



Handbook for Student Leaders and Club / Class Advisors

Oceana High School 2025-2026

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*All forms in this handbook may also be found on the school website.

How to Start a Club at Oceana

All activities are to promote the general welfare, morale, and educational experiences of Oceana Students and Oceana's School Wide Outcomes.



We, as a community of lifelong learners, strive to become:

1. Communicators, skilled in reading, writing, listening, and speaking.
2. Problem solvers and self-directed learners.
3. Creative, reflective, and critical thinkers.
4. Inclusive, compassionate, and collaborative workers.
5. Respectful, responsible, and engaged community members.
6. Individuals who actively participate in self-care, health, and wellness.

Any groups of students with a common interest may begin a club at Oceana High School. The rights and responsibilities of all clubs are:

- Each club must have an approved advisor familiar with the procedures of working with the Student Body.
- Each club must complete and return a new club application to ASB.
- Each club must have an approved constitution on file with ASB (a sample is included in this packet).
- Each club may determine their own activities and expend their own funds within the framework of the district and Oceana policies.
- Each club will conduct their meetings with their advisor present and take and maintain minutes of each meeting.
- Each club must establish a budget if any money shall be collected or expended.
- All activities and fundraisers must be approved in advance by ASB and Administration.
- All money collected from events and fundraisers must be deposited promptly with the account clerk.
- Clubs may request a club account report at any time, or request online access to check your account through ASBworks.

Club Charter Form

Oceana High School



*****Once completed, turn in to Mr. Korp in Room 305 or ASB Vice President Violet Schueller*****

Club Name			
Advisor		Email:	
Student Contact		Email:	
How often does your club plan to meet?			
Date and Time of meetings:		Meeting Location:	
Provide a brief description of your club:			
*** Please attach a list of all members, typed and double spaced. You need 9 members (including 4 club officials) to become an official club. You must also provide 15 student signatures to become a club. Signatures show student interest and support in clubs.***			
IMPORTANT, PLEASE READ CAREFULLY WITH YOUR ADVISOR:			
Student Government accepts responsibility for chartering all clubs. Clubs may not be potentially disruptive to the educational process, or present any threat of danger to any member of the school. Clubs membership must be open to the entire student body without discrimination.			
This application can be turned in at the Student Activities Center at any time. The application will be reviewed for approval by Student Government at the next ASB meeting. The advisor or student contact will then receive notice from Student Government regarding club approval decision. Clubs may not hold meetings until officially chartered by Student Government.			
Once officially chartered clubs may hold meetings, and minutes are to be submitted to Student Government at the end of each semester.			

Club Advisor Guidelines and Responsibilities

Becoming a club advisor is no easy task. Our students look to you for guidance to carry out the mission and vision of the club in order to make the most impact on our school community. It is important that you know what you are signing up for as an advisor.

Club Advisors Must:

- ☐ Be a certified staff member
- ☐ Ensure club application paperwork is completed and turned in by the deadline
- ☐ Be present at all club meetings, events, and fundraisers
- ☐ Ensure the club meets regularly and minutes are taken and approved, and that a copy is forwarded to the ASB student council in a timely manner when club council convenes.
- ☐ Ensure that club officers and club members understand the school club bylaws and school policies
- ☐ Ensure that each club officer understands their duties as a club leader
- ☐ Ensure that all fundraisers are approved prior to being held
- ☐ Ensure all flyers and posters are approved by ASB/administration prior to being posted
- ☐ Ensure any club monetary transactions, such as membership donations or club t-shirt purchases, are collected **with the advisor present**. The club must record and maintain all money collected and turn in to the cashier/ account clerk. The cashier/account clerk will set up an account for the club in the student body account. **Never have checks made payable to yourself, or to a student, and never deposit funds in your personal bank account.**

Disbanded/Terminated/Inactive Clubs

Any terminated, disbanded, or inactive club must complete the club application process again during the following school year to be reinstated. No terminated, disbanded or inactive club is permitted to meet for the duration of the year in which they are terminated, disbanded or inactive. No student may claim ownership over any terminated, disbanded or inactive club at any point in time. If a club believes it has been terminated without reason, it may appeal to the administration and ASB for reinstatement. Inactive or terminated clubs with any funds left in their accounts will then go to the general Student Body Funds.

Club Bylaws

Oceana High School



CLUB NAME: _____

- I. Clubs must submit a club **constitution and budget plan** before the deadline set forth by the school student body and administration.
- II. Clubs must hold official meetings at least once a month if funds exist in the ASB account for that club. Failure to meet for any two months over the course of the school year will result in termination of the club.
- III. Clubs must meet on the days set forth in their club constitution (e.g., every second Tuesday of the month) except in the event of another school or club event.
- IV. All club meetings must be held on campus.
- V. Clubs must take minutes at all meetings, have them approved, and submit a copy of the minutes to the student body class (ASB). Failure to submit minutes regularly may lead to termination of the club.
- VI. Each club must have a minimum of **five** active members., excluding officers. Two-thirds of the membership must be present at 51% of all meetings. Attendance must be recorded at official meetings as a part of the club minutes. Clubs will have up to one semester each school year to reach the minimum number of active members.
- VII. Club officers must be full-time students at the school. If a part-time student wishes to be a member of a club, he or she must sign a code of conduct.
- VIII. A club advisor must be a certificated staff member in the district. A club advisor must be present at all club meetings, club events, and club fundraisers. If the advisor cannot be present, another certificated staff member can be designated as a substitute.
- IX. The district board of education and ASB must approve all non-profit affiliate charities that will be beneficiaries of club fundraising.
- X. The only four positions considered club officers are club president, club vice president, club secretary, and club treasurer. All other titled positions in a club are considered leadership positions, not officer positions. There may be as many or as few leadership positions as the club sees fit.

- XI. All clubs must hold an election.
- XII. Whenever a club elects or appoints a new officer or leadership position, the results must be documented in the club minutes of that month.
- XIII. Clubs must follow all ASB procedures for events, activities and fundraisers. Violation of this will result in a temporary club suspension and or forfeiture of any funds from such events or fundraisers.
- XIV. Three violations of any of the club bylaws will result in the termination of the club for the remainder of the school year (this means violations of any two bylaws or of the same bylaw twice).

ACKNOWLEDGEMENT

I HAVE READ AND UNDERSTAND THE OCEANA CLUB BYLAWS:

CLUB NAME: _____

_____	_____	_____
Club President Name (please print)	Club President Signature	Date
_____	_____	_____
Club Vice President Name (please print)	Club Vice President Signature	Date
_____	_____	_____
Club Secretary Name (please print)	Club Secretary Signature	Date
_____	_____	_____
Club Treasurer Name (please print)	Club Treasurer Signature	Date
_____	_____	_____
Club Advisor Name (please print)	Club Advisor Signature	Date

Club Constitution

Oceana High School



ARTICLE I – Name, Purpose and Goals

CLUB NAME: _____ **SCHOOL YEAR:** _____

CLUB ADVISOR: _____

CLUB PURPOSE: (What is the goal of your club? Be creative, but be realistic, too. Think about short-term goals, i.e., weekly and monthly, and long-term goals, i.e., yearly. Write 3-5 sentences that explain the purpose and goals of your club and a list of what you want to accomplish.)



We, as a community of lifelong learners, strive to become:

1. Communicators, skilled in reading, writing, listening, and speaking.
2. Problem solvers and self-directed learners.
3. Creative, reflective, and critical thinkers.
4. Inclusive, compassionate, and collaborative workers.
5. Respectful, responsible, and engaged community members.
6. Individuals who actively participate in self-care, health, and wellness.

How does your club plan to promote the Oceana School Wide Outcomes?

ACHIEVING YOUR PURPOSE: (How will you achieve your club's goals? What actions will you take to work toward its purpose? List your ideas for achieving your goals. Explain how those ideas relate to the purpose of the club.)

CLUB AND THE COMMUNITY: (How will your club impact the school and/or the community? What things can the club teach, share, assist with, or use to engage with the student body and/or the community? Be creative in writing down what your club can do to positively impact your school and community.)

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[illegible]

ARTICLE II – Membership & Recruiting

ARTICLE II – Membership

MEMBERSHIP QUALIFICATIONS: (Write down the qualifications required to become a member)

RECRUITING: (Write down your ideas for promoting the club and recruiting new members. List the various forms of media your school has to assimilate information)

ARTICLE III – Meetings & Guidelines

Clubs shall structure meetings with the club advisor to fit the needs of the club and to fulfill the goals that have been established. Meetings should be held at least once a month and minutes taken and forwarded to the leadership class. Meetings must be held on campus.

Meeting Day: _____

Time: from _____ to _____

Location: _____

ARTICLE IV – Club Officers

ELECTION OF CLUB OFFICERS: (Explain how and when officers will be elected, who elects them, how long they will hold office, and what the qualifications for office shall be)

- President: _____
OHS email address/phone: _____
- Vice President: _____
OHS email address/phone: _____
- Treasurer: _____
OHS email address/phone: _____
- Secretary: _____
OHS email address/phone: _____

ARTICLE V – Financial Responsibility

FINANCIAL RESPONSIBILITY: (In accordance with Education Code Section 48932, all groups that fundraise must define their needs and their plans for fundraising. **Complete the attached Club**

Budget Plan form, listing the expected revenue from dues, fundraisers, and donations, along with the estimated expenses of the club.)

ARTICLE VI – Amendments

AMENDMENTS: (Write down the process by which the bylaws may be amended, e.g., who can recommend a change and what percent of a vote is required)

APPROVALS:

Club President Signature: _____ Date: _____

Club Advisor Name: _____

Email address: _____

Club Advisor's Signature: _____ Date: _____

FOR ASB & OFFICE USE ONLY:

Approved: Yes No

Comments:

Director of Student Activities Signature: _____ Date: _____

Administrator's Signature: _____ Date: _____

ASB Vice President: _____ Date: _____

Club Officers and Duties

Please note that all clubs must have an executive board comprised of the following officer positions; however, the following duties are suggested and is ultimately left to the discretion of the club members to allocate responsibilities amongst its members.

Position	Responsibilities
President	<ul style="list-style-type: none">→ Preside over all meetings→ Plan and prepare agenda for all meetings, working closely with the club advisor→ Know the basic rules of parliamentary procedure→ Facilitate group discussions by summarizing and clarifying→ Conduct themselves with academic integrity and in an exemplary manner
Vice President	<ul style="list-style-type: none">→ Assist the president and serve in his/her absence→ Assist in planning meeting agendas→ Represent the club at all inter-club-council meetings→ Know the basic rules of parliamentary procedure→ Help facilitate group discussions→ Conduct themselves with academic integrity and in an exemplary manner
Secretary	<ul style="list-style-type: none">→ Notify members of upcoming meeting→ Distribute meeting agenda→ Take attendance at meetings→ Keep accurate minutes of all meetings, attach the agenda and attendance report, and keep on file→ Report minutes of previous meetings→ Handle all club correspondence→ Conduct himself/herself with academic integrity and in an exemplary manner
Treasurer	<ul style="list-style-type: none">→ Work closely with club officers and club advisor to prepare an annual budget→ Represent the club at all inter-club-council meetings→ Ensure all expenses are approved prior to purchasing→ Assist with fundraiser profit and loss analysis statements→ Maintain a complete and accurate record of all club receipts and disbursements→ Conduct himself/herself with academic integrity and in an exemplary manner

Suggested Club Meeting Structure

In the case that a new club is formed and there is no meeting structure in place, here is a **suggested** parliamentary procedure meeting structure to start with.

- I. Call to Order**
 - President: "This meeting will now come to order"
 - Secretary: Records the time meeting was called to order for the minutes and circulates a sign-in sheet.
- II. Minutes of Previous Meeting Approval**
 - Secretary: Reads minutes of previous meeting and asks for a motion to approve and a second to the motion. If there is a correction to the minutes, the motion is to "approve the minutes as corrected." Names of the motion makers must be documented in the minutes.
- III. Committee/ Officer Reports**
 - President: Calls upon officers and/or committee chairs for updates or information.
 - Secretary: Documents the information in the minutes.
- IV. Treasurer's Report**
 - Treasurer: Provides a list of approved expenditures and asks for any new requests for expenditures. The requests are voted on by the club using the motion protocol. The new request(s) are submitted to the ASB account clerk and administration for approval on a Request for Check/PO form.
 - Secretary: Documents expenditures, approved and new, for the minutes, noting the motion makers and the outcome of the vote.
- V. Old Business**
 - President: "Is there any old business to discuss?" This is the forum for following up on previous meeting issues or events. If voting is required, the motion protocol should be used.
 - Secretary: Documents the discussion in the minutes, noting the motion makers and outcome of the vote.
- VI. New Business**
 - President: "Is there any new business to discuss?" This is the forum for new issues or events to be decided on. If voting is required, the motion protocol should be used.
 - Secretary: Documents the discussion in the minutes, noting the motion makers and the outcome of the vote.
- VII. Announcements / Presentations**
 - President: Shares any announcements or introduces any presenters to the club.
 - Secretary: Takes notes and documents in the minutes.
- VIII. Adjournment**
 - President: "This meeting is now adjourned."
 - Secretary: Records the time of adjournment for the minutes.
- IX. Finalization**
 - Secretary: Club minutes should be finalized on the Club Minutes form with the sign-in sheet of members attached. A copy of Club Minutes form and sign-in sheet should be forwarded to the ASB Student Council within

Oceana High School



CLUB NAME: _____

The meeting was called to order by: _____

Meeting Agenda:	
	Main Take Aways:
Action Plan or Next Steps:	

Club Advisor: _____ Date: _____
(Signature)

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Budget Form

Oceana High School



All organizations should be fundraising for a PURPOSE which should be discussed at length and agreed upon by members. Think about the WHY? Why are you fundraising? Whether you want to donate to a local charity, buy t-shirts for the group, go on a field trip, all organizations should plan to do SOMETHING with their funds.

This form must be turned in by all income generating organizations and copies must be provided to the indicated staff members.

Organization Name: _____ **School Year:** _____

Type of Organization	Provide Copy to:
<input type="checkbox"/> Clubs	Student Activities Director Principal
<input type="checkbox"/> Athletic Team	Athletic Director
<input type="checkbox"/> Interim	Vice Principal of Guidance

This portion must be completed at the beginning of the year/season/interim.

Current Account Balance: \$ _____

Estimated Expenses (money coming out):

Expense Item Description (use and attach additional page if more space is needed)	
Total Estimated Expenses	\$ _____

Estimated Revenue (money coming in):

Income Goal	\$ _____
Fundraising plan to meet goal (use and attach additional page if more space is needed)	
How do you plan to generate income for the year?	

This portion must be completed at the end of the year/season/interim.

Total Expenses	\$ _____
Total Income Generated (all income from fundraisers, sales, and/or donations)	\$ _____
Ending Balance (this will be carried over to the next fiscal year unless otherwise stated)	\$ _____

Approval Date: _____

Required Signatures:

Student Rep: _____

ASB Advisor: _____

Student Rep: _____

ASB Treasurer: _____

Advisor/Coach: _____

Principal: _____

Fees and Donations

Under the law (California Constitution 1879), public schools must provide a “free and equal public education.” This means that students enrolled in public school cannot be charged fees for participation in educational activities that are part of the core program of the school. Educational activities include field trips, athletics, and extracurricular on-campus activities such as student clubs. Schools must adhere to the law and ensure that student equity in the educational process is not compromised.

Club Donation Collection Procedure

Although a membership, or any other kind of payment, cannot be required under the law from students enrolled in public school, a club may request a donation. All requests must clearly state that the donation is not required for participation in the club or club activities. All donations must be collected during a club meeting with the club advisor present. Students must never collect money outside of a supervised club meeting. (Refer to the FCMAT *Associated Student Body Accounting Manual, Fraud Prevention Guide, and Desk Reference* for more detailed information)

PROCEDURE

- I. Any requests for donations should be made in the form of a letter or email that can be sent home to parents explaining the reason for the request.
 - A. Request should have a deadline for submission
 - B. Club members should be instructed to bring the donation to a club meeting
 - C. All donation requests must be in compliance with district rules and policies (i.e. some may require principal approval prior to being sent out)
- II. All donations must be documented on a spreadsheet by member name. Donations should be balanced to the spreadsheet and forwarded to the ASB account clerk in a timely manner.
- III. The ASB cashier account clerk will deposit the donations in the club's student body account.

CLUB SPENDING EXPECTATIONS

All clubs should be fundraising for a PURPOSE which should be discussed at length and agreed upon by club members. Think about the WHY? Why are you fundraising? Whether you want to donate to a local charity, buy t-shirts for the group, go on a field trip, all clubs should plan to do SOMETHING with their funds. As stated in the OHS ASB constitution, only 20% of starting balance is allowed to stay in club account from year to year. If the club wants to increase how

much stays in the account account, they must fill out a **“Request to Carryover Excess Ending Balance”** form and submit to the Director of Student Activities and Account Clerk for approval.

Fundraising Procedure

Fundraisers must be approved by the school administration before they are held. Administrators will consider appropriateness, safety, and compliance with Education Code when reviewing and approving fundraisers. (Refer to the *FCMAT Associated Student Body Accounting Manual, Fraud Prevention Guide, and Desk Reference* for more detailed information)

<u>TYPICALLY ALLOWED FUNDRAISING EVENTS</u>	<u>UNALLOWABLE FUNDRAISING EVENTS (during school hours)</u>
<ul style="list-style-type: none">• Concession/Food Sales (Refer to the <i>FCMAT ASB Manual</i> for nutrition regulations) *Note that food sales must be done outside of school hours (between 8:00 AM and 3:00 PM)• Entertainment/dances• Advertising• Publications• School Logo items• Tournaments• Book Fairs	<ul style="list-style-type: none">• Raffles or games of chance• Activities that pose liability, safety or risk concerns such as,<ul style="list-style-type: none">- Mechanical or animal rides- Use of darts or arrows- Objects thrown at people

PROCEDURE

1. Complete a Club Event/Fundraiser Approval form and a Fundraiser Budget form. The Club Event/Fundraiser Approval form must be signed by a club representative and the club advisor and approved in the club minutes.
2. Forward the completed **Club Event/Fundraiser Approval Form** and **Fundraiser Budget Form** to the ASB Treasurer.
3. After the fundraiser is reviewed by ASB/administration, the club advisor will be notified whether the event was approved or not.
4. If the fundraiser is approved, the Cash Control for Fundraisers procedure (see below) must be followed.

Cash Controls for Fundraisers

A cash box must be requested if cash will be accepted at a fundraiser, and it must be counted by an adult and a student before and after the event to ensure double custody of funds at all times. Sound cash control procedures are essential from the time cash is collected until it is deposited in the bank. This not only deters fraud, but protects all parties from accusations of wrongdoing. (Refer to the FCMAT *Associated Student Body Accounting Manual, Fraud Prevention Guide, and Desk Reference* for more detailed information)

Account Clerk Forms for Cash Controls:

- ❑ **CASH COUNT FORM:** for all deposits, large and small
- ❑ **EXPENSE VOUCHER FORM:** for any mileage reimbursement requests, including to/from professional developments, official district business, post office run
- ❑ **STUDENT BODY CHANGE ORDER FORM:** in case of a special event when you need a cash box with start-up funds. Please note that 2 days is the minimum to make such requests and \$50 is the max that can be requested
- ❑ **REIMBURSEMENT SINGLE PAYMENT:** reimbursement/single payments requests that are being paid out of district funds
- ❑ **STUDENT BODY PAYMENT REQUEST:** reimbursement/single payment requests that are being paid out of OHS ASB/club account(s)

PROCEDURE

1. Cash box request should be made to the ASB cashier account clerk at least 24 hours before a fundraising event:
 - a. Request for Cash Box form is completed by the account clerk once received
 - b. Cash is verified by both the account clerk and the club advisor prior to releasing box.
2. During the event, at least two people should control cash sales.
3. Count cash and complete Request for Cash Box form
 - a. Total sales and total profit cash must balance on the form
4. If the fundraiser is a multiple-day event, a Cash Reconciliation form must be used at the end of each day. The cash must be counted by two people at the end of each day, and then recounted at the beginning of the next day. The two totals should match. On the last day of the event, the Cash Box form should be used for the final count.
5. The cash box should be returned to the account clerk in a timely manner
 - a. Cash is verified by account clerk and the advisor, and a receipt is given to the advisor
 - b. The account clerk will deposits money in the student body club account

Fundraising Form

Oceana High School



Please choose your dates carefully and stick with them. Note that students are usually required to be out of the school building by 4:30

PM, so be sure to end your fundraiser by that time (with the exception of selling during athletic events). Always get the Athletic Director's permission for your club to sell food at the games.

All Petitions must be received at least 3 weeks prior to your event. Questions can be directed to ASB Executive Board, which will meet nearly every Monday at lunch.

Name of Club or Organization:		Date Submitted:	
Description of Activity/Fundraiser		Purpose of Activity/Fundraiser	
Date of Fundraiser: Day of the Week: Odd or Even Day:	Check One: <input type="checkbox"/> One Time Event <input type="checkbox"/> Recurring Event (must provide all dates)		Check One: <input type="checkbox"/> Before School <input type="checkbox"/> During Lunch <input type="checkbox"/> After School
Provide location on Campus that you need access to for your event.	<input type="checkbox"/> Courtyard <input type="checkbox"/> Cafeteria <input type="checkbox"/> Gym	<input type="checkbox"/> Theater <input type="checkbox"/> Library <input type="checkbox"/> Classroom #_____	
	If possible please reserve through Civic Permits and attach proof of reservation to this form		

Supervision Please note that an administrator is required to be present at events scheduled after school.	Adult Supervisor(s): _____ Administrator on Site: _____
Approval: All signatures must be provided for fundraiser to move forward	Club President: _____ Club Advisor: _____ ASB Advisor: _____ Administrator: _____