

## **Ramon C. Cortines School of Visual & Performing Arts**

### **ASB Club Guidelines for Grand Arts**

#### **Why Clubs?**

1. Clubs can create activities/events and/or fundraisers with ASB's approval.
2. Clubs look great on resumes and college applications.
3. Clubs allow students to explore common interests and broaden social circles.
4. Starting a club can help to hone your communication skills, foster creative thinking, and teach you how to work effectively with other people.
5. NOTE: Only official ASB-approved clubs can be verified for formal college applications (filling out this application and getting ASB approval means this club will be official).

#### **Requirements to Create and Maintain a Club**

- The Associated Student Body and principal must approve all clubs. This includes new and currently existing clubs
- Each club must have a school staff member who is present at all meetings and activities: this staff member shall be known as the Club Sponsor
  - [How to be a Sponsor](#) - You should share this information with your sponsor.
- All cabinet members must be elected by the club members associated with the club
- All clubs must meet at least once a month
- All clubs must participate in Winterfest and other student body events
- In addition to their separate club activities, clubs will be called on to help make Ramon C. Cortines a better place for the entire student body
- Clubs cannot restrict membership except for issues of discipline/disruption or violation of the purpose of the club
- All clubs that wish to fundraise must follow Ramon C. Cortines School of VAPA Fundraising Guidelines
  - [Grand Arts Fundraising](#) - Many fundraising resources can be found on our Leadership website.
- The Club Sponsor must approve all applications, events, and fundraisers before they are sent to the

ASB.

## Club Suspension

ASB reserves the right to suspend a club if:

- Clubs are discriminating against membership.
- Clubs are not adhering to their Club Constitution and/or Club Requirements.
- Clubs are not meeting at least once a month
- Clubs are not holding regular meetings
- Club representatives fail to attend mandatory meetings

## Application Process

- All new & returning clubs must complete the application process
- 2024-2025 - All applications must be submitted by **Friday, September 15**
  - Two parts: Application and Constitution (Note: These are 2 separate items that need to be submitted)
  - Club Application
    - The Club Application is a template that you can use for your own club. Please make a copy; add and erase as necessary.
      - Once finished, please print, sign the document, and submit to Mr. Lee in the library.
  - Club Constitution
    - Please make a *copy* of the digital document and fill it out using Google Doc.
      - Once finished, please print and submit a copy to Mr. Lee in the library.
      - ~~Also, submit a copy of the constitution into our Google Folder~~
        - ~~2023-2024 Constitution Upload Form~~
        - ~~File Name Format~~
          - ~~Example: Constitution - Jr Librarians Club~~
- To participate in Club Rush:
  - Clubs MUST submit **BOTH** the application AND the Club Constitution.

- Once the application is submitted:
  1. The ASB and Principal will review and approve.
  2. ASB Club Committee will notify all Cabinet Members or Founders of Clubs through email if the club is approved. Please make sure that the e-mail address you provide is accurate and legible.

### **How Does Your Club Identify?**

- Cultural Club: This type of club focuses on a specific culture and they base their club events and activities around it (Lucha, Jew Club, BSU, etc.)
- Leadership Club: This type of club will work with the School to promote School-Wide Activities (Thespians, etc).
- Ideology Club. This type of club focuses on a specific belief or point of view and they base their events and activities around it (Religion, Politics, Feminist Club, Gender Sexuality Alliance, etc.).
- Hobby Club. This type of club focuses on a specific Hobby or interest and base their activities around it (Anime, Math, Photography, Piano, DIY, etc.).
- Community Service Club. This type of club focuses on hosting or attending community service projects inside or outside of school (Environmental Club, GAGGI, etc.).
- Other.

### **Club Attendance:**

#### Attendance Guidelines

- Each club should maintain a roster that includes, student names and contact information
  - It is also recommended that attendance be taken during club meetings

### **Club Events**

- ALL club events require approval by the ASB & the Administration.
  - If your club is interested in hosting a school event, please submit an:
    - [Activity Proposal Sheet \(APS\)](#).
  - This form needs to be completed by your Club Sponsor (Cortines staff member, and not a student)
  - The Finance Manager will require that the APS be submitted THREE WEEKS in advance in order to receive proper approval from the necessary groups, including LAUSD.

- Our recommendation is that you submit your event much earlier than the three weeks minimum requirement as delays happen.
  - The APS must be filled out and submitted to Mr. Lee in the Library.
- Club Events are expected to follow all school rules.
- Club Events MUST be open to all the students at Cortines High School.
- Club sponsors must attend all club events and have vetted all parts as being appropriate for our school.

## FUNDRAISERS

- Clubs must follow the guidelines stated in the Fundraising Section of Publication No. 465, the Student Body Policies and Accounting Procedures Handbook:
  - Publication No. 465
    - Guidelines for Fundraising (Section in No. 465)
      - Note: “Revenues generated through these activities belong to the club/class. However, if the club/class fundraiser is an “on-campus” activity during school hours, then no more than 50% of the profits can be credited to the club/class trust account”
- All fundraisers require clubs to submit 2 forms
  - Activity Proposal Sheet (APS)
  - RFA Form (District Requirement)
- Fundraising: How to Handle Money
  - This guide takes you Clubs - Fundraising: How to Handle Money through the steps in handling money during your fundraising.

## CLUB ANNOUNCEMENTS

- Clubs can request to make morning announcements by submitting them from the Grand Arts Leadership Website. All announcements must be approved by your sponsor.