

How to Start a Club Checklist:

Task	Done?
1) Recruit some friends. You need 5 interested students to start a club.	☐
2) Fill out a New Club Application form.	☐
3) Find a faculty advisor. This person should be a certificated Guajome staff member (a teacher, counselor, or administrator) Have your advisor submit this Advisor form.	☐
4) Draft a constitution for your club and submit it to ASB. Here is a template you can copy and edit to make it easy. Or you can make your own.	☐
5) Draft a budget and submit it to ASB. Here is a template you can copy and edit.	☐
6) Let ASB know when you are ready to present your club for approval. • They will put you on the agenda for the next business meeting. You will receive confirmation of the date, time, and location of the meeting. • All you need to do is show up, explain your club, answer questions, and then there will be a vote to approve or not approve your club. • Approval of your club will be evaluated using this rubric.	☐
7) Your club documents will then be submitted to administration for final approval.	☐

To contact ASB, you can reach out to the ASB president, vice president, or ASB representative from your grade level

To RENEW a club:

- 1) Make sure you still have 5 students who are participating.
- 2) Fill out a [Renewal form](#)
- 3) Make sure your faculty advisor is still willing to advise. If not, find a new advisor. [Have your advisor submit this Advisor form.](#)
- 4) Submit a budget to ASB if you're going to raise or spend money. [Here is a template you can copy and edit.](#)