



# MEA Club Application and Charter

Please note that submitting an application does not guarantee club formation. All clubs require ASB approval, which is contingent upon the availability of school resources, including a faculty advisor and appropriate meeting space.

**Step 1.** Please indicate the type of club (check one):

- ☐ Club with fundraisers - ASB financial account needed
- ☐ Club without fundraisers – no ASB financial account needed

**Step 2.** Proposed Club Name:

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**Step 3.** Statement of Annual Budget (ie. Money you are planning to earn and what you are going to do with it if you are going to take in or spend money). Please attach a copy of your budget if you have one. **No dues are to be collected.**

**Step 4.** Complete and sign the [Club Constitution](#) and the [Advisor Checklist](#).

**Step 5.** Elected Officers are as follows:

President:		Email:	
Vice President:		Email:	
Secretary:		Email:	

***"We agree to function under the governing regulations of the MEA ASB."***

**Step 6.** Meeting Days/Times/Location:

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**Step 7.** The club will be advised by (must be a Mt. Everest Academy faculty member):

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**Step 8.** Please attach a list of all club members and grade level with this charter. Member update after club fair, required to be submitted to office.

**To Be Completed by ASB:**

This petition has been approved by the Mt. Everest Academy ASB on \_\_\_\_\_  
date

\_\_\_\_\_  
ASB President

\_\_\_\_\_  
ASB Advisor

\_\_\_\_\_  
Principal

# Mt. Everest Academy Club Constitution

## Article I

### Section 1 Name

The name of this club shall be:

### Section 2 Statement of Purpose for the Club

## Article II

### Section 1 Membership

This club is a subsidiary to the Associated Student Body of Mt. Everest Academy and such has only powers as granted to them by charters approved by the ASB.

### Section 2 Eligibility

To be eligible for membership in this club, a student must be a member of the Mt. Everest Academy student body.

### Section 3 Requirements

Membership eligibility in this club shall be

## Article III

### Section 1 Officers

The officers of this club shall consist of a president and other officers as necessary.

### Section 2 Officer Names and Duties

Officer	Student Name	Duties
President		
Vice President		

### Section 3 Financial Regulations

The treasurer and club sponsor shall receive all funds and immediately turn them in to the financial clerk (front office) and shall keep an accurate account of receipts and disbursements in keeping with the policy for handling funds of school organizations.

## **Article IV**

### **Section 1 Meetings**

All meetings shall be open meetings and shall be held under the supervision of the administration or a member of the faculty designated by them.

### **Section 2 Schedule**

There shall be a regular meeting of this club during the school year. Meetings will be held (when and where?):

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## **Article V**

### **Section 1 Amendments**

This constitution may be amended by a two thirds vote of the club, provided that the proposed amendment is within the powers granted in the constitution of the Associated Student Body of Mt. Everest Academy.

**Club Advisor Signature:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

## Mt. Everest Academy Club Advisor Checklist

Name of Club:	
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### I. Fundraising

(1) Advance approval of the principal and the ASB council shall be obtained by student organizations wishing to collect funds for any purpose.

(2) Door to door solicitation by students is not permitted.

(3) Lotteries and raffles are not permitted.

(4) Fundraising records should be maintained by the club advisor and should be available for audit at any time by the district auditor.

Fundraising records should have the following information:

- a. Name of all students that participated in the fundraising.
- b. Total amount turned in by each student.
- c. Total amount deposited to the club account.
- d. Total amount owed by each student.
- e. List of items returned to the vendor.
- f. List of items given away.

(5) At the conclusion of the fundraising, a revenue potential analysis must be completed showing the projected revenue and expenses versus the actual revenue and expenses of the fundraising event. Any variances between actual and projected revenues should be explained in writing by the club/class advisor. A copy of the revenue potential analysis with explanation of the variances must be on file in the front office.

### II. Receipts/Collections

(1) All collections should be deposited to the front office daily.

(2) The club should prepare a deposit slip in duplicate for every collection deposited in the office. The original goes to the office and the duplicate should be kept on file by the club.

Deposit slips should have the following information:

- a. Club's name.
- b. Date of the deposit
- c. Source of the deposits. (For example: candy sales, gift wrap, catalog sales, etc.)
- d. Denominations (details of currency, coins, total amount of checks)

e. Depositor's name and signature

(3) Obtain a receipt from the front office for every deposit made and attach the receipt to the copy of the deposit slip retained by the club.

(4) Cash collected by the student body shall not be used for payments of any sort; payment shall be by ASB check only.

(5) Cash or checks collected from fundraising, or any other school related activity **MUST NOT** be deposited into personal checking accounts. All funds must be promptly deposited to the front office.

(6) Whenever money changes hands from one person to another, a receipt should be exchanged.

### **III. Disbursements**

(1) Club expenditures/purchases must have approval of club officers, and such approval should be recorded in the club meeting minutes.

(2) ASB expenses/purchases must be supported by original vendor's invoice or receipt signed by the person who received the items.

(3) Student Body Requisition (a serially numbered, original internal control form) must be completed by originator of the request as authorization for drawing a student body check, and should have approval of the ASB advisor or sponsor, representative of the student body organization, and the principal.

### **PROHIBITED USE OF STUDENT BODY FUNDS**

(a) Medicine

(b) Items for personal use

(c) Items sold by district employee or employee's immediate family

(d) Purchases for the benefit of the faculty

(e) Supplies and equipment for instructional use

(f) Purchases in excess of the balance of the student body account

Acknowledged by:

**Club Advisor Signature:**

**Date:**

\_\_\_\_\_

\_\_\_\_\_

Original: *Front Office*

## Mt. Everest Academy Advisor Responsibilities

<b>Name of Club:</b>	
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- You, the advisor, must attend all fundraisers, meetings, or other activities specific to your club.
- As the principal's designee, you, the advisor, are responsible and accountable for all monetary dealings and events pertaining to your club.
- You may solicit parental and/or community advice and/or assistance, however you and the club officers bear all responsibility for all activities.
- All Student Body Requisitions must be signed by both a club officer and yourself and should be handled in a timely manner.
- All fundraiser forms must be submitted to the ASB for approval with a revenue potential form attached at least two weeks prior to the requested dates. All forms are available on the ASB page on the MEA Website. In addition, all individuals returning money collected from fundraisers must be given a receipt from receipt books available in the front office.
- If you are collecting money for club shirts/other items, receipts must be written. When ordering shirts or the like, inventory must also be kept.
- The structure of the ruling body for your club is left to your discretion. At the minimum however, supervise the student officers to ensure that the:
  - The President creates an agenda for meetings.
  - The Secretary takes and types minutes of meetings.
  - The Treasurer creates a budget (for groups with Financial accounts).
  - Each meeting requires attendance to be taken and submitted to the ASB Club Liaison.

Acknowledged by:

**Club Advisor Signature:**

**Date:**

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