

Carmel High School  
Club Information Packet

All documents & forms are on the MySchool Homepage under CHS/ASB.

I. How to Be a Club

- A. To continue as an already established club submit an updated Club Statement of Intent for the current school year to Mrs. Vita.
- B. Become a New Club
  1. Complete the Application for Student Club & attend an ASB meeting to talk about why your club should exist at CHS
  2. Hold a Club meeting, elect officers, & turn in a Constitution to Mrs. Vita.
  3. **Inform Mrs. Vita of your meeting day and room and whether you wish to have automatic bulletin announcements**
- C. Hold Meetings & Complete Club Meeting Minutes
  1. Take attendance
  2. Write down Old & New Business
  3. If you want to do a fundraiser, plan an event, or spend money, you need to have Meeting Minutes showing discussion of it
- D. Spending Money in Your Club
  1. Expenditures need to be detailed in your Meeting Minutes
    - a) Example: If you are buying t-shirts & each person is paying \$10 to the club that needs to be stated in your Minutes
    - b) Specify the vendor in your Minutes & the amount to spend and complete a Purchase Order (who to pay for the product)
    - c) A common way to write this is "not to exceed \$X"
- E. If you want to do a Fundraiser or a Club Event (community service at CHS, philanthropy project, or awareness event)
  1. Document ideas in your Meeting Minutes
  2. Complete a Fundraising Request Form/Event Request Form & submit to Mrs. Vita
  3. Your request will be on the next ASB meeting agenda (ASB meetings are every Wednesday)
  4. Please allow at least 2 weeks notice for fundraising/event requests in case there are questions or conflicts
  5. You will be notified by the ASB Vice President that your request was approved, declined or tabled
  6. If approved it will go to the Principal for their approval