

# Club Accounts/Data Form

Application for Club Approval for the 20\_\_\_\_ – 20\_\_\_\_ School Year

- Administrative approval must be secured for the organization of all clubs and organizations.
- A club/organization may only function under the supervision of a current staff member, or staff designee.
- Please fill in all the questions and return this form to the principal's secretary.
- This form must be filed annually before any activity can begin for the school year.

1. Name of club: \_\_\_\_\_

2. Name of advisor in charge of the club: \_\_\_\_\_

*(The club advisor must be present at all club meetings, activities, and/or events, whether in the school or in the larger community. Additionally, all school announcements, publications, web pages, emails, posters, etc., must be approved by and continually monitored by the advisor.)*

3. Statement of purpose of the club: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Names of student officers plus the positions they hold:

\_\_\_\_\_  
\_\_\_\_\_

5. Meeting frequency: \_\_\_\_\_

6. Do you intend to fundraise monies for this club? **YES**\_\_\_\_\_ **NO**\_\_\_\_\_ If yes, then:

- **Form E** must be completed for each individual fundraiser. Form is available from the Financial Secretary in the main office. (All activity funds must pass through a school/district activity account.)

- Explain your anticipated sources of funds, including any fundraisers and/or gifts:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Detail your anticipated use of proceeds:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Administrator Approval/Signature: \_\_\_\_\_ Date: \_\_\_\_\_