**Clovis West High School**

**Petition to Start a New Club**

Thank you for your interest in starting a Club at Clovis West! This packet includes important information on how to start your club, as well as the requirements to keep your club in good standing for years to come. Please complete the attached forms and return them to the Activities Office for consideration.

**General Information**

Clubs are chartered by the Student Council. Petitions for organizing a new club and request for continued club recognition are available in the Activities Office. These forms must be completed, approved by the Student Council and put on file in the Activities Office along with the club's constitution. The organization will meet once a month during club schedule. The advisor will be required to attend an advisor's meeting each quarter, if called.

**Club Trips**

Itinerary for club trips must be submitted to the Activities Office six weeks in advance in order to allow for board approval as well as funds showing that trip will be paid for in full by the club before the transportation has been requested. Itineraries must be filed for all off campus trips.

**Request for Organizing a Club**

If it can be demonstrated that the need exists for a new club, and if enough students express interest in inaugurating and maintaining it, and if faculty sponsorship can be secured, and if certain formal requirements are met, it is possible to organize a new club within the Student Body framework.

THE FOLLOWING STEPS ARE NECESSARY:

 1. A petition must be presented to the Student Council. The petition must state specifically the purpose, names, and membership requirements of the club. The petition must be signed by at least fifteen members (in good standing) of the Associated Students of Clovis West High School.

 2. The signers of the petition (including organizers of the proposed club) should include a fair proportion of sophomores and juniors in order to assure continuance of the club from year to year.

 3. Prior to the approval of the petition by the Student Council, the Organizers must submit a typewritten club constitution to the Activities Office.

 4. The constitution must be approved first by the Clovis West administration and then by the C.U.S.D. Governing Board.

A new club exists after these steps have been taken; it is duly constituted and becomes a contributing part of the student body organization.

**Club or Organization Advisor Stipend Responsibilities**

1. Constitution and club recognition information on file in the Activities Office
2. May participate in a minimum of one community service activity (i.e. Christmas Caroling, Cancer Society, graffiti removal, visiting convalescent home, etc.)
3. Participation in the Homecoming Food Booths
4. Participate in Club Sign Ups at the beginning of the school year
5. Have a current roster on file in the Activities Office inclusive of all active participants
6. Maintain a six-week grade check of all club officers, competitors, or performers (as applicable to your organization)
7. Maintain Code of Ethics for all officers and students who participate in activities that take place after school hours.
8. Participate in activities that promote school spirit
9. Other activities as assigned by the school
10. Conduct monthly club meetings
11. Send a representative to each House of Reps meeting
12. Fill out Club Petition of Continuance checklist

**Clovis West High School New Club Petition**

**CLUB NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PURPOSE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**GOALS:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**MEMBERSHIP WILL CONSIST OF:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**FACULTY ADVISOR:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following students do hereby affirm that they will support and help maintain the above-named club.

**Elected Offices for the club are as follows:**

|  |  |  |  |
| --- | --- | --- | --- |
| **President**  |  | **Treasurer**  |  |
| **Vice President**  |  | **Historian** |  |
| **Secretary**  |  | **Other**  |  |

**Faculty Advisor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 *(Print Name) (Signature) (Date)*

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Name** **(Please Print First and Last Name)** | **Signature** | **Grade Level** |
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**The signers of this petition should include a fair proportion of sophomores and juniors in order to assure continuance of the club from year to year.**

***\*\* Prior to the approval of this petition by the Student Council, the Organizers must submit a typewritten club constitution – Please attach. \*\****

**This petition and the constitution were filed with the Activities Office on:**

**The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**FOR ACTIVITIES OFFICE USE ONLY –**

Student Council approval on the\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_.

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*ASB Member (Signature)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Student Activities Director (Signature)*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Deputy Principal (Signature)*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Principal (Signature)*