

Instructions: In order for your club to be approved, this form must be filled out entirely and emailed to the Commissioner of Clubs, Lauren.Lakin@ccaasb.com. **Before** you fill out this form, be sure to turn in your online form.



Name of Club: _____

Club Designation (check one): Refer to Clubs info on the ASB website for more on this distinction.

School Sponsored []

Non-school Sponsored []

(Co-) President*:

Name	District Email	Date
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(Co-) President (optional):

Name	District Email	Date
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(Co-) President (optional):

Name	District Email	Date
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*By signing the above, as (Co-) President, you agree to attend all required ASB club presidents' meetings, keep up-to-date with club info and announcements, and to respond to all emails from ASB in a timely manner.

Treasurer** (School Sponsored) or Vice President (Non-school Sponsored):

Name	District Email	Date
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This is the only person authorized to approve requests to spend club/organization funds. Formal Meeting Minutes must be kept and turned in to the ASB Finance Office whenever clubs are raising or spending club funds, and a Purchase Order must be turned in to the ASB finance office **before club funds are spent.

Faculty Advisor***:

Name	District Email	Date
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***By signing the above, as staff advisor, you agree to supervise all meetings and official club activities (if School Sponsored), review all club publicity materials (posters, flyers, social media posts) for distribution by the club, mediate any club disagreements and observe fund-raising guidelines. Board policy requires that a district staff member properly supervise all extra-curricular activities. Education Code § 48933 mandates that a club supervisor/sponsor be a certificated employee (teacher/administrator/counselor).

TO BE FILLED OUT DURING THE ASB STUDENT COUNCIL MEETING

ASB Approval [] Yes [] No Reason: _____

Club Commissioner's Approval Signature: _____

ASB Director's Approval Signature: _____

Site Administrator's Approval Signature: _____