

## RETURNING Club Application Cover Sheet

Any ASB clubs already established must complete this form at the beginning of the new school year

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

- Returning Club Application Cover Sheet
- Updated bylaws or annual operating agreements (if necessary)
- Budget and Calendar of events submitted in May of the prior school year

**Name and contact information of person(s) submitting this form:**

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**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.

**Fiscal:**

**\*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

**Beginning balance of your club (if you have monies from the previous year)** \_\_\_\_\_

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

**Meeting Frequency** \_\_\_\_\_ (ie: Every Monday)

**First Meeting Date** \_\_\_\_\_ (ie: Sept. 18, 2018) **Last meeting date** \_\_\_\_\_ (ie: June 22, 2018)

\*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.

**For office use only 2018/2019:**

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

Submitted budget and calendar of events