

# Clubs & Interest Groups Informational Meeting

Check out the NPHS Website under *ACTIVITIES*  
Click on Clubs & Interest Groups for All the Info & Forms

# Sign In

- One representative from each Club or Group needs to sign in. Please include the following and write neatly:
  - Full Name (Printed)
  - Name of Club or Interest Group (Please Designate which is which)
  - Note if the Club or Interest Group is renewing (existed last year) or is brand new.
  - Teacher Advisor's Name
  - Email for student representative

# The Difference Between Clubs & Interest Groups

## Clubs

- An advisor (certificated staff member/teacher) is required
- A current constitution must be and approved by, and on file with, ASG and the Dean of Activities. Need to be approved by January 24<sup>th</sup> to be a club for 2016-2017
- Must have a Governing Board
- Need a minimum of 8 students participating regularly
- Must take minutes at meetings
- You have any financials or are fundraising
- Everyone in the club must be a current student of NPHS
- Must participate in a community service activity

## Interest Groups

- An advisor (certificated staff member/teacher) is required
- Must have one designated student representative in charge
- Must get approval by, and be registered with, ASG & the Activities Office
- Need a minimum of 8 students participating regularly
- No fundraising or any financials.
- No meeting minutes
- Everyone in the interest group must be a current student of NPHS

# The Difference Between Clubs & Interest Groups

## \*In short...

- Interest Groups can have officers but don't have to, minutes or any governing documents aren't required other than the registration form with the office and semester reviews, have one student contact and one certificated advisor, and meets a minimum of once a month.
- Clubs need to have elected officers, a certificated advisor, an approved constitution, minutes for every meeting and financial endeavor, and they need to have monthly meetings, and they need regular financial activity with their account at the Student Store.

# Interest Group Forms

## Interest Group Agreement

**INTEREST GROUP INFORMATION  
AND ADVISOR AGREEMENT FORM**

**Interest Group Name:** \_\_\_\_\_  
Please Print

**Designated Student Representative(s):** \_\_\_\_\_  
Please Print

**Interest Group Advisor:** \_\_\_\_\_  
Please Print

**Purpose of Group:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please read and sign the following:**  
I, the Interest Group Founder, hereby acknowledge the Interest Group Guidelines & Regulations of the Newbury Park High School ASB. I will fully abide by these regulations in order to maintain the integrity of the group that I represent and the integrity of Newbury Park High School. I will ensure that my Interest Group will follow all guidelines and regulations.

\_\_\_\_\_  
Designated Student Representative Signature      Date      Student Representative's Email      2<sup>nd</sup>/3<sup>rd</sup> Period Room #


I, the Interest Group Advisor, do agree to sponsor the above interest group and observe all meetings. I agree to allow the use of my room on the below day for club meetings. I agree to follow the responsibilities of an Interest Group Advisor.

\_\_\_\_\_  
Club Advisor Signature      Club Advisor Printed Name      Date

\_\_\_\_\_  
Location of Meetings      Day of Meetings      Weekly/Bi-Monthly/Monthly      Time of Meetings

\_\_\_\_\_  
Assistant Principal of Activities Signature      Date

## Interest Group Semester Review



**Interest Group Semester Review Form**

To maintain being an Interest Group at Newbury Park High School, it is mandatory that at the end of each semester the club turns in a semester review form that includes meeting days & attendance. This is used to determine if groups are truly participating. Fill out the following and turn in on the *first on February 1<sup>st</sup>, 2017 & the second on June 1<sup>st</sup>, 2017.*

**Name of Interest Group:** \_\_\_\_\_  
Please Print

**Designated Student Representative:** \_\_\_\_\_  
Please Print

**Designated Student Representative Email:** \_\_\_\_\_

**Advisor of Interest Group:** \_\_\_\_\_  
Please Print

**Meetings:** *Attach sign in sheets from meetings with Advisor's signature on each verifying attendance.\**

<u>Dates of Interest Group Meetings</u>	<u>Number of Students in Attendance</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Additional Information:** *Attach or include any additional information that will show how your interest group is doing.\**

I verify that all the above and attached information is valid and that the NPHS \_\_\_\_\_ Club is having regular meetings and is fulfilling the expectations of an Interest Group, as well as following the NPHS Club Guidelines and Regulations.


\_\_\_\_\_  
Designated Student Representative's Signature      Date      Interest Group Advisor's Signature      Date

# Club Forms For Existing Clubs with Constitutions on File

Club Charter Renewal Form

Club Semester Report Form

Community Service Verification



## Club Charter Renewal Form 2016-2017 School Year

If you were a chartered club in 2015-2016, were in good standing with ASG and Administration, and your club constitution will be remaining the same (except new officers), you can renew your club charter by filling out the following and **attaching your club minutes from the meeting that includes your election process and new elected club officers for the 2016-2017 school year, and a list of members**. This is due by October 4<sup>th</sup>, 2017 to participate in Club Day, or the final day to submit a club, which is on January 24<sup>th</sup>, 2017.

**Full Name of Club:** \_\_\_\_\_  
**Teacher Advisor:** \_\_\_\_\_  
**Meeting (Location):** \_\_\_\_\_ **Meeting (Time):** \_\_\_\_\_  
 Circle One: Weekly Bi-Weekly Monthly

**Club Officers (Please Print):**  
**President's Name:** \_\_\_\_\_ **Club President Email:** \_\_\_\_\_  
**President's 2<sup>nd</sup> Period Teacher/Room Number \*:** \_\_\_\_\_ **3<sup>rd</sup> Period Teacher/Room Number\*:** \_\_\_\_\_  
**Vice President's Name:** \_\_\_\_\_ **Club Vice President's Email:** \_\_\_\_\_  
**VP's 2<sup>nd</sup> Period Teacher/Room Number \*:** \_\_\_\_\_ **3<sup>rd</sup> Period Teacher/Room Number\*:** \_\_\_\_\_  
**Treasurer's Name:** \_\_\_\_\_  
**Secretary's Name:** \_\_\_\_\_  
**Public Relations Chair's Name:** \_\_\_\_\_

\*These are used for call slips

**Community Service:**  
 All NPHS clubs are required to participate in some type of community service project, and 75% of the club must be present for that activity. It is recommended that the community service project either benefit Newbury Park High School or the community at large, and ties in with your club's overall purpose (see Article II).  
 Community Service Project Proposal:  
 What do you propose to do as your club's community service project?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

What will it entail?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Why is this worthwhile and/or how does it relate to your club's purpose?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

When will it occur?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Proof of participation via verification signatures must be submitted to the Dean Activities Secretary by June 1<sup>st</sup>. Failure to do so will result in the suspension of the club for one school year.

This club charter renewal must be approved by ASG and the NPHS Administration.  
 This NPHS \_\_\_\_\_ Club Constitution is ratified into effect as of \_\_\_\_\_ Date \_\_\_\_\_

ASG President Signature \_\_\_\_\_ ASG Advisor Signature \_\_\_\_\_ Carly Adams, Assistant Principal Signature \_\_\_\_\_



## Club Semester Report Form

To maintain being a club at Newbury Park High School, it is mandatory that at the end of each semester the club turns in a semester report that includes meeting days, attendance, activities/fundraising, and a copy of the current budget. This is to ensure that clubs are actually doing what was proposed in their constitutions. Fill out the following and include the necessary attached items and turn in on the **first on February 1<sup>st</sup>, 2016 & the second on June 1<sup>st</sup>, 2016.**

**Name of Club:** \_\_\_\_\_ Please Print  
**President of Club:** \_\_\_\_\_ **President's Email:** \_\_\_\_\_  
 Please Print Please Print  
**Advisor of Club:** \_\_\_\_\_  
 Please Print

**Meetings:** Attach sign in sheets from meetings with Advisor's signature on each verifying attendance.\*

<u>Dates of Club Meetings</u>	<u>Number of Students in Attendance</u>

**Activities/Events:** Include anything that the club has done this semester like volunteering, community service, fundraising, club promotion, etc.


<u>Activity</u>	<u>Date</u>	<u>Number of Club Members in Attendance</u>

**Financials:** Attach a financial statement from the Student Store.\*  
 Current Total Club Balance: \$ \_\_\_\_\_  
 Anticipated Expenses for Next Semester: \$ \_\_\_\_\_  
 Anticipated Funds Raised for Next Semester: \$ \_\_\_\_\_

**Additional Information:** Attach or include any additional information that will show how your club is progressing.\*

I verify that all the above and attached information is valid and that the NPHS \_\_\_\_\_ Club is having regular meetings and is fulfilling the expectations of the club based on its constitution, as well as following the NPHS Club Guidelines and Regulations.

Club President's Signature \_\_\_\_\_ Date \_\_\_\_\_ Club Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_



## Club Community Service Project Verification Form (due by June 1<sup>st</sup> to Activities Secretary)

**Club Name:** \_\_\_\_\_

Reflect on the community service.  
 What was your Community Service Activity? What did your club need to do?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

What impact did this service have on the community?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

What impact did this service have on your club? What did you learn from it?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Would you do this project again next year? Why/why not?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_


\*Attach the list of club members in attendance with your Club Advisor's Signature verifying attendance.

Club President Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Club Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Verification Signature from the  
 Community Service Organization/Recipients: \_\_\_\_\_ Date: \_\_\_\_\_

# Club Forms For Brand New Clubs

## Club Charter Renewal Form



### Newbury Park High School Club Charter Form

Full Name of Club: \_\_\_\_\_  
Club Category (circle one): Service Athletic Performance Academic Special Interest


Main Goal: \_\_\_\_\_  
\_\_\_\_\_

Teacher Advisor: \_\_\_\_\_ Advisor Phone#/Ext.: \_\_\_\_\_  
Advisor email: \_\_\_\_\_ Advisor Room #: \_\_\_\_\_  
Meeting (Location): \_\_\_\_\_ Meeting (Time): \_\_\_\_\_  
Circle One: Weekly Bi-Weekly Monthly

Club President: \_\_\_\_\_ 2<sup>nd</sup> Period Teacher/Room Number #: \_\_\_\_\_  
Club President Email: \_\_\_\_\_ 3<sup>rd</sup> Period Teacher/Room Number#: \_\_\_\_\_  
Club Vice President: \_\_\_\_\_ 2<sup>nd</sup> Period Teacher/Room Number #: \_\_\_\_\_  
Vice President Email: \_\_\_\_\_ 3<sup>rd</sup> Period Teacher/Room Number#: \_\_\_\_\_

\*These are used for call clips.

## Club Constitution



### CONSTITUTION OF THE NEWBURY PARK HIGH SCHOOL \_\_\_\_\_ CLUB

**Preamble**  
The establishment, adoption, and implementation of this document will serve as the official governing authority of the aforementioned organization, within the scope of the specific Articles outlined herein. It is hereby declared that any intentional violation of the letter or spirit of this Constitution may result in the dissolution of the organization, with appropriate penalties to appropriate offending parties.

**Article I: Club Name**  
We hereby designate our organization as the Newbury Park High School \_\_\_\_\_ Club (hereafter referred to as "NPHS \_\_\_\_\_ Club").

**Article II: Club Purpose**  
What is the purpose and goal of the club? What are you trying to promote/inform about/provide opportunities for? What differentiates your club from other similar clubs that may exist on campus? Address Sections 1 & 2 and then add any additional information below those sections. BE SPECIFIC!!

Section 1 – General objectives of this club shall be:  
a. \_\_\_\_\_  
b. \_\_\_\_\_  
c. \_\_\_\_\_


Section 2 – The activities of the club shall be in accord with its objectives. General activities shall include the following:  
a. \_\_\_\_\_  
b. \_\_\_\_\_

Additional information:  
\_\_\_\_\_  
\_\_\_\_\_

**Article III: Authority**  
Upon approval and endorsement by the Newbury Park High School Associated Student Government (ASG), the NPHS \_\_\_\_\_ Club derives its authority directly from the NPHS ASG under the guidance and restrictions of the Dean of Activities, the Principal, and the Consejo Valley Unified School District's board of education.

**Article IV: Membership**  
Members of the NPHS \_\_\_\_\_ Club must be currently enrolled students at NPHS.

## Club Semester Report



### Club Semester Report Form

To maintain being a club at Newbury Park High School, it is mandatory that at the end of each semester the club turns in a semester report that includes meeting days, attendance, activities/fundraising, and a copy of the current budget. This is to ensure that clubs are actually doing what was proposed in their constitutions. Fill out the following and include the necessary attached items and turn in on the first on February 1<sup>st</sup>, 2016 & the second on June 1<sup>st</sup>, 2016.

Name of Club: \_\_\_\_\_ Please Print  
President of Club: \_\_\_\_\_ Please Print President's Email: \_\_\_\_\_  
Advisor of Club: \_\_\_\_\_ Please Print

**Meetings: Attach sign in sheets from meetings with Advisor's signature on each verifying attendance.\***

Dates of Club Meetings	Number of Students in Attendance
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Activities/Events:** Include anything that the club has done this semester like volunteering, community service, fundraising, club promotion, etc.

Activity	Date	Number of Club Members in Attendance
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____


**Financials: Attach a financial statement from the Student Store.\***  
Current Total Club Balance: \$ \_\_\_\_\_  
Anticipated Expenses for Next Semester: \$ \_\_\_\_\_  
Anticipated Funds Raised for Next Semester: \$ \_\_\_\_\_

**Additional Information: Attach or include any additional information that will show how your club is progressing.\***

I verify that all the above and attached information is valid and that the NPHS \_\_\_\_\_ Club is having regular meetings and is fulfilling the expectations of the club based on its constitution, as well as following the NPHS Club Guidelines and Regulations.

Club President's Signature \_\_\_\_\_ Date \_\_\_\_\_ Club Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Community Service Verification



### Club Community Service Project Verification Form (due by June 1<sup>st</sup> to Activities Secretary)

Club Name: \_\_\_\_\_

Reflect on the community service.  
What was your Community Service Activity? What did your club need to do?  
\_\_\_\_\_  
\_\_\_\_\_

What impact did this service have on the community?  
\_\_\_\_\_  
\_\_\_\_\_

What impact did this service have on your club? What did you learn from it?  
\_\_\_\_\_  
\_\_\_\_\_

Would you do this project again next year? Why/why not?  
\_\_\_\_\_  
\_\_\_\_\_

\*Attach the list of club members in attendance with your Club Advisor's Signature verifying attendance.

Club President Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Club Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Verification Signature from the Community Service Organization/Recipients: \_\_\_\_\_ Date: \_\_\_\_\_

# Publicity

- Clubs can advertise through the bulletin (Panther Tale), PTV, Marquee, and signs
- Interest Groups can advertise through the Panther Tale and signs
- All announcements need to be approved by your advisor
- Any signs put up on campus need to be approved by me. Bring me one copy, I will sign off, and then you will make copies of the approved sign.



# Clubs

- Minutes
  - Clubs must turn in minutes at least once a month
  - Minutes need to include all financials including expenditures
  - All Expenses and Fundraising must be voted on and approved by the club and then administration
  - Minutes should be turned into the Student Store, ASG and a copy to the activities office.

# Clubs

- Fundraising

- Only Clubs CAN Fundraise
- Fundraising needs to be approved by administration (activity request) and go through the Student Store for Cashboxes and Financial Exchanges 2 weeks prior
- Revenue Potential Forms should be prepared for all fundraisers (Student Store)
- Income Procedures:
  - Cash should be turned in promptly after collection
  - Cash should be substantiated by supporting documentation (ticket numbers, tally sheets, receipts)
  - Cash Should be recounted promptly and secured (Turned into the Student Store)
- Can't sell food until 2:35pm and must have approval by administration and filled out an activity request (and any work order)
- Treasurer's & President's Meeting in E5 on Tuesday 9/20

# Club Day

- **Wednesday, October 11<sup>th</sup> at lunch in the Quad**
  - Clubs Can Sell
  - Interest Groups Can Get Interest
  - Each Club Can Have Up to 2 Students Get Summoned To Set Up & Clean Up on Club Day
- **Friday, September 29<sup>th</sup>, 2017 Constitutions due by the end of the day to participate in Club Day**
- **Friday, September 29<sup>th</sup> Club Day Fundraising Item & Nutritional Info Due by the end of the day to Activities**
  - **ALL IS TENTATIVE UNTIL APPROVAL FROM THE DISTRICT.**
- **Wednesday, October 4, 2017 by the end of the day**
  - Cash Box Request to Mrs. Boxberger at the Student Store
  - Representatives names to Mrs. Barker in Activities

EVENTS	DATE & TIME	LOCATION
1. Club & Interest Group Information Meeting <ul style="list-style-type: none"> <li>All Current Clubs, Interest Groups, and those wanting to start a New Club or Interest Group must send at least one representative</li> </ul>	Thursday, September 7 <sup>th</sup> , 2017 During Lunch	Gym
1. Club Treasurer & Presidents Meeting <ul style="list-style-type: none"> <li>Every Club Treasurer and President MUST BE IN ATTENDANCE</li> </ul>	Friday, September 29 <sup>th</sup> , 2017 During Lunch	E5-Ms. Alvarez' Room
1. Club Constitutions, Renewal Forms, & Interest Group Registration Forms Due <ul style="list-style-type: none"> <li>Due to Activities Office to Participate in Club Day</li> </ul>	Friday, September 29 <sup>th</sup> , 2017 by the end of the day	You can email it to <a href="mailto:kbarker@conejousd.org">kbarker@conejousd.org</a> , or you can drop off a hard copy to Mrs. Barker
1. Club Day Fundraising Item Request <ul style="list-style-type: none"> <li>Please email your fundraising item choice to Mrs. Barker on a first come first serve basis.</li> </ul>	Need to be in by Friday, September 29 <sup>th</sup> , 2017 by the end of the day. <b>ALL IS TENTATIVE UNTIL APPROVAL FROM THE DISTRICT.</b>	<a href="mailto:kbarker@conejousd.org">kbarker@conejousd.org</a>
1. Club Day Cash Box Requests Due	Wednesday, October 4, 2017 by the end of the day	Mrs. Boxberger at the Student Store
1. Club Day Representatives Due <ul style="list-style-type: none"> <li>Each Club Can Have Up to 2 Students Get Summoned To Set Up &amp; Clean Up on Club Day</li> </ul>	Wednesday, October 4, 2017 by the end of the day	Submit First and Last Names and the Club to <a href="mailto:kbarker@conejousd.org">kbarker@conejousd.org</a>
1. Club Day <ul style="list-style-type: none"> <li>Clubs Can Sell</li> <li>Interest Groups Can Get Interest</li> </ul>	Wednesday, October 11, 2017 during Lunch	Quad