

Club Application Process

To be a club on campus, the club must have a purpose, hold regular meetings, and have a certificated employee as an advisor. Clubs must operate under the same regulations as the general ASB.

Club requirements are listed below.

- Clubs must submit an application, budget, and constitution to ASB and get approval from the OUSD Board.
- Clubs are composed of currently enrolled students.
- Students play a major role in the club and have primary authority when making decisions (including how funds are spent).
- Clubs have elected student officers
- Clubs have a certificated advisor
- Clubs have a purpose
- Clubs hold regular formal meetings with approved minutes.
- Club expenditures are approved in advance

If a group does not meet the club requirements listed above, it is not a club and should not be accounted for or included in the ASB account.

A group of students may apply for permission to form a club or renew a club by completing the following.

- [Application for Student Club](#) (New and Returning Clubs)
- [Budget](#)
- [Constitution](#)

The forms must be submitted yearly to the student council, ASB advisor, and principal. After which they are sent to the Associate Superintendent of Educational Support Services and the school district's Board of Trustees for approval.

ASB Clubs vs. District Accounts

Associated Student Body (ASB) organizations are composed of students to conduct activities on behalf of students. *Education Code Section 48930* defines the purpose of an ASB organization as “the conduct of activities on behalf of the students approved by the school authorities and not in conflict with the authority and responsibility of the public school officials.” As such, ASB groups have been given the authority to conduct fundraisers and to spend money to the benefit of the students. The funds raised by the student organizations are called *associated student body funds* or ASB funds.

ASB funds are to be spent for non curricular activities beyond those activities the district provides. ASB funds may not be used for non-ASB purposes, such as curricular, instructional, or other administrative purposes, or to benefit faculty. Fundraising activity needs to have a specific purpose and the purpose needs to be stated on the "Request for Approval of Fundraising" form. The purpose will determine if the funds should be deposited into an ASB or district account.

Checklist:

- o **Club Application with attached list of student members**
(Only the new application provided by ESS will be accepted).
 1. Applications shall be typed and printed on a single page (portrait style).
 2. Signatures and Dates required:
 - o Club student representative
 - o Club Advisor
 - o (SUBMIT TO ASB)
 - o ASB Student Officer
 - o ASB Advisor
 - o Principal
 - o Recorded in Minutes
 - o Sent to District for Approval

- o **Constitution** – A Club can provide a different version of a constitution but must follow basic ASB guidelines.
 1. Constitutions shall be and printed on a single page (portrait style).
 2. Signatures and Dates required:
 - o Club Student Representative
 - o Club Advisor
 - o (SUBMIT TO ASB FOR MEETING)
 - o ASB Student Officer
 - o ASB Advisor
 - o Principal

- o **Budget** – If your club intends to fundraise you will need to fill out a Budget. Sample Budget is provided for convenience, but not mandatory. A club can provide the budget in a different format but must follow basic ASB guidelines.
 1. Budgets shall be typed (numbers can be handwritten). Budgets must be printed on a single page (portrait style).
 2. Signatures and Dates required:
 - o Club Student Representative
 - o Club Advisor
 - o (SUBMIT TO ASB FOR MEETING)
 - o ASB Student Officer
 - o ASB Advisor
 - o Principal

