

# EARL WARREN MIDDLE SCHOOL APPLICATION FOR STUDENT CLUB

I. We the students of **Earl Warren Middle School** request permission to form a Student Club. *Attach a list of the students sponsoring this application.*

II. This organization will be called \_\_\_\_\_ and will have as its purpose:

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III. \_\_\_\_\_ (name of faculty member) will serve as the advisor for this club for the school year.

IV. WE have attached:

- a. A copy of the proposed constitution for this club.
- b. A copy of the budget for this club for the school year

V. Submitted by:

Student Club Rep: \_\_\_\_\_ Date: \_\_\_\_\_

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

VI. Approved:

Assistant Principal: \_\_\_\_\_ Date: \_\_\_\_\_

ASB President: \_\_\_\_\_ Date: \_\_\_\_\_

Recorded in Student Council Minutes on (date): \_\_\_\_\_

# EARL WARREN MIDDLE SCHOOL STATEMENT OF ACKNOWLEDGMENT

I, \_\_\_\_\_, acting as the Advisor for the club known as

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Understand the articles listed below and will adhere to them for as long as I remain the Advisor of said club.

- I. It is my duty to advise students on any questions they have regarding the "application for Student Club", creating a Club Constitution, and creating a Club Budget. If I cannot answer these questions, I understand that it is my responsibility to obtain these answers from the ASB Director or AST Bookkeeper, which I will communicate back to the students.
- II. It is my responsibility to attend and supervise each club meeting and function.
- III. I understand that all fundraising events must be approved by ASB leadership before it can be considered completed business. I will explain the fundraising process to my club so that all members understand the proper procedures.
- IV. All expenditures for Club business must be approved by ASB leadership before funds can be exchanged. I understand that if proper procedures are not completed, there is no guarantee that monies will be recuperated. As Advisor I will explain to Club members the difference between legal expenditures and illegal expenditures.
- V. All activities held on school grounds must first be approved by the proper authorities. I will ensure that proper procedures are followed.
- VI. Amendments to the "Statement of Acknowledgment" may appear at any time. It is my responsibility to check my e-mail and/or mailbox for such Amendments, and return the signed Amendment to the ASB Bookkeeper within 5 business days of notice.
- VII. I understand that the ASB Director, ASB Bookkeeper, and the EWMS Assistant Principal are here to support my position as Advisor. Any concerns or questions I have will be addressed and/or answered by them within a timely manner.

*By signing my name below, I agree to the articles listed above.*

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

**EARL WARREN MIDDLE SCHOOL**  
**REQUEST FOR FUNDS *from***  
**ASB STUDENTS' ACCOUNT**

DATE: \_\_\_\_\_

PERSON/CLUB MAKING REQUEST: \_\_\_\_\_

Description of Item:	Amount:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**TOTAL AMOUNT OF REQUEST:** \_\_\_\_\_

Number of students served by this request: \_\_\_\_\_

**School Goals that will be met** (*check all that apply*):

- Technology     Communication     Citizenship  
 Curriculum     Student Well-being & Connectedness

Submitted by:

Student Club Rep: \_\_\_\_\_ Date: \_\_\_\_\_

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

Approved:

ASB Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

ASB Club Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Assistant Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Recorded in Student Council Minutes on (date): \_\_\_\_\_