through Hillsdale High School Associated Student Body must fill out club application and include all necessary attachments
 - i. Club packet consists of “Club/Organization Application” & “Club Budget”
 - ii. Attachments needed: Constitutions for all New Clubs/Organizations

2. All Hillsdale High School groups requesting club membership must comply to the general rules:
 - i. Each club must have a minimum of 10 members
 - ii. Each club must have a Hillsdale High School Faculty Advisor

3. Groups applying for club status must turn in an electronic copy of the Club Application form to **hillsdalehsasb@gmail.com**.

4. All approved clubs operating with a financial budget, must maintain an account with the Hillsdale High School A.S.B Finance Office and account technician.

5. All clubs must follow all Hillsdale High School A.S.B. Finance Guidelines and submit A.S.B. Activity Requests for any club fundraisers or activities being organized by the club and receive approval from Hillsdale High School A.S.B.

6. For all clubs renewing their status:
 - i. Applications must be sent to **hillsdalehsasb@gmail.com** for Approval
 - ii. If approved by Hillsdale High School A.S.B., the club application will then be sent to administration for approval
 - iii. Once approved by administration, the club will be active for the current school year

7. For all Clubs with new status:
 - i. Application and Constitution will be sent to Hillsdale High School A.S.B. for Approval
 - ii. If approved by Hillsdale High School A.S.B., club application and constitution will be sent to administration for approval
 - iii. If approved by administration, the club constitution will be sent to San Mateo Union High School Board for approval.
 - iv. Once approved by the San Mateo Union High School Board, the club will be active for the current school year

8. Clubs may not meet, advertise or have any fundraisers until the club is formally approved by HHS ASB and District Office



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 Hillsdale High School)

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 _____ Print Vice President's Name

_____ Print Secretary's Name _____ Print Treasurer's Name

Please attach a list of all members and their signatures.

_____ ASB Representative _____ Date

_____ Club Advisor _____ Date

_____ Principal _____ Date



Club Constitution and Bylaws Template

****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 Hillsdale 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 Hillsdale 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.

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

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



Club Constitution and Bylaws Template cont.

The club secretary will have the following duties:

- To maintain accurate minutes of each club meeting
- To carry out all correspondence for the club

The publicity chair will have the following duty:

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

Article VI – Elections

The club will hold the election of officers once a year. The voting will take place by secret ballot.

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 income 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: _____

