

Club 101

Club Registration

Club Re-registration

- Re-registration Forms/deadlines
 - Club Re-registration will begin in May of the previous school year
 - All clubs wishing to return in the next school year **must submit their paperwork before the end of the school year**
 - Must submit both the [informed K-12](#) and the google form linked on the K-12
- [Budget Carryover Form](#)
 - According to FCMAT anything over 20% of total revenue for the year will be moved to ASB if a carryover form is not filled out
 - In some circumstances, it may be appropriate for a club to carry over more than 20% of the funds raised that year. For example, if the club wants to participate in a band competition and parade festival overseas, it could take them two years or more to raise the funds. If the club has voted for this activity, and the advisor and the principal/school administrator have approved it, it may be appropriate for the ASB advisor, principal/school administrator, and district business office to approve larger carryover of funds for this specific purpose.

Club Registration

- The first week of school there should be a new clubs meeting
 -  New Clubs info session
- All club paperwork is due at **August 31st**
 - Must submit [informed K-12](#) and google form linked on the K-12
- If your Informed K-12 is sent back to you after the deadline you may must resubmit the paperwork 2 weeks after receiving the paperwork back
 - The Informed K-12 can only be sent back 3 times before officially not being recognized
- An in depth explanation of filling out an informed K-12 registration form can be found on the  New Clubs info session
- The information you submit into the google form will be used on the official ASB clubs list published on the MVHS [ASB website](#)
- Official Approval
 - The ASB class will vote to approve clubs on a rolling basis every Wednesday and occasionally Friday

- The ASB class will either vote to approve the club for the dedicated school year, or reject the club for the dedicated school year
- Clubs can be tabled during meetings meaning it can take up to a 2 weeks after informed K-12 submission to hear back from the Clubs Commissioner
- Additionally, if issues arise with your paperwork the clubs commissioner will send it back to you
 - You will have 1 week after receiving the email to resubmit the paperwork
- **After Rejection**
 - If your club is rejected the ASB clubs Commissioner will provide you with reasons why your application was declined. After receiving the initial email, you have two school weeks to schedule a meeting with the ASB Club Commissioner and the ASB advisor if you so choose
 - From then, you will get two more weeks to resubmit your application with your changes made to your club's mission statement
 - Once your application is re-submitted the ASB class will then re-vote on your club
 - If your club is rejected once again you will not be able to submit a third time
- **After Approval**
 - After the approval of a club you will receive an email from the Clubs commissioner congratulating you within 2-3 school days
 - Within 2-3 school days your club will then be added to the Clubs Google Classroom
 - Please visit the finance office and/or email edwienna.grant@mvla.net request the creation of a financial account if your club wants to purchase any items
- **Special Cases**
 - Combining a club
 - If you and another student submit a club application form and the topic is exactly the same and neither club has been approved by ASB class yet and neither is a returning club then the club commissioner will schedule a meeting with both/all parties
 - The club timestamped to submit the google form first will technically have priority of the club, but the meeting is to formal acknowledge both groups and come to terms with both groups

Club Boards

- A typical club board:
- Consist of 5 members as follows:
 - President
 - Vice president

- Secretary
- Public relations
- Treasurer
- Flexibility:
 - Club boards can be arranged in any fashion as long as the board does not exceed 5 members
 - Can have less than 5
 - Can have 1 person fill multiple roles
- Additional members
 - Additional members may be requested in an email to the club commissioner (MVHS Clubs)
 - The email must include the exact reasoning on why your club needs each position (reasoning will be quoted)
 - The ASB Class will then vote to either approve or deny the addition of these board members
 - The Clubs Commissioner may request the submission of additional information on your club's reasoning
 - Expect an email from the Clubs Commissioner 2-3 days after the official vote
- Changing Board members
 - If you would like to change your club board members, you must hold a meeting with your club and vote to choose a new board member recorded in a [W MVHS Meeting Minutes Template.docx](#)

Club Pre-approvals

- Clubs purchasing items must submit a [pre-approval](#) at least 2 weeks prior to the date the items are needed
 - This is because ASB will not give reimbursements and will only use the money within the clubs account and processing can take up to 2 weeks
- Clubs must first approve the purchase of these items in a business meeting that will be attached to the pre-approval
- Section by section explanation
 - Account number
 - New clubs will not have a number till they submit a budget stating intent to earn
 - Your account number can be found by your treasurer logging into [ASBworks](#)
 - Username: 1000 number
 - Password: Year the current school year started

- EX: In Spring 2026 the password will be 2025 because fall 2025 was when the school year began
- If you have trouble finding your account number please visit the finance office
- Club Organization Name
 - Put your club's official name (no abbreviations)
- Available balance
 - Found by logging into [ASBworks](#) by your treasurer
- Total Amount for Pre-Approval
 - Total cost for all items in the pre-approval, including tax
 - Add tax when finding totals it is better to overestimate than underestimate

Account No.:		Date of Pre-Approval Submission:	mm/dd/yyyy
Club/Organization Name:			
Event/Activity Name:		Date of Activity:	mm/dd/yyyy
Available Balance:		Total Amount for Pre-Approval:	

- Vendor/store
 - Name of the store or online website
- Item/service
 - Name of the item being purchased or service/subscription
- Quantity to be purchased
 - If an item is being bought in a 4 pack and you need 12 of said item put 3 in the quantity to be purchased section
- Rational/reason
 - Should be one sentence
- Cost
 - Cost of the total in the row
 - If your are purchasing 3 packs of 4 worth \$15 then $15 \times 3 = 45$ + tax (estimate 10%)
- Link
 - Paste the link to your purchase

- If the links are too long you may upload an attachment that includes the links

Vendor/Store Purchase will be made from.	Item/ Service	Date item is needed	Quantity to be purchased	Rationale / Reason for purchase	Cost/ Est. Cost	Link online items for purchase here (If your link does not fit in the space given, upload an attachment with linked items)
		mm/dd/yyyy			number	
		mm/dd/yyyy			number	

- Attachments
 - In the attachments upload a scanned and signed copy of your meeting minutes
 - Additionally if necessary add an attachment that includes links that are too long to paste
- Signature
 - Add your signature and send it to your advisor

REQUIRED ATTACHMENTS: ☐ Minutes Form w/ necessary signatures ☐ All vendor estimates/quotes/invoices with prices to be purchased.

We certify that this request has been approved and recorded in the club/organization minutes

Club Student Rep Approval: Click to sign here

Club Advisor Approval:

Date: 9/1/2025

Date:

****** Note: Minutes with signatures must be attached/submitted with this form******

Club Financial Accounts

- Creating a Financial Account
 - New Clubs
 - Once you have received approval visit the finance office and/or email edwienna.grant@mvla.net request the creation of a financial account
 - Additionally, please bring a budget stating intent to earn for this school year
 - **Your budget can never be negative**
 - Existing clubs
 - If you do not know who has access to your clubs account please contact or visit Ms. Grant in the finance office and/or email edwienna.grant@mvla.net

- If you would like to create an account please submit a budget to Ms. Grant stating intent to earn and follow up on who has access to the account

Quarter Paperwork

- When are submission dues?
 - Clubs typically will submit paperwork one school week after the quarter has ended
- Where are the submissions?
 - Please submit all documents to the clubs google classroom
 - If a club board member needs an invite to the google classroom please email mvhs.clubs@mvla.net
- What needs to be submitted?
 - A collection of your meeting minutes from the entire quarter
 - The minutes will need printed and signed in ink
 - Do not turn in these physical forms to ASB
 - A [budget report](#) with instructions found on the second tab of the google spreadsheet

Club Events

COPS Meetings

- COPS meetings are held every quarter during tutorial in the Theater
- Must register on Minga for the tutorial under the ASB Advisors tutorial
- During the meetings the Club Commissioner should go over:
 - Common questions being received
 - The next big club event
 - Other club events happening on campus
- Example meeting from September 5th 2025:
 - 📅 COPS Meeting 9/5
- The next club meeting is on November 21st

Picnics

- Picnic
 - Sign up on the google classroom selecting up to 3 items

- Should also have the final date to submit form and pre-approval
- Clubs Commissioner will then email you which item you have been approved for
 - Club Commissioner just chooses based on the priority you choose the items in and if any club who submitted the form before you also selected the same item
- Once you have received confirmation of your food item hold a club meeting to vote to approve selling the food item
- Print the meeting minutes and sign it in ink
- Attach it to the pre-approval and input your advisors name and email as the next approver
- Refer to [Pre-approvals](#) for information on how to fill them out

Club Arena

- General information
 - Club Arena happens twice a year in the Spring and the Fall
 - It spans 2 days and is held in the main quad outside the student services building during lunch
 - Both of these are required events are required to be attended by all clubs
 - Clubs are allowed, but not required to bring candy
- Club Requirements
 - Clubs must register on the Clubs google classroom or at a COPS meeting
 - Clubs must choose one of 2 days to attend
 - Clubs must bring a cardboard board displaying their board members, contact information, pictures of club events, goals of the club
 - Please also bring a piece of paper to record students interested in attending your club so you can email them afterwards

(ARF) Hosting your own event

- Advisor Duties
 - Your club event must be attended by your advisor or an email from the advisor 48 hours before the event clarifying the certified teacher taking their responsibility for the event
- ARF
 - In order to use equipment on campus and or fields/school campus grounds, an Activity request form must be submitted at least 2 week prior to the event
 - ARF's can be found in the office and a template example can be found here
 - [Activity Calendar Request Form 3-1-21](#)

- ARF's can take an extended period of time to approve as Ms. Clarke and Mr. Robell review ARF's to ensure that there is minimal overlap between multiple groups hosting events
- An ARF can be sent back to you if more information is required or if the date overlaps with another event on campus the same time
 - Check the mountain view high school website calendar to help ensure your event doesn't overlap with anything else
- Guest Speakers
 - Guest speaker forms must be filled out by your advisor
 - The form can be found under the staff resources website
 - forms
 - guest speaker request form

Advertisement (posters)

- Physical Posters
 - Submission
 - A digital and hard copy version of the form must be submitted to the clubs commissioner
 - The Activities Office (administration) will approve fliers by signing the flyer in the bottom right corner.
 - The Activities Office will also record a date in the bottom right corner that indicates the date in which all of the fliers should be removed.
 - Copies of fliers must be made from the original flyer with the approval signature and disposal date.
- Online advertisement
 - Clubs are allowed to have instagram accounts although they are not required
 - Clubs should only create the account after receiving approval to be a club

Selling Foods

- The school day restrictions for sales applies from one-half hour before to one-half hour after the end of the school day (at MV this includes periods 1-7).
- All food sales must comply with the California Food and Beverage Restrictions, also known as the 35-10-35-250 rule. Details below.
 - No more than 35% of total calories from fat
 - No more than 10% of total calories from saturated fat
 - No more than 35% of total weight from sugar (excluding fruits and vegetables)
 - No more than 200 mg of sodium

- 250 calories maximum (middle and high schools)
- NO CASH IS ALLOWED TO BE TRANSFERRED BETWEEN STUDENTS
- Student groups need to prepare profit and loss statements for fundraisers.

Club Meetings

- General information
 - Club members should be notified 24 hours in advance to a meeting (not required, but courtesy)
 - Should record all events and activities during the meeting into a [MVHS Meeting Minutes Template.docx](#)
 - Should be compiling all meeting minutes into one google document you will be submitting at the end of the quarter
 - Typically have an agenda and slideshow to present to your club
- Clubs meeting frequency
 - Clubs must meet at the frequency record in the official clubs google sheet
 - If you are choosing to move your meeting or cancel a meeting club members should be notified 24 hours in advance to a meeting (not required, but courtesy)
 - If you need to change your meeting frequency or day of meetings email the clubs commissioner
 -
- What should happen in meetings?
 - Meetings should be recorded in a meeting minutes template :: [MVHS Meeting Minutes Template.docx](#)
 - President should lead meetings with secretaries taking notes

Club Field Trips

- Timeline:
 - Clubs must request to have a field trip must be submitted 6 weeks in advance
 - Clubs must request to have a field trip overnight must be submitted 6 months in advance
- Forms
 - Must submit a list of students to be excused from school
 - All field trips require detailed planning far in advance. Transportation arrangements must be made. Parental permissions are required.
 - All Field trips require Parental Permission Slips. The Teacher should fill out the permission slip with pertinent information prior to making copies so that all forms have the same information for parents.

- All overnight field trips must be approved by the district board
- Give Field Trip Excuse Lists to The Attendance Clerk and to The Activities Office Assistant. The Activities office will distribute and will publish student excuse lists in the Daily Bulletin.
- Itinerary
 - Itineraries are needed for long trips.
 - It is the Teacher's responsibility to leave the itinerary, address of hotel, hotel phone number, and emergency contact numbers where you can be reached during the field trip or tour.
 - Itinerary packets for the students on tour help them be on time and prepared for all events.
- General Information
 - The Teacher must request their own substitute for field trips and tours. The sub costs should be built into the overall cost of your tour, or be approved by the Organization in the budget. There is no district money set aside to cover these expenses.
 - Every eligible student should have the opportunity to be a participant regardless of the student's ability to pay. An alternative payment plan or some sort of scholarship funding to cover that student's cost is the responsibility of the Teacher.
 - It is recommended you email staff directly in advance; this is critical for tours so that Teachers can prepare adequately for students who will be absent. Two days in advance is the minimum notification required, but it is recommended you give a heads up email earlier.
 - Collect cell phone contact numbers for the administration before departure, you never know what will happen on the trip!
 - Teachers must travel with emergency contact phone numbers and a copy of all students' emergency medical information forms with them on the trip in case of emergency. It is recommended that a copy of the student's health insurance form is included in this paperwork.
 - Teachers who take students on field trips must keep a list of who is going, check them in before leaving, keep accurate attendance throughout the field trip, notify the attendance office of accurate attendance, and then check students out officially with a parent or designated guardian upon return.
 - Matching Luggage tags makes identification of group baggage much easier.
 - If the Teacher's own children attend a field trip, there must be another adult traveling as a designated caregiver for them. No school funds can be used to pay for a family members trip - all expenses must be paid personally by the Teacher.
 - It is recommended that you offer parents the opportunity to buy travelers insurance with an independent company. Refunds are usually not possible once reservations with various transportation and travel destination sites have been

confirmed. Each agency has their own policy and Teachers can easily become overwhelmed trying to negotiate individual requests, therefore create a list of dates when percentages of the trip are non refundable, and when the entire cost is no longer refundable.

- The Teacher is responsible for figuring in luggage cost when flying. Make it clear to students and families what those costs and regulations are, and who will be paying. Remember to include the cost of equipment and oversize, overweight, and/or extra baggage for costumes and recording, etc.

● TRANSPORTATION

- The teacher will not transport students by car unless they have gone through the volunteer driver process and have been approved by the district.
- The teacher will ensure All volunteer drivers are on the District Approval list verifying they have gone through the District Driver Approval process. Students may not transport other students.
- If you need vans or buses for your field trip, you must submit a Transportation Request prior to trip. You must get all necessary signatures and list your funding source before submitting your request. The form must be submitted two weeks prior as a minimum, but it is recommended you do this as early as possible. If the District bus is not available, you will be notified and asked for approval to seek other arrangements through other school districts or charter companies. This is a much more expensive option so plan early.
- If you are not using a bus or van and need to have parents and/or students drive, volunteers must get approval from the District. There are three different forms depending on your needs:
- Volunteer Driver Application - all drivers must complete this process, and be put on the approved driver list at the district to be eligible. This can take as long as 2 weeks so start early.
- Permission for My Student to be Transported by Volunteer Drivers - this is required for each student riding in Volunteer cars
- Permission for Students to Drive Themselves and Their Siblings - Students can drive themselves with this form on file, but can not drive any other students.

● CHAPERONES

- All overnight trips require both male and female chaperones if both male and female students are participating.
- The required number of chaperones to student ratio is 10-1.
- Chaperones are responsible for student safety above all else.
- Chaperones must complete and sign the Chaperone Agreement Form.
- If a chaperone will be alone with any student at any time, they must be fingerprinted and TB tested, unless the chaperone is a parent of a student on the trip. See Amy Vargas, in MVLA Human Resources Office to initiate this process.

- Chaperones must be 21 years of age or older, even if the person is a MVLHSD employee.
- If you have male and female students attending a trip, you must have both male and female chaperones.
- Chaperones are required to remain with the group at all times unless otherwise directed by the MVHS Staff Teacher leading the trip.
- Chaperones must report discipline problems to Teacher. This will ensure students are treated equally, and according to school rules and policies.
- It is not required, but is very beneficial to include Chaperone Booklets that state your expectations and the itinerary.
- Money
 - Money advances for field trips can be obtained if it is reflected in the trip budget and approved by the Organization. This money can be used as petty cash on the trip for unexpected needs and emergencies. Receipts must be submitted following the trip.
 - When submitting receipts for the trip, number each receipt and then use an excel spreadsheet to itemize them and give a description. Any unused portion of the advance must be returned upon return.
 - If you are taking money on the trip to pay for a group meal or excursion that has not been paid for in advance make sure it is reflected in the trip budget, approved by the Organization. Receipts must be submitted afterwards.
 - When traveling abroad be sure to include the original currency in the receipt records, then create another column that converts it into US dollars at the exchange rate on the day of the purchase.

Example forms (hyperlinked)

- [Agreement for Chaperones Form](#)
- [Field Trip Checklist Form](#)
- [Out of State Trip Request Form](#)
- [Overnight Trip Request in state Form](#)
- [Parental Permission Form](#)