

## Club Application Cover Sheet

Be sure to check out the resource "Steps to Starting a Middle School Club" on our website or ask the ASB Advisor or office staff for assistance

There are three items to complete and turn into the Main Office or ASB Advisors when starting a club:

1. Club Application Cover Sheet
2. Club By-laws or Constitution
3. ASB Activity Approval/Request form along with minutes/notes from club to be approved

**Student Representative from Club:** \_\_\_\_\_

**Name of Club:** \_\_\_\_\_

**Purpose of Club:** \_\_\_\_\_

**\*Adult Supervisor(s) of club:** \_\_\_\_\_

\*If supervisors are not SPS employees please check with Ms. Patt regarding clearance of all volunteers. No adults can supervise students without the proper clearance.

***For office use only:***

All Adult Supervisors named above have been cleared \_\_\_\_ Yes Date: \_\_\_\_\_ Initials: \_\_\_\_\_

**Fiscal:**

\*Will your club generate/collect funds? \_\_\_\_ yes \_\_\_\_ no

\*You must follow all ASB law and procedures for any monies collected or spent please contact our fiscal specialist or ASB Advisor with questions

\*Will your club pay any instructors? \_\_\_\_ yes \_\_\_\_ no

\*If your paid instructor is not already an SPS employee there is additional paperwork required from the district, please contact the main office asap if this applies to your club

**Meeting location** \_\_\_\_\_ **Meeting time frame** \_\_\_\_\_

**Meeting Day (s) of the week and Frequency** \_\_\_\_\_

**Dates of FIRST and LAST meeting for the year** \_\_\_\_\_

\*Once the club is approved permits will be submitted for the time and location requested. Anytime the club plans to meet or host an event or activity outside of the above named time and location a proposal and/or permit request must be submitted. This can be done on the JAMS website or via ASB Activity Proposal form.

- Completed By-laws or Constitution are attached ASB Activity and Proposal form to go to
- ASB requesting to start a club are attached

**Name and contact information of person submitting this form:**

\_\_\_\_\_