

Andrew P. Hill High School

Club Charter Application Instructions 2025-2026

- All officially chartered Andrew Hill clubs and sports teams must complete all requirements detailed in this packet and submit to this [Google Form](#) prior to the first fundraiser or financial transaction for the school year. If you have any questions please email Miss Hoang at hoangh@esuhsd.org.

Club Privileges include:

- Participating in **Back of School Events, Club Day, Winterfest, and FANTASTICS.**
- Using **ASB butcher paper** and **paints** for **club activities.**
- Holding **meetings** and **fundraisers**
- Sponsoring **events**
- Promoting **club-specific activities** on campus

Mandatory Paperwork:

1. Club Charter Application
2. Preliminary Budget Plan
3. Club Constitution

Extra Forms:

1. **Fundraiser, Request to Purchase Order (RPO), Meeting Minutes, Attendance Log**

Guidelines:

1. Each club must have **a minimum of 1 credentialed advisor** (Ed Code 48933) and at least **10 students' signatures.**
2. The credentialed **club advisor must be present at ALL** club events, both on and off-campus.
3. Clubs **may NOT engage in potentially dangerous or illegal activities** that could lead to any injury to one of their members (ex: skiing/snowboarding, raffles)
4. Clubs are responsible for **set-up** and **clean-up** of their own events.

<u>ASB Executive Board:</u> President: Nathania Doan Vice President: Julie Bui Vy Ha Treasurer: David Kieu Secretary: Khloe Cid Spirit Leader: Charlie Deats Bank Clerk: Ms. Gemma Jumanan Activities Director: Miss Hong Ha Hoang Principal: Mr. Jose Hernandez	AHHS Interclub Council 2023 - 2024 3200 Senter Rd., San Jose, CA 95111 Email: hoangh@esuhsd.org Phone: (408) 681 - 8525	
	<u>CLUB CHARTER APPLICATION</u>	
	Name of Club: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
	is being organized for the purpose of <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
	Meeting Schedule:	
	Day: Time: Place on Campus: # of meetings per month:	
	Elected/Tentative officers for the club are: (<u>Write down a contactable phone number</u>)	
	President	
	Name: Phone #: School Email:	
	Vice President	
	Name: Phone #: School Email:	
	Secretary	
	Name: Phone #: School Email:	
	Treasurer	
Name: Phone #: School Email:		
Other		
Name: Phone #: School Email:		

Club Members

(All clubs must have at least 10 members prior to submitting an application)

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

Advisor

Name:
Phone #:
School Email:

Date submitted:

Time:

*******Office Use Only*******

Club has submitted an Application for Club Renewal _____yes _____no

Club has submitted Budget Plan (Ed Code 48932) _____yes _____no

Club has submitted Club Constitution _____yes _____no

Preliminary Budget Plan

ESTIMATED REVENUES - List the various events and fundraisers you are considering and its estimated income.

Fundraising Activities	Estimated Income
Total	

ESTIMATED EXPENSES - List your anticipated expenses.

Activities	Estimated Cost
Total	

ENDING BALANCE AND CARRYOVER

Club Balance from the Previous Year		
Estimated Income	+	
Estimated Cost	-	
Projected Balance	=	

Please note ***you can only carry over 20% of your revenues WITHOUT permission from ASB***

Report prepared by:

Name: Date:

Report reviewed by Advisor:

Name: Date:
