

# WINDSOR HIGH SCHOOL

## Procedures for Forming a Club

1. Present a Club Request Form describing your club to Leadership/ASB.
  - Clubs should achieve one or more of the following:
    - i. Mentoring Relationships
    - ii. Community Service
    - iii. Academic/Personal Support
    - iv. Team and/or Skill Building
2. Wait for a response from Leadership/ASB and Administration (an approval letter and packet will be sent to the club advisor). After receiving the packet begin meeting with interested persons to complete the Constitution and Budget forms included in the packet. **Do not meet until your club has been approved.**

A Constitution includes:

- Historical Background
- Goal(s)/Purpose of the Club
- Officers/Leaders within the club, including advisor(s)
- Guidelines/Requirements of the club
- Schedule of meetings for the club (how often, where, etc.)
- Meeting Topics

A Budget includes:

- Sample and Explanation of Budget
- Beginning Balance
- Anticipated/ Total Anticipated Revenue
- Expected/ Total expected Expenditures
- Ending Balance

3. Submit your club's Constitution and Budget to Leadership/ASB/ Administration and wait for final approval (a letter will be sent to the club advisor). If no money will be used simply write "NO MONEY INVOLVED" on the budget sheet.
4. Leadership/ASB and Administration approve all clubs. If your club is not approved, suggestions or questions will be included. If problems are addressed, re-submit your club information.
5. Participation in Leadership sponsored "Club Carnivals" is expected. Please see the ASB Campus Connections Officer for more information.

# WINDSOR HIGH SCHOOL

## Club Request Form

Once completed, please return this form to the ASB Advisor.

**A club is not established until a request is approved and returned with appropriate signatures.**

Club Representative \_\_\_\_\_

Phone # \_\_\_\_\_

Student Email \_\_\_\_\_

Advisor Name\* \_\_\_\_\_

Room # \_\_\_\_\_

*\*Must be school/district employee*

Advisor Email \_\_\_\_\_

Name of Club \_\_\_\_\_

Primary Function of the Club *(Check one and explain below):*

\_\_\_\_ Academic

\_\_\_\_ Philanthropy/Volunteerism

\_\_\_\_ Community Mentorship

\_\_\_\_ Personal Support

\_\_\_\_ Team

Brief Description of Club \_\_\_\_\_

\_\_\_\_\_

Goal(s) of the Club \_\_\_\_\_

\_\_\_\_\_

Examples of how club will complete the goal and function?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

When/where/how often will the Club meet? \_\_\_\_\_

\_\_\_\_\_

How many people do you see serving in this club? \_\_\_\_\_

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Contact Signature \_\_\_\_\_ Date \_\_\_\_\_

# WINDSOR HIGH SCHOOL

## Initial Club Approval Notice

Date: \_\_\_\_\_

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

Dear: \_\_\_\_\_

**Congratulations!** Your club has been approved! The next step is to complete the necessary paperwork required for final approval. We have attached a Constitution outline and a Budget packet for you to complete. Please complete and submit all forms to the ASB Advisor. You will have one month from the above date to submit your Club's Constitution and Budget.

\*A Constitution includes:

- Historical Background
- Goal(s)/Purpose of the Club
- Officers/Leaders within the club, including advisor(s)
- Guidelines/Requirements of the club
- Schedule of meetings for the club (how often, where, etc.).
- Meeting Topics

\*A Budget includes:

- Sample Budget
- Explanation of Budget
- Beginning Balance
- Anticipated Revenue
- Total Anticipated Revenue
- Expected Expenditures
- Total expected expenditures
- Ending Balance

Final **approval notice** for your club will be given upon completion. Thank you!

\_\_\_\_\_  
ASB Campus Connections Officer

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

Constitution and Budget Due Date: \_\_\_\_\_

# WINDSOR HIGH SCHOOL

## What is a Budget?

### What is a Budget?

A budget is a plan of financial operation consisting of estimated revenue and expenditures for a given time and/or purpose. A budget is normally for one year. A club, class, or sport should have a budget for their school year that illustrates their anticipated revenues (how much money they plan to make or bring in) and expected expenditures (how much money they plan on spending).

A budget contains the following components:

**Beginning Balance** (how much money you currently have)

**Revenue Anticipated** (how much money you hope to bring in)

- Fundraisers
- Donations

**Expenditures expected** (how much money you expect to spend)

**Ending Balance** (the beginning balance + money in – money out)

### Why?

A budget gives a club, class, or sport and an action plan of activities that need to be accomplished in order to supply the income for the proposed expenditures. A realistic budget based on past history will help the organization be successful in its endeavors and help eliminate the risk of spending money that it does not have.

### When?

Budgets need to be prepared at the end of a school year for the following school year and should be turned in to the ASB Advisor, Administrator in charge of activities as well as to the Financial Secretary. All newly approved clubs will be required to complete a Budget before final approval is given.

### How?

A Budget Worksheet and sample budget is attached to assist you in creating a budget if you need help, consult with the administrator in charge of activities, athletics, or with the financial secretary.

### Tips:

Consider historical data and revenue/expenditures for planned activities when preparing your budget. Expenditures must not exceed income + beginning balance. If you do not plan to

raise or spend any funds during the approved school year, write "No Money Involved" on the Budget sheet and submit accordingly.

# WINDSOR HIGH SCHOOL

## Club Budget Worksheet

Example

**Club:** Computer

**Club Advisor:** Joe Windsor

For Budget Fiscal Year 2004 to 2005

**Beginning Balance** (as of July 1, 2004) \$ 1,000.00

### Anticipated Revenue:

CD Fundraiser \$ 1,400.00

Donation from Exchange Bank \$ 200.00

T-shirt Sales/Fundraiser: Club Awareness Day \$ 200.00

**TOTAL ANTICIPATED REVENUE** \$ 2,800.00

### Expected Expenditures

Computer Repair Equipment \$400.00

**TOTAL EXPECTED EXPENDITURES** \$400.00

**Ending Balance** \$ 2,400.00

# WINDSOR HIGH SCHOOL

## Club Budget Worksheet

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

Advisor: \_\_\_\_\_

For Budget Fiscal Year 20\_\_ to 20\_\_

**Beginning Balance** \$ \_\_\_\_\_

**Anticipated Revenue**

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL ANTICIPATED REVENUE** \$ \_\_\_\_\_

**Expect Expenditures**

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL EXPECTED EXPENDITURES** \$ \_\_\_\_\_

Ending Balance

\$ \_\_\_\_\_

*Submit to ASB Advisor upon completion*

# WINDSOR HIGH SCHOOL

## Club Constitution

Club: \_\_\_\_\_ Advisor : \_\_\_\_\_

Club Officers:

President: \_\_\_\_\_ Duties: \_\_\_\_\_

Email: \_\_\_\_\_

Vice-President: \_\_\_\_\_ Duties: \_\_\_\_\_

Secretary: \_\_\_\_\_ Duties: \_\_\_\_\_

Treasurer: \_\_\_\_\_ Duties: \_\_\_\_\_

Number of year's club has been active at WHS: \_\_\_\_\_

Goals of Club: \_\_\_\_\_

Proposed Activities: \_\_\_\_\_

Guidelines for Club Membership: \_\_\_\_\_

Requirements of Club Membership: \_\_\_\_\_

Meeting Dates: \_\_\_\_\_

Meeting Times: \_\_\_\_\_ Location: \_\_\_\_\_

# WINDSOR HIGH SCHOOL

## Final Club Approval Notice

Date: \_\_\_\_\_

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

Club Advisor: \_\_\_\_\_

**Congratulations!** Your club, Constitution, and Budget have been approved! Thank you for working with us in bringing forth this idea and submitting your club proposal, Constitution and Budget. We look forward to seeing the progress of your club and the involvement of Windsor High School students.

Please contact the Campus Connections Officer, Leadership/ASB, or the ASB Advisor for any questions, information, and/or approval regarding activities, fundraising, or finances for your club.

Again, thank you for your interest and involvement, and best of luck!

\_\_\_\_\_  
ASB Campus Connections Officer

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