

Club Set Up Instructions

To become an official club of RHS, a charter process needs to be followed. By completing the following process and meeting the criteria, the club will become officially chartered and will be able to access all the rights afforded to a club. Some examples are: accessing morning announcements, holding meetings on campus and fundraising. To do so, here are the criteria you must follow:

- You must have a certificated staff member (a teacher) as an advisor. This means a teacher, counselor, or administrator.
- You must have a constitution which includes
 - a statement of purpose
 - a list of eligibility requirements
 - a list of officers and their job descriptions
 - DO NOT put specific people's names in your constitution
 - Below is a sample constitution to use. Simply input your clubs specific information
- You need to open an ASB account by depositing \$25. This is NOT a fee and is the club's money to spend at a later time.
- All members need to meet the eligibility requirements.
- **Your Club Advisor needs to sign the constitution before submitting it for club approval.**

Sample Constitution

RHS Hacky Sack Club

Name: RHS Hacky Sack Club

Statement of Purpose: *The purpose of our club is to connect people who love playing hacky sack while getting good exercise and having fun.*

We, the members of Club X, have decided to help the needy and do things such as: donations, food drives, and soup kitchen volunteering to help this cause.

Membership Clause: *Please explain the qualifications each member must meet.*

1. Each member must have fun while playing!
2. Each member must participate in the hacky sack games.
3. No experience needed to come and play!

Officers: *Please explain how officers will be chosen and what they will do. **Do NOT** list specific names of students as these will change from year to year.*

Presidents/Founders: ~ Will run the meetings and coordinate events

Vice President: ~ Chosen by application and interview. Will take the place of the president in case of absence

Activities of the Group: *Please explain the details of the activities that the group will be participating in, such as meetings, promotional activities, fundraisings...etc.*

We hope to coordinate fun hacky sack games for people to play during flex and lunch. These games could consist of competitions in groups such as rally competitions or freestyle competitions as well as individual competitions.

Financial Clause: *No financial clause needed*
All activities involved with the club do not require money.

Advisors: *Club Advisor: Mrs. Kenitzer*

RHS Hacky Sack Club Advisor:

X_____