

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 students sponsoring this application.

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

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

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 ASB 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 Acknowledgement” 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: _____