

Contact us at mvclubs@gmail.com

Leadership Council

1. Leadership Council is held every other Tuesday. The ASB president will send out an email to all clubs about upcoming Leadership Councils before the council, and the document with whether the motions passed or not after the council. **Clubs will be responsible** for checking these emails (and addressing any subsequent issue), which will be sent **only** to their provided club contact email.
2. Motions must be submitted for any act that requires school name, resources, location or money, aside from club meetings held in the advisor's room.
3. Additional information about motions, as well as booking facilities, sound systems, and more can be found in the [Leadership Council Handbook](#).
4. Motions can be submitted to the ASB president.
5. Normal club meetings do not need to be passed through a motion.

Fundraiser

1. Submit a fundraiser motion through the google form before Leadership Council:
https://app.informedk12.com/link_campaigns/leadership-council-motion-proposal-form-2020-21-electronic-form?token=Kb3ABxaPg5KYMQb14kF49aSg.
2. A central calendar has been created for the purpose of keeping track of overlapping fundraisers for clubs. The link to this calendar is [here](#).
 - a. If the fundraiser is passed through Leadership Council, it will appear on the calendar, meaning that the fundraiser is approved and is going to take place on that day.
 - b. We encourage clubs to check the calendar before planning a fundraiser.
3. A maximum of 2 fundraisers can be held on campus on the same day. (Note: This rule EXCLUDES Club Food Day)
 - a. Categories are as follows:
 - i. Pearl Milk/Boba Tea of any kind
 - ii. Other drinks (Smoothies, milk shakes, etc.)
 - iii. Desserts (Donuts, cookies, brownies, pies, etc.)
 - iv. Fast food (In n out, McDonalds, Burger King, etc.)
 - v. Candy
 - b. If the fundraiser does not fall into any of the 5 categories listed above, contact a Stud Life commissioner.

4. Priority for fundraisers will be given to the FIRST TWO clubs that submit and pass a motion through leadership council.
 - a. Clubs that submit a motion for a fundraiser on a day that there are already 2 existing fundraisers will be denied.
 - b. Between two clubs that have existing fundraisers on the same day, NO priority will be given to the club who submitted the motion first.
5. For fundraisers being held on Club Food (Grub) Day
 - a. No additional food fundraisers may be held on campus on the week before, same week, or the week after as Club Food Day.
6. No club may hold an on-campus fundraiser two weeks in a row.
7. A club can submit no more than 2 on-campus fundraiser requests per Leadership council.

New Club Application

1. New club filling period is the first month of school. The deadline will be posted on our website and emailed to all students.
2. Applications for new clubs are through this google form:
<https://tinyurl.com/newclub22>
3. Applicants will be interviewed by the Student Life commission, ASB Vice President, and Leadership Advisors if the club is deemed legitimate and viable.
4. Applications that pass the interview will be reviewed during Legislative Council. You will be emailed prior to the Legislative Council when your club is being reviewed.
5. New clubs may not hold meetings or activities until the club is approved by the Legislative Council.

Field Trips

1. An event is considered a field trip if it answers "Yes" to these four questions:
 - a. Was this event planned by club members or the advisor?
 - b. Is this event taking place off-campus?
 - c. Are students representing the Club or MV?
 - d. Is this **not** part of a Service Club's service project?
2. Club Advisors or an FUHSD Certificated Employee must accompany students on all Field Trips. Out of District students cannot be part of a Monta Vista field trip.
3. Club Advisors should see Mrs. Mandac in the Main Office for links to all of the required paperwork for a field trip. - can put in the District Link and refer to Mandac for ?'s

Service Club Projects

1. Service club projects must fill out the service project form which can be found [here](#).
 - a. Service Clubs should request the form at least one week prior to the service project.
 - b. Mr. White will send out forms to be filled out by students who are attending.

Meeting Minutes

1. Clubs must have at least 2 meetings per month.
2. Meeting minutes are due the Friday of the first week of the following month (before 3:30 PM).
3. Meeting minutes are recorded through an online form.
4. After filling out the form, send the form to your advisor. Once they sign the form and send it to Ms. Mandac, the meeting minutes will be counted as complete.
5. Not having 2 meetings by the end of the month will result in a strike. Not having 1 out of the 2 meetings by the end of month will result in a half-strike.
6. The **only** clubs exempt from meeting minutes are sports and dance clubs.
 - a. Instead, sports and dance clubs must actively go to Ms. Mandac twice a month to book facilities for your meetings. When minutes are due, Student Life will check with Ms. Mandac to see whether the clubs are booking facilities.
 - b. Failure to follow this policy will result in a half-strike if club only meets once, and a whole strike if club fails to meet during the month.
 - c. Sports and dance clubs **must turn in** meetings minutes if the club decides to purchase anything.
 - d. Once a semester, all sports clubs will meet with Student Life to discuss what events they are planning, how many meetings they have had, etc.
7. Student Life thinks that your club is inactive (i.e. not turning in meeting minutes on time for a while), they have the right to disband you.

Booking Facilities

1. Before booking facilities, a motion must be passed in Leadership Council.
2. Once the motion is passed, club must have advisor work with Ms. Mandac to reserve location at least two weeks in advance (using civic permits online booking system).

3. Clubs can only book facilities two to three months ahead of schedule, **not any earlier.**

Strikes and Stars

1. Student Life has executive power to probate or disband clubs.
2. Student Life will give out strikes for an infraction of club policies.
3. Student Life will send an email when your club receives a new strike.
4. Student Life will send a stricter email when your club reaches two strikes.
5. Disbandment of a club will result if the club incurs three strikes, and Student Life will email you club. Disbandment is effective immediately (any events or fundraisers you have planned will be canceled).
6. Stars are points that can cancel out strikes and are earned by good club behavior.
7. What are some examples of stars?
 - a. Promoting campus wellness through events, Campus clean ups, Interclub collaboration, Healthy food on club food day, General random acts of kindness
8. What are some examples of strikes?
 - a. Not cleaning up, Not putting away tables, Causing harm to other clubs, Not turning in meeting minutes, Not turning in envelope after Club Food Day, Holding onto money after a fundraiser, Promoting an event before it is passed in Leadership Council, Holding a meeting without being a club, Not coming to Club Council

Club Info Day

1. Club Info Day happens two times a year, once at the beginning of each semester.
 - a. Opportunity for clubs to talk to students and advertise their club.
2. Sign-ups for Club Info Day will be sent as an email to all clubs through a google form.
 - a. Spots in Club Info Day will be first come first serve.
3. Clubs are responsible for promoting Club Info Day before the event.
4. You may not distribute food or candy of any kind to have an advantage during Club Info Day.
 - a. This will result in a strike.
5. Each club will be given a map with their station number. These numbers are used to keep track of which table the club is at.
6. 5 minutes before lunch ends, clubs must begin to clean up. Only clean up your own table.

- a. There are two clubs per table, and both are responsible for cleaning up.
- b. Clean up consists of removing the tape from the table and bringing the table to the E building stairs.
- c. Any flyers that have your club name on it must be picked up and thrown away.
- d. Strikes will be given if a club does not properly clean up.

Club Food (Grub) Day

1. Club Food Day is held once a year.
2. This is an opportunity to raise money for your club.
3. Sign-ups for Club Food Day will be sent as an email through a google form.
 - a. Spots in Club Food Day will be first come first serve.
 - b. There is a maximum of 60 clubs that can participate.
4. There is a maximum of 2 for each type of food that can be sold, with the exception of boba which has a maximum of 3.
 - a. The same type of food should be from different stores (Quickly's, Tea Era, TPumps, etc)
 - b. Food will be assigned on a first come first serve basis.
5. Each club will be given a map with their station number. These numbers are used to keep track of which table the club is at.
6. Release forms will be sent to clubs to excuse a maximum of 3 officers to set up and clean up.
7. Clubs are responsible for promoting what they are selling for Club Food Day.
8. Clubs may not sell to students before lunch begins. Selling to teachers and Student Life Commissioners before lunch is okay.
 - a. This will result in a strike.
9. During Club Food Day:
 - a. You must wear gloves when handing out food.
 - b. Failure to follow these policies will result in a strike.
10. Checklist for clean up:
 - a. Money must be turned in to Stud Life and counted correctly.
 - b. Table must be put away.
 - c. Trash must be thrown away.
 - d. Posters used to promote your club must be thrown away.
 - e. Failure to follow these policies will result in a strike.

Posters

1. Posters may only be put up AFTER the event has been approved by the leadership council.
2. Posters may only be put up on brick surfaces with BLUE tape.
3. Posters must be taken down after the event.
4. Failure to follow these policies will result in a strike.

Legislative Council

1. Legislative Council is held every other Tuesday during tutorial in the auditorium.
2. Motions that are passed to legislative council:
 - a. Name change
 - b. Function change (i.e. culture club => dance club)
3. Motions can be submitted to Student Life through email in the same format as Leadership council motions.

Reapplication

1. All permanent clubs must submit a reapplication in May, to be secured as a permanent club for the following school year. Reapplication forms will be sent as an email to all clubs as a google form.
 - a. Failure to do so will result in disbandment effective as of the first day of school.
2. Clubs will be passed or probated based on activity in the previous school year.
3. A prospective club is approved or denied based on the following four-step process:
 - a. The club must be approval for the first question and at least 50% approval for each of the three subsequent questions. Approval is given by commissioners only when they do not have conflicting interests and are present at the time of decision.
 - i. Do the objectives of the club adhere to the rules set forth by the Monta Vista Constitution, Club Constitution, and all rules set forth by the administration?
 - ii. Would these students specifically benefit from attaining club status? Would these students not be able to perform as effectively without club status?
 - iii. Would the student body benefit from having such a club on campus? Would the club serve the needs of the student body?

- iv. Does this club have specific goals that differ from those of existing clubs? Would this club provide new opportunities for Monta Vista students?

Financial Account

1. All clubs must maintain financial accounts with ASB.
2. Clubs will not be permitted to participate in Club Day without securing an ASB account.
3. Checks from off-campus fundraisers must be made out to Monta Vista ASB, with a memo saying the club name.
4. Students may not leave campus with a club's money secured from an on-campus fundraiser.
5. Money may only be stored on campus in a club advisor's classroom or with the ASB Financial Secretary (Mr. Wong).
6. If money is with the club advisor, it must be turned in the following school day after the on-campus fundraiser.
7. Cash earned from on-campus fundraisers must be counted in the presence of another member of the club.
 - a. The form for turning in money in cash must be signed by the advisor and the attending member.
8. Any club that violates any Financial Account policy will receive two strikes, a loss of 50% of profits from the fundraiser, and will be prohibited from selling at next Club Day.
9. A Club Budget must be submitted at the beginning of every school year before any purchases or fundraisers.

Club Status Criteria

1. You must have a minimum of 10 active members.
2. A faculty advisor needs to oversee club activities.
3. You must maintain a Club Account with ASB.
4. You must have a clearly defined and unique purpose with a specific plan to involve members and local community.
5. You must be open to all members of the student body.
 - a. Exceptions are:
 - i. National organizations that have specific requirements for eligibility
 - ii. Honor societies
6. You must have a passion and ambition to keep the club growing and active.