

Starting an ASB Club/Activity Checklist

ASB Executive Board Review/Approval Criteria

Name of Club/Activity:

Directions: In order to become an ASB-sanctioned club or activity, each club/activity must meet all of the following criteria. Please check off each criteria below.

The club/activity:

- ☐ Has completed the appropriate "[Club Charter](#)" application form;
 - ☐ Has at least 4 students who will be active participants;
 - ☐ Has a faculty advisor who is willing to attend all functions;
 - ☐ Has a clear purpose (which will be used on website/in 5 star);
 - ☐ Has established a regular meeting time and place;
 - ☐ Has a written mission statement and written goals and objectives;
- ☐ Has a [Club Constitution](#)
- ☐ Does not duplicate the purpose, mission or activities of another EHS club/activity;
- ☐ Is not inconsistent with district policies, including but not limited to the following:
 - ☐ Clubs will not engage in activities that will create substantial new liability concerns (e.g., skiing, skydiving, surfing, etc.)
 - ☐ The club/activity will not create a hazard.
 - ☐ The club/activity will not engage in other inappropriate conduct.
- ☐ Does not discriminate on any grounds; and
- ☐ Is inclusive and open for all students to join.

The next steps:

- ☐ All materials have been submitted to the **bookkeeper's office**.
- ☐ The ASB advisor and admin have reviewed the application to ensure it is appropriate for the high school.
- ☐ The Exec Board has reviewed and verified that all the above steps have been met and puts it on the next Student Council agenda.
 - ☐ The club may start meeting on a conditional basis until approved by the Student Council, at which time the advisor and student representative will be notified by email.

- ☐ It is presented to the Student Council for approval.
- ☐ **If it's denied:** the advisor and student starting the club will be notified by email as to why or necessary changes that need to occur for resubmission.
- ☐ **If it's approved,** the club:
- maintains a very visible presence on campus (posters, bulletin boards, announcements in the daily bulletin, etc.)
 - maintain excellent communication with ASB, especially if meeting times/dates are going to be moved.
 - meet and use the [Meeting Minutes Template](#)
 - print a copy of the minutes after every meeting, sign it and have your advisor sign it, and turn the minutes into the bookkeeper within the week of the meeting.
-

☐ **The application has been reviewed by the ASB advisors/EHS administration, who have no objection to the charter.** _____

- ☐ **Approved**
- ☐ **Not Approved** (see highlighted reasons above to fix and re-submit)

(ASB President)

(Date)

(EHS Administrator)

(Date)
