

San Lorenzo Unified School District
SAN LORENZO HIGH SCHOOL

CLUB CHARTER

The Executive Council of the Associated Student Body of San Lorenzo High School has accepted the application for charter by

Name of Club or Organization

on

Date of Application

To maintain a Charter and official recognition as a school organization, the following regulations set up by the San Lorenzo Associated Student Body must be followed:

1. A Club Constitution must be filed and approved before charting may begin.
2. Membership in the club is restricted to students composed entirely of students enrolled at San Lorenzo High School.
3. A minimum of 5 members in the club must be signed up in order to charter.
4. A faculty advisor must be present at all club meetings.
5. Attendance and minutes should be taken at every meeting and submitted to the Clubs Commissioners at Club Council. Meeting minutes forms are available in E6.
6. The purpose of the club (like video gaming, community service, etc.) laid out in the Club Constitution must be maintained — meaning, any behavior or activity conducted by members outside of their purpose may result in club suspension.
7. All money matters must be handled through the school Finance Technician. Any expenditure must be discussed by your club first – and reflected in meeting minutes. Expenditures are then approved by Executive Council through a Student Body Purchase Order which can be obtained from the Student Body Office. Expenditures will be approved with the understanding that only club members can spend finances. The club Advisor must make an appointment with the Finance Technician to set-up and establish a club budget.
8. All planned events and fundraisers must be approved by filing an Activities Request that will be approved through the Executive Council and will be reported to the School Operations Council so they may be entered on the Master Calendar. All notices for morning announcements or SLzTV must be signed by the Advisor.

If you, _____ fail to abide by the regulations established,

(Name of Club)

your club may have its Charter and privileges as a school club suspended or revoked, for a period of two weeks time as recommended by the Executive Council of San Lorenzo High School and approved by the School Operations Council.

This permits the aforementioned club to use school facilities for meetings and events and permits use of the daily announcements and SLzTV broadcasts, and permits the hanging of signs and posters for advertising and publicity purposes.

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CLUB CHARTER

Name of Club _____

Purpose of Club _____

Name of Club Advisor(s) _____

President and Email _____

Vice President and Email _____

Secretary and Email _____

Treasurer and Email _____

Club Council Representative and Email _____

*You will need to assign ONE person to attend club council meetings in E-6. Date and time to be determined each year.

List Club Members (Minimum of 5) – *Use Separate Page if Necessary

- | | |
|---------|----------|
| 1 _____ | 9 _____ |
| 2 _____ | 10 _____ |
| 3 _____ | 11 _____ |
| 4 _____ | 12 _____ |
| 5 _____ | 13 _____ |
| 6 _____ | 14 _____ |
| 7 _____ | 15 _____ |
| 8 _____ | 16 _____ |

Any Restrictions On Membership, If So, Please State Below:

Club Charter Approved on _____

(Date Approved)

Clubs Commissioner

ASB President

Activities Director

This permits the aforementioned club to use school facilities for meetings and events and permits use of the daily announcements and SLzTV broadcasts, and permits the hanging of signs and posters for advertising and publicity purposes.