

Oak Park High School



ASB Club Application Packet



2023-2024

OAK PARK HIGH SCHOOL CLUBS APPLICATION PACKET

**Club
Week:**

**Tuesday – Friday.
Sept. 5 - Sept. 8, 2023**

See PAGE 7 for more CLUB WEEK information

**1st SET OF CLUB DOCUMENTS
DUE: August 18, 2023**

1ST SET:

- Fill out [Club Constitution](#)
- Fill out the Request for Club Recognition Form (printed) (see page 4)
- Fill out the Advisor Agreement Form (printed) (see page 5)
- Fill out [Contact Information Form](#)
- Turn printed forms (2) into Room C5 by **Friday, August 18, 2023**

**2ND SET OF CLUB DOCUMENTS
DUE September 22, 2023**

- Club Discipline/Monetary Policy Signature Page (printed) (see page 6)
- List of club members in alphabetical order by last name (printed)

Turn (2) printed forms to Room C5 by **Friday, September 22, 2023**

**QUARTERLY CLUB REPORTS DUE THE LAST DAY
OF EACH QUARTER**

[QUARTERLY SUMMARIES](#) --- Submit each quarter summary to this same form

1st Quarter Summary of club events / activities submitted by **Fri. Oct. 13, 2023**

2nd Quarter Summary of club events/ activities submitted by **Fri. Dec. 15, 2023**

3rd Quarter Summary of club events/activities submitted by **Fri. Mar. 15, 2024**

4th Quarter Summary of club events/activities submitted by **Fri. May 17, 2024**

Oak Park High School Request for Club Recognition

This document must be typed except where signatures are required.

The **(state club name here)** Club wishes to be recognized as an organization under the ASB at Oak Park High School for the **22-23** school year. The officers of the club assert they understand all by-laws and policies governing campus clubs and organizations. In addition, they are aware this form must be submitted to the ASB Council no later than **Friday, August 18, 2022.**

1. Proposed activities and meeting topics for this year:

2. Meeting day, Time and Location:

3. The advisor is:

Advisor Signature: _____

4. Our elected officers for the **22-23** year are as follows:

President:

Vice President:

Secretary:

Treasurer:

Do not write below this line

This request has been approved by the Oak Park High School ASB Council on _____ and the club constitution has been filed with the Club Commissioner.

_____ ASB President Club Commissioner

_____ ASB Director ASB Treasurer

Club Advisor Agreement

I, _____, hereby declare that I shall be the OPHS faculty representative of the _____ Club. I affirm I have reviewed and understand all ASB documents pertaining to campus clubs and organizations. These documents include, but are not limited to the constitution of the aforementioned club, the ASB Bylaws and Policies governing clubs stated in the Existing Club & New Club Packets and in the ASB Constitution, the Club Monetary Policies form, and the Club Discipline form _____ (initial).

As faculty representative, I recognize that I must be present at all club meetings, and act as facilitator to support the students in their club activities. I assert I shall be present at all club related activities which take place after school hours. Should I fail to be present, OPHS will assign supervision for the event, and will deduct the appropriate amount from my club's account. In addition, I shall ensure that my club will remain within the guidelines set forth by the ASB Council. These guidelines are outlined in the club constitution and the ASB Bylaws and Policies governing campus organizations. I understand that my club is subject to penalties, and possible club charter revocation, should my club fail to remain in the guidelines established by the ASB Council _____ (initial).

As stated in the ASB Bylaws and Policies governing campus clubs and organizations, I assert my club shall remain financially solvent. I understand that all club fundraisers and financial transactions of the aforementioned club are subject to the approval of the incumbent ASB Council. I have reviewed and shall ensure my club complies with the Monetary Policies form _____ (initial).

I am aware that this agreement shall remain active during my entire tenure as faculty representative of the aforementioned clubs. Should I have any questions pertaining to the club process, I understand that I may contact the ASB Council at any time. By signing this agreement, I assert that I shall comply with its contents.

Club Advisor

This constitution and packet has been reviewed by, _____, on ____/____/____. I assert this constitution is complete and within all proper guidelines as set forth by ASB.

Club Discipline/Monetary Policies

NAME OF CLUB

Signatures

By signing below, you acknowledge that you understand and accept the penalties your club or organization is subject to.

Club Advisor

Club treasurer

Club President

Club Secretary

Club Vice President

CLUB WEEK INFORMATION

Club Week is Tuesday - Friday Sept. 5 - 8, 2023 Club Week allows officers a chance to advertise their club and provides a chance for other students to look around the Pavilion and sign up for clubs of their choice and with other students who share a common interest. Each club should have a display board explaining the purpose of the club, when and where club meetings take place, club photos, and a sign-up sheet.

IMPORTANT DATES:

On Tuesday, September 5, 2023 current ASB officers will set up the tables for Club Week during ASB class time and lay out a diagram of where each club will have their designated table area. Clubs will be arranged in alphabetical order.

On Tuesday, September 5, 2023 at 7:30-8:30 am, Club Presidents can set up their displays for Club Week in the Pavilion. Do not miss your chance to set up and be ready for Club Week!

Club Photos: Will be taken by a yearbook student during September or October. Your club **MUST** have a photo taken in order to be recognized as an official club. Ms. Leggett will contact your president to schedule a time for your club pictures.

NOTICE:

- Only **blue painters tape** may be used to hang up flyers and posters around campus. Please contact the administration with any questions
- Flyers **MAY NOT** be placed on **any windows** and must be approved by the administration or ASB before they are posted