



DIRECTIONS TO REACTIVATE OR TO FORM A CLUB

School: _____ School Year: _____

Club Name: _____ Sponsor: _____

Attached are all the forms you need to reactivate or to form your club.

Is your club a Fundraising or Non Fundraising Club? Many clubs do not hold any fundraising activities (bake sales, carwashes, selling t-shirts, etc.) These clubs are created so students with similar interests can get together—they do not need to raise money. Indicate here whether your club is going to raise money (on or off campus) during the current school year.

☐ **-FUNDRAISING**

☐ **-NON FUNDRAISING**

Constitution Form— This is a 'generic' form. You may fill in the blanks as they apply to your club, or you can provide your own constitution.

Minutes Form— This form is used to record the meeting (minutes) that will show the election of your officers. (Place that information under the "new business" section. List the officers' names and Positions for which they were elected. A club officer and your sponsor need to sign this form.

Signature Form— Follow the instructions on this sheet – Fill out the top portion; Club Officers print name, their signature, and matric number on the bottom portion of the form.

Sponsor Form— Must be completed and signed by the club sponsor and returned with the entire Club packet.

This entire packet, when completed, needs to be returned to the FINANCE OFFICE. Pueblo Student Council will approve your club.

Any requisition turned in to the Finance Office must be accompanied by a copy of the minutes which reflect the approval of the expenditure.

SPONSOR'S DECLARATION

As a sponsor of a club at:

_____ at _____
(Club Name) (Name of School)

I acknowledge that funds earned by the efforts of students have been defined by ARS 15-1121-1123 and Governing Board Policy JJE and JJE-R as student activity funds.

I further acknowledge that the only lawful repository of student funds is a bank account established by the Governing Board. This account is called the Student Activities Fund and is managed by the Student Finance Accounting Division of Financial Services.

I am aware that all monies received by the club must be receipted at the time the money is received, by either ticket sales, pre-numbered receipts, or documentation on daily class/club/customer lists.

I am aware that a fully completed Cash Collection – Ticket Sale Form that includes a reconciliation of items sold to cash collected must be turned in to the Office/Finance Manager with the monies to be deposited daily.

I am aware that all student funds are required to be deposited in the District approved bank account in their entirety as they are earned.

I am aware that all goods and services received by a club must be received on a valid purchase order prepared by the TUSD Purchasing Department. I will not procure items before a purchase order is issued from the Purchasing Department. I understand that the mandatory Procurements, Vendors and Public Records Training Overview will need to be completed through the District's Professional Learning Portal.

I am aware that I am personally not allowed to contract for goods and services on the behalf of any TUSD entity.

I have a copy of the Student Activities (Club) Policies and Procedures Manual and have read, and understand Governing Board Policies DJ, DJE, DJG, JJA, JJE, JJF, GBEAA and their accompanying Administrative Regulations.

I have been given an orientation by my supervising administrator regarding these and other issues involved in my responsibilities as a club sponsor.

I will complete the Student Activities Cash Handling–Sponsor Training Course on the District's Professional Learning Portal (see District's Home Page quick links - Professional Learning Portal). I understand that any submission of requisitions for noted Student Club will not be approved through the ERP system until I have completed this training course. This training will be required to be completed each fiscal school year. Please attach copy of training certificate or transcripts showing course completion.

Sponsor Signature

Date

Administrator Signature

Date

Is your club a Fundraising _____ or Non-Fundraising _____ Club?

Name of School School Year

**STUDENT COUNCIL, CLASS, CLUB,
or STUDENT ORGANIZATION**

Student Club Name

Is your Club a New _____ or Existing _____ Club?

Fund/Activity Number [assigned in ERP accounting system and POS receipting system]

If Existing Club, is the Club Name same as
prior fiscal year ?

Yes _____ No _____

Faculty Sponsor [Please type or print clearly]

If No, Previous Club Name _____

Signature of Sponsor Date

STUDENTS MUST SIGN IN CURSIVE

Signature of Principal Date

PRESIDENT Signature

Printed Name Matric No.

VICE-PRESIDENT Signature

Printed Name Matric No.

SECRETARY Signature

Printed Name Matric No.

TREASURER Signature

Printed Name Matric No.

A duly convened meeting of the _____
Name of Student Organization

was held on _____, 20_____, at _____ o'clock ☐ AM ☐ PM

Total number of students in Club/Organization _____ members present _____

For the school year noted above, the Club/Organization officers were:

- ☐ Elected
- ☐ Temporarily appointed* [signature acceptable for one month only]
- ☐ Introduced as elected by popular vote of Student Body

The meeting adjourned at _____ o'clock.

Approved and Submitted by: _____
Signature of Student Council Officer Date

*Justification for appointment _____

SCHOOL NAME: _____ DATE: _____

CLUB CONSTITUTION FORM

Consitution of the _____ Club

Purpose of this Club is: _____

ARTICLE I

This organization shall be known as _____

ARTICLE II

Any Student of _____ who is interested in _____
may be a member of the _____ Club.

ARTICLE III

A. The _____ Club Officers Shall be:

1. President or
2. Vice President or
3. Secretary or
4. Treasurer or

B The duties of these officers shall be:

1. President shall preside over Club meetings
2. Vice President shall arrange programs and other activities for the Club.
3. Secretary shall take minutes of meetings and handle all correspondence as deemed necessary.
4. Treasurer shall handle all monies connected with the Club.

ARTICLE IV

Those members present shall elect officers at the second to last meeting at the end of the school year.

ARTICLE V

Committees shall be formed as the need arises, and formed on a Volunteer basis.

ARTICLE VI

Dues shall be assessed by agreement and vote of Club membership.

ARTICLE VII

A. Meetings shall be held on _____ every week at _____ A.M. or P.M.

B. President may call special meetings as need arises: he/she may change date and time of regularly scheduled meetings when deemed necessary.

ARTICLE VIII

Any Club member may propose Amendment(s). Amendments must be ratified by two-thirds of the membership in order for amendment to take effect.

ARTICLE IX

This Constitution shall become effective upon approval of two-thirds of the Club members, the Club sponsor and the _____ School Student Council.

NOTE TO NEW CLUBS: Make any revisions on this form to suit your own needs.

CLUB OFFICER NAME & SIGNATURE

CLUB SPONSOR NAME & SIGNATURE

_____ DATE _____ DATE

STUDENT ACTIVITIES
Pueblo High School
Activity/Club Meeting Minutes

Date: _____

The _____ club/activity authorized the expenditure of
\$_____ at a duly convened meeting of the club members on
_____ (date) at _____ a.m./p.m.

The votes cast at the meeting were:

In Favor _____
Against _____
Abstain _____

Purpose of the expenditure is as follows: **MUST INCLUDE** (activity, purpose
of purchases, types of items that will be purchased and name of vendor/vendors).

Club Officer (Date)

Club Sponsor (Date)