

NEW CLUB APPLICATION FORM 2025-2026

Early Application (before school starts - 8/08/25 and is due on 8/22/25 by 11:59 pm):

Regular Application (after school starts - 8/25/25 and is due on 10/10/25 by 11:59 pm):

2nd Sem Regular Application (after school starts - 1/5/25 and is due on 1/31/25 by 11:59 pm):

Please make a copy of this document into your Google Drive and fill it out digitally. Send a digital copy of your completed form(s) to saratogaasb20@gmail.com and print the page of this document with signatures and submit it to the Clubs Box on Ms. Ybarra's desk in the activities office. (If applying early just submit electronically).

ASB will review your application and then contact you for an interview time.

*Please prepare a presentation with your club's goals, goals plans, and unique aspects for your interview.

Club Name: _____

Club Category (academic, cultural, service): _____

If other, please specify: _____

Officers for 2025-2026 school year: (Name, grade, position, email address)

Note: You will only be allowed 4 officers by default unless a specific requirement for more officers arises; in that case submit and complete the Additional Officer Request Form along with the Club Application Form.

President:

Vice President:

Secretary:

Treasurer:

Others: (state position for additional officers, Additional Officer Request Form required)

Please contact the clubs commissioners if you have any questions

Bryan Zhao: zhab7897@lgsstudent.org or via Messenger/Instagram

Anthony Tran: traa7834@lgsstudent.org or via Messenger/Instagram

Staff Advisor Name: _____

Email (Copy teacher every time you submit club meeting minutes):

Please include a one-paragraph mission statement for your club, describing the main purpose and the goals of your club.

(response)

What do you expect to take place in a typical lunch meeting of your club? Please be specific. Remember that your club must be active throughout the school year, so if it seems that you only have a few weeks' worth of substance, ASB is less inclined to award you official approval.

(response)

How often do you plan to hold meetings?

(response)

Does your club have any large-scale events during the course of the year? (ex: Bombay in the Bay) If so, please list and describe each.

(response)

Which current club(s) on campus is/are the most similar to your proposed club? In which ways? This is to show ASB that you have done your research and are fairly knowledgeable on the other clubs on campus. (Please reference the clubs list on the ASB website for a complete list of clubs).

(response)

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Additionally, please take the time to read through the following guidelines, as failure to comply with them could result in termination of your position/club.

- All officers must read the ASB Club Handbook and understand the rules it outlines. Violating policies within the handbook will result in consequences.
- Being a club officer is a big responsibility, so make sure you're able to fully commit to the task before you take it on.
- ALL OFFICERS should plan to be present at ALL MEETINGS. Only for reasons outside of his/her control can an officer be absent from a club meeting.
- Members of ASB may stop by at any time during meetings with a few days' notice. If policies are found to be violated at this time, your club is subject to further questioning and possible consequences.
- As an official school club, you are expected to remain active throughout the school year. When you set a meeting schedule (weekly, every two weeks, etc.), you are expected to stick to it. Long periods without holding a club meeting or activity/project will not be tolerated.

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Entering your name into the grid below signifies that you have read and understood the guidelines outlined above. Each officer must do this. Add additional rows as necessary.

Officer Name	Signature

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