

# FHS Application for Club Charter 2017-2018

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

Club meeting start date \_\_\_\_/\_\_\_\_/\_\_\_\_ Meeting Room: \_\_\_\_\_

Day(s) of week: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Meeting schedule:  Weekly  Monthly  Other: \_\_\_\_\_

Purpose of Club: \_\_\_\_\_

Please list any special events/activities you are planning for the school year (include dates):

\_\_\_\_\_

Provide at least one way your club will give back or bring awareness to Franklin:

\_\_\_\_\_

## Club Officers:

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Student Senate Representative: *(Mandatory meetings to give input on school wide decisions)*

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Club info/schedule contact (person that will keep club info up to date): \_\_\_\_\_

## FHS Staff Advisor(s):

Name \_\_\_\_\_ Room# \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Room# \_\_\_\_\_ Phone \_\_\_\_\_

## \*Additional Adult involved:

Name \_\_\_\_\_ Phone/email \_\_\_\_\_

*\*All participating/supervising adults must be background checked and cleared with PPS*

## Club Advisor - Please Read and Sign:

Recognizing the importance of the high school club program, and the responsibility that rests in the hands of adult advisors of this program, I hereby apply for acceptance as an advisor of the above listed club. All clubs are expected to represent themselves at our club fair and Student Senate. We will have signs, presentation materials, and sign up sheets for new members. **Students must submit SUN forms and staff submit attendance to SUN staff for all on-site after school clubs.** And please note:

- SUN registration forms & attendance submission required for after school clubs
- An approved FHS adult advisor must be present at all student meetings!
- Any off-site meetings or trips require the proper PPS forms (field trip, driver, etc.)

\_\_\_\_\_  
Print Advisor Name

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date

## RETURN TO SUN STAFF IN CAFETERIA (OR SUN MAILBOX IN MAIN OFFICE)

# Franklin High School Club Advisors

Although the advisor role will vary from organization to organization, the following should assist you in carrying out your responsibilities.

1. All clubs/organizations at Franklin HS must have a current FHS staff member as an advisor.
2. Submit a Club Charter application form EACH year the organization is active. (to SUN staff)
3. Inform SUN staff of any changes to your schedule or club information as they arise.
4. Attend meetings and activities in which the organization is sponsoring (**meetings/ activities should be scheduled so as to ensure the presence of the advisor.** *However, if an emergency arises that makes it impossible for you to attend, find a faculty member or cleared parent/guardian to sub for you.*)
5. Meet early in the year with club officers to plan service, social and/or fundraising activities.
6. Ensure that your club has a representative for the Student Senate. Meeting details to come.
7. Be sure to clear any additional activities with the school calendar and get approval with admin.
8. Meet with club officers periodically. Assist them in planning and evaluating activities. Make suggestions for improvements.
9. Make sure that school rules and district policies are followed during activities. If any issues arise, seek assistance from administration.
10. Authorize all organization expenditures. Those over \$100 should have a Purchase Order from the school bookkeeper. Work with treasurer to keep a record of all finances.
11. Require officers to keep records of proposals, projects, etc., which can be passed on to the newly elected officers.
12. Be familiar with and follow all PPS policies that apply to your organization (ie: student transportation/field trip forms, adult volunteer clearance forms, etc.)
13. Make sure that the club's purpose and goals are maintained.
14. **Complete an Event Planning Request/CUB for any meetings or activities on-site after school.**

### If club meets outside of school day (i.e. after school):

- Complete Use of Building form on Franklin website to reserve the space
- Ensure all participating students complete SUN registration forms
- Submit all meeting attendance (first & last names) to SUN staff in cafeteria on meeting days
- Encourage participating students to take advantage of the free meal served in cafeteria (supper)

### Event Opportunities for clubs:

- ★ September 20: Club & Activity Fair (2:16-3:30pm)
- ★ September 25: After school programs & Supper meal service begins
- ★ October TBD: First Student Senate Meeting
- ★ October 26: Harvest Festival (6-8:30pm)
- ★ January 10: Discover Franklin (6pm)
- ★ May 25: May Fete Carnival (Tutorial)

**REQUIREMENTS:** All clubs must provide a representative at the Student Senate meetings, and hold at least one opportunity for their members to give back to the Franklin community. This could be raising awareness for an issue your club is working on, sharing cultural traditions and values, promoting diversity, equity and inclusion campus wide, etc.

Realize the important role you have taken on by advising a club/organization. You are not just a name on a form, but the person that is making it possible for students to connect with Franklin High School.

**Thank you!!!**