

NPHS Clubs Information



NEWBURY PARK HIGH SCHOOL CLUB GUIDELINES

- The Associated Student Body Student Government (ASB) and the Newbury Park High School Administration have authority over the governance of all student clubs and organizations on Newbury Park High School's campus.
- ASB Student Government has the authority to require student organizers to officially submit paperwork when presenting new clubs for chartering.
- ASB Student Government has the authority to investigate the operations of any club or student organization that meets on Newbury Park High School's campus.
- Members of the Newbury Park High School Associated Student Body (students) are free to organize and join clubs and groups according to their common interests.
- Official chartering and yearly renewal of charters is designed to assist the Newbury Park High School ASB in maintaining stabilization in a changing student body and to assure that all clubs function in an orderly democratic manner consistent with the ASB Constitution of Newbury Park High School.
- Any violations of Club Guidelines or any other CVUSD or Newbury Park High School policies may result in suspension of the clubs charter.
- The President(s) of each club is/are responsible and accountable for the status of a club charter.
- Major club sponsored events that take place on or off campus, must be first approved by one's Club Advisor and by the Newbury Park High School Administration
- Club Advisors must be certificated NPHS staff and can only advise up to two clubs, unless prior authorization from the Administration.
- The Club and any individual associated with said club, shall abide and conform to all Federal Laws, California State laws, all rules and regulations of Newbury Park High School and all directives of the ASB Student Government organization.
- Any violation of the aforementioned criteria may result in the revocation of a Clubs charter.

PRIVILEGES OF CHARTERED CLUBS

A "chartered" club on Newbury Park High School campus has the following rights and privileges:

- to use the name of Newbury Park High School to recruit new members from among the student body,
- to use available school space to hold regular meetings,
- to use available school facilities for special events,
- to have an account in the Associated Student Body Student Store,
- to use the Associated Student Body Student Store for financial transactions,
- to make Newbury Park High School bulletin announcements, and
- to be listed on the Newbury Park High School official web-site.

REGULATIONS FOR MAINTAINING CHARTERED CLUBS

- All Newbury Park High School Associated Student Body Clubs must be chartered.
- The club must be non-discriminatory, i.e. meetings must be open to all members and interested parties.
- Club Members must be enrolled at Newbury Park High School.
- A minimum quorum of 8 members, including 4 board members, must be maintained in order to maintain club status.
- One of the main goals of the club must be to promote the general welfare of Newbury Park High School.
- A Semester Club Report must be submitted once each semester.
 - Club sign-in sheets, which verify who attended the club meetings, must be attached to the Semester Reports. The faculty advisor must sign and date the sign-in sheets, thereby verifying that those club meetings did in fact occur.
 - All events (meetings, community service projects, banquets, etc.), both on-campus and off-campus, are to be reported to the ASB Club Commissioners on an official Semester Report Form, and then turned into the Activities Office for filing.
- Club meetings will be conducted productively and professionally. You must meet at least ONCE a month and minutes for every meeting must be submitted to the Activities Office.

- Club's lunch meetings in Faculty Advisors' classrooms do not need to go on the master calendar, and therefore do not need an Activity Request Form. On-campus events that are anything 'more' than a lunchtime meeting **DO** need an approved Activity Request Form. On-campus events that would require an Activity Request Form include, but are not limited to, fundraisers, collection drives, after school events, etc.
- The club leadership will be required to submit a report that includes the names and contact information of officers and/or club members, as well as other club information. The report will be turned in to the ASB Student Government and the Activities Office.
- Clubs may have off-campus events if:
 - Every club member attending the event has had his or her parent or guardian sign the CVUSD Field Trip Form. Once club members have completed these forms, the Newbury Park High School Club Advisor will give a copy to the Activities Office and keep one copy on file.
 - Club Presidents have turned in an Activity Request Form. Club Presidents must fill out this form, and get it signed by the Faculty Advisor. Club Event Requests must be turned in the Activities Office a minimum of two weeks before the event, and an event can't take place without Administrative Approval.
- Club Presidents must communicate meetings and events to club members. They may do so by:
 - Adding an announcement to the daily bulletin. Daily bulletin forms are available with the Activities Secretary. Verifying their approval, Faculty Advisors must sign the announcement before it is turned in to the Front Office.
 - Flyers can be made by clubs and posted in the designated areas on campus.
 - Emailing club members.
 - Note: All publicity, must be approved by the Activities Office or Administration before going to press and before they are posted on campus. If any of these items are not taken down, clubs could be disciplined.
 - All publicity materials can be placed on bulletin boards, the black painted areas on each building and the front of the cafeteria with BLUE TAPE. Nothing is to be posted by tape on any other walls, doors or windows. You may not MOVE anything already posted.
- Clubs must maintain good standing with the Newbury Park High School Administration and ASB. Clubs that fail to meet any of the above expectations could be disciplined.
- All money collected at club events **must be deposited in the Student Store within one week of collection**. Ways in which clubs may collect money include, but are not limited to:
 - Selling food. ***Clubs need to follow Nutritional Guidelines and have approval from the school district to sell any food products 30 minutes after school. Forms are available in the club packet.***
 - Collecting money from club members (for club t-shirts, sweatshirts, dues, etc.)
 - Fundraising for club (car washes, discount cards, selling products, etc.).
 - All fundraisers MUST be approved by the Activities Office.
- Newbury Park High School Clubs may not have any off-campus accounts. Clubs that have off-campus accounts will be automatically terminated.
- At least one club member is recommended to attend all Student Congress meetings (which are held quarterly or once a month dependent on need).
- Every Club must participate in one community service project and submit a summary of the project, including members in attendance to ASG and the Activities Office.
- Participants at all club functions must follow all CVUSD and Newbury Park High School rules and policies.

MUSTS FOR CHARTERING A CLUB AT NPHS:

The organizers of the club MUST:

1. Complete and sign the **CLUB CHARTER FORM**.
2. Complete and Sign the **ADVISOR CONTRACT**.
3. Write a set of **BY-LAWS** for the club (aka, a club constitution).
4. Submit completed packet to the Activities Secretary by Sept. 29th if your club wants to participate in Club Day/Rush or by the last day of first semester if you do not. Clubs must be active for at least a semester or they will have to wait for the following year and will just be an Interest group.
5. Follow the **Club Guidelines and Regulations**.

REASONS YOUR CLUB MAY NOT BE APPROVED INCLUDE:

- ✓ Not completing all of the required paperwork, including the bylaws.
- ✓ Not proving interest in your club idea.

- ✓ Your presented club idea is similar to or the same as a club or organization that already exists on campus
- ✓ Your purpose is too general. For instance, you want “to socialize” or “to fundraise”. The socializing must be in a specific manner (participating in a certain game, attending a certain function, etc.), and the fundraising must be for a specific cause and donated to a specific group. All of those details must be worked out BEFORE your club submits the paperwork.
- ✓ Your club does not plan on having financials, or it acts more as an Interest Group
- ✓ The administration feels uncomfortable with some aspect of the organization.
*Which clubs are chartered will ultimately be up to the discretion of the administration.
- ✓ CLUBS that were on probation (did not have enough financial activity or had other issues) for the 2016-2017 school year and did not improve, or clubs that did not function properly during the 2016-17 school year will NOT be approved. This is largely determined by the activity in the Student Store Account

ALL CLUB ADVISOR RESPONSIBILITIES ARE AS FOLLOWS:

Meetings:

1. Make sure students have turned in a copy of the club’s constitution and that the club is chartered by ASB. Applications for new clubs and continuing clubs are at the Student Activities desk.
2. Advisors must supervise and attend EVERY meeting or activity planned on-campus; and any formally recognized club activities held OFF-campus.
3. Keep track of attendance, supervise, and monitor behavior at club meetings & club events.
4. Verify that the club president keeps a record of the minutes and financial reports from each club meeting, as well as turns a copy into the ASB Commissioners of Clubs. Also make sure that a copy of this paperwork is available at the request of the Activities Office and Student Store.
5. Assist students in making their own decisions. Help students to clarify their goals, to work through their problems, to plan activities, and to continually evaluate their efforts.
6. Supervise nomination and appointment of club officers and members, and be sure that the process follows the club’s constitution/ASB Constitution.

Events:

1. Be aware of all events and actions being planned.
2. Be sure that the District Office signs contracts with outside companies.
3. Be sure that all events planned are chaperoned by an NPHS certificated staff member. Evening activities will be limited due to supervision and facilities space.
4. All on-campus events must be approved by the AP of Activities. Clubs will need to complete an Event/Fundraising Request Form (found at the Activities Office). For events using on-campus facilities request form and submit it to the office.

Money:

1. The advisor must attend a Club Forms and Records meeting with the Activities Director and fill out TWO club review sheets at two points during the year.
2. Facilitate purchase of materials for fundraisers and events; make sure that ALL MONEY is run through the ASB Student Store.
3. The students must make all financial decisions and said decisions must be recorded in the official minutes from a formal meeting.
4. Deposits and reimbursements must use specific forms that are found in the Activities Office. There are samples of these forms included in this packet.
5. Clear all fundraising through the Activities Office and the Dean of Activities. Clubs must fill out an Event/Fundraising Request Form. All fundraising must meet the healthy food guidelines, which are also included in this packet.
6. The purpose of all fundraisers must be made clear up front to all possible donors or participants.

Advertising:

1. Approve and sign all club announcements.
2. Supervise publicity and ensure that all publicity *is approved by the Dean of Activities prior to posting; clubs will lose their publicity rights if they post publicity that has not been approved.*

Field Trips:

1. Complete appropriate paperwork for field trips as required by the District Office.
2. Obtain Health/Permission slips when necessary and keep them on file for the year.
3. Fill out transportation requests and arrange for transportation.



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 (Day & Time): _____

Circle One: Weekly Bi-Weekly Monthly

Club President : _____ Email: _____ Club

Vice President : _____ Email: _____



Newbury Park High School Club Advisor Information

Please read and understand the Club Guidelines and Advisor Job Description. If you have a problem with any part of the Guidelines, please seek advice from the Activities Office/Carly Adams.

Please read:

Must be present at all club meetings, events, field trips, or other official club gatherings in accordance with Ed Code 48933.

You or any club member may not place any orders with vendors without prior approval. Approval requires a formal club vote in minutes, completed check request form submitted to the ASB Student Store, and approval by the Dean of Activities). If you do not have the appropriate approvals, you will personally be responsible for payment of items received.

All reimbursements must have prior approval. No one will be reimbursed for monies without prior approval.

Clubs may not begin any fundraising activities or host an event (either on or off campus) without prior approval from the Activities Office and without filling out the proper activity request forms. Any unauthorized fundraisers/events will result in funds being confiscated by ASB and your club being put on probation.

Booster clubs cannot conduct fundraising activities on campus during the school day. Booster clubs are a parent organization and students cannot participate during school hours in booster fundraisers. All monies will be confiscated by ASB and your booster club could lose its charter.

Clubs must make deposits in a timely manner for fundraisers that take place on and off campus. Deposits must be made intact and cash from a deposit cannot be used to make any other purchases.

If your club is planning a trip that requires a bus or van, a Field Trip Request Form and a Check Request Form must be completed to cover the costs (ie: you must know your club's financial standing to know if you have enough money to cover the costs). In addition, if the club intends to collect funds from students to cover the cost of the trip in full or in part, the money needs to be collected prior to the trip and processed through the Student Store.

You responsible for advising club members of the rules and regulations stated in the Club Guidelines.

You are aware that all money collected at club activities must be submitted with a collection report to the Newbury Park High School Student Store, and must be placed in your club's financial account, and that any club reimbursement requests must use a Check Request Form (available at the activities office) and must include valid and original receipts.

All signs posted by this club must be approved by the Activities Office.

It is important to send a representative to the Student Congress meetings so that they are informed about what is going on at the school, as well as a way to publicize club events and report on club progress.

You will make sure that your club will complete semester reports to determine that they are truly meeting and participating, and you will verify those reports.

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 Conejo Valley Unified School District's board of education.

Article IV: Membership

Members of the NPHS _____ Club must be currently enrolled students at NPHS.

Members of the NPHS _____ Club must maintain a _____ grade-point average.

Members of the NPHS _____ Club must have at least eight members, including the five board members (**A roster must be attached**).

Article V: Meetings

The NPHS _____ Club will hold regular meetings (at least once a month) pursuant to fulfilling the club’s purpose (see Article II). Meetings will be held:

- a) Day(s) of week _____
- b) Interval (weekly/biweekly, etc.) _____
- c) Location _____

In addition, the Club President, Advisor, ASG, or any School Administrator may call special meetings.

The order of meetings should be as follow:

- | | |
|--|-----------------|
| A. Call to Order | D. Old Business |
| B. Roll (Members Present, Number of Members, etc.) | E. New Business |
| C. Committee Reports | F. Financials |
| | G. Closure |

Article VI: Officers

No individual may fill more than one position. Each officer shall serve for one year and may be re-elected.

President – Oversees all activities, meetings, and fundraisers.

Name: _____

Vice President – Assists president in all tasks and fills in for president as needed.

Name: _____

Secretary – Takes minutes of all minutes, keeps records of activities and correspondence. Also, must submit a copy of the minutes to the Activities Secretary, as well as Student Store, when financials are involved.

Name: _____

Treasurer – Responsible for overseeing all club monies, budget, cash box requests, and running/counting the cash box at fundraisers.

Name: _____

Public Relations Chair – Advertises club activities, meetings, etc.

Name: _____

*If your club wants to have co-presidents instead of one president and one vice president, please indicate that here and explain why.

****It is highly recommended that one of the club’s officers be present at the monthly Student Congress meetings.**

Article VII: Elections

Elections will be held _____ [time(s)] per year: _____ [month and/or date of election(s)]

Method of elections: Explain how officers will be selected, voted on, etc. What percentage of the club needs to approve the officers selected?

Article VIII: Committees

The president will appoint committees as needed to facilitate the operation of the club. Committee members and job descriptions should be included in minutes.

Article IX: 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 Activities Secretary by June 1st. Failure to do so will result in the suspension of the club for one school year.

Community Service Approval:

ASG President's Initials

ASG Advisor's Initials

Assistant Principal Initials

Article X: Amendments

All changes or amendments to the NPHS _____ Club Constitution shall require a consenting vote of _____ of the club membership present at an advertised meeting to address such a change or amendment.

Constitution submitted by:

Club President Signature

Club President---Print Name

Date

Club Advisor Signature

Club Advisor---Print Name

Date

Room #

Ratification (to be completed by ASG):

This constitution 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

***IF ANY PART OF THIS CONSTITUTION IS INCOMPLETE, IT WILL BE RETURNED TO THE CLUB ADVISOR.**



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 2nd, 2018 & the second on May 25th, 2018.**

Name of Club: _____
Please Print

President of Club: _____ President's Email: _____
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 May 25th 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 Charter Renewal Form

2017-2018 School Year

If you were a chartered club in 2016-2017, 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 2017-2018 school year, and a list of members.** This is due by September 29th, 2017 to participate in Club Day, or the final day to submit a club, which is on February 2, 2018.

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:** _____

Vice President's Name: _____ **Club Vice President's Email:** _____

Treasurer's Name: _____

Secretary's Name: _____

Public Relations Chair's Name: _____

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 May 25th. 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