



Thousand Oaks High School

Home of the Lancers

APPLICATION FOR TOHS STUDENT CLUB

I. We the students of the Associated Student Body of Thousand Oaks High School, request permission to form a Student Club.

President (required): _____

Vice President (required): _____

Secretary (required): _____

Treasurer (required): _____

Members: (minimum of 8 members required)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

II. This organization will be called: _____ and will have as its purpose:

Club will meet on: (Day) _____ Location: (Classroom) _____

III. The advisor for this club for the school year will be: _____

IV. We have attached:

- A copy of the proposed constitution for this club. **Approval date of current constitution** _____
- *Constitutions are valid for 3 years*
- Our club will be doing fundraising, Circle One: YES or NO

If there will not be fundraising for a club please state on the budget form and sign.

A copy of the budget for this club for the school year is attached if there is fundraising.

V. Submitted by:

Student Club Representative Signature: _____ Date: _____

Club Advisor Signature: _____ Date: _____

****Please submit this application to the Activities Office:**

Mr. Godfrey (Assistant Principal) or Ms. Benon (Activities Secretary) for step VI to be completed**

VI. Approved by:

ASB President Signature: _____ Date: _____

ASB Advisor Signature: _____ Date: _____

Assistant Principal of Student Life Signature: _____ Date: _____



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BUDGET FOR 2025-2026 SCHOOL YEAR

This must be completed for any club planning on fundraising

Name of Club: _____

Part I: Revenues (Write in N/A if there are no plans for fundraising) DO NOT LEAVE BLANK

Source of Revenue	Estimated Revenue	Actual Revenue	Difference

Part II: Expenses (Write in N/A if there are no plans for fundraising) DO NOT LEAVE BLANK

Expense Description	Estimated Expense	Actual Expense	Difference

Part III: Balance

Difference Between Total Revenue and Expenses	
Ending Balance	

Club Treasurer Signature: _____

Club Advisor Signature: _____

Presented to ASB on Date: _____

ASB President Signature: _____

Date: _____

Assistant Principal of Student Life Signature: _____

Date: _____



Thousand Oaks High School

(Your Club NAME Here)CLUB CONSTITUTION (Constitution must be typed)

Article I

Name, Purpose, & Authority

The name of the organization will be (*name of club*) of Thousand Oaks High School.

This organization will have its purpose, (*identify specific purpose of the club*) as directly approved by the student council and indirectly by the school principal and governing board of Conejo Valley Unified School District.

Article II

Membership

All students enrolled in Thousand Oaks High School are eligible for membership.

Article III

Meetings

Meeting will be held (*state time and date, such as every Wednesday, immediately after school*) unless a special meeting is called.

Article IV

Club Officers and Duties

The Club Officers and duties will consist of the following:

President: (*To preside over meetings of the club; to call special meetings of the club; to plan and prepare an agenda for the club meetings*).

Vice President: (*To serve as the club president if the president becomes unable to fulfill his or her duties either temporality or permanently*).

Treasurer: (*To maintain complete and accurate record of all club receipts and disbursements; to oversee club fundraising efforts; to supervise the preparation of the club budget*).

Secretary: (*To maintain accurate minutes of each meeting; to carry out all the correspondence for the club*).

Article V

Elections

The club will hold elections of officers (*state length of office*).

The voting will take place by (*how voting is regulated*).

Article VI

Amendments

A two-thirds majority vote of the members in attendance is required to amend this club constitution.

Club Advisor Signature: _____

Date _____

Club President Signature: _____

Date _____

ASB Advisor Signature: _____

Date _____

A/P of Student Life Signature: _____

Date _____