

**Chattahoochee High School**  
**STUDENT ORGANIZATION & CLUB Charter/Application**

*(Return to the AP Office)*

**Name of the Student Organization or Club:**

**The Faculty Sponsor(s)/Advisor(s) Name and Cell #:**

**Student Leadership Structure / Officer's Name / Grade / E-mail / Cell #**

- A. President -
- B. Vice President -
- C. Secretary -
- D. Treasurer -
- E. Other –
- F. In Case of Emergency (ICE) -

**Purpose/Mission:**

**Specific Goals:**

**Service Project(s):**

Describe any service project(s) the club will focus on. How will you make an impact on the Chattahoochee community (our school, feeder schools, local community, state, nation, or world)?

**Membership & Eligibility:**

Who is eligible to join? Prerequisites? Required meeting attendance? Required participation in club events? Anticipated number of members. Organizations and Clubs must maintain a roster and track active participation from the beginning through the end of the school year and submit to the AP responsible for Clubs and Organizations.

**Meetings:**

Include information on how often the club meets and where. All clubs at CHS are normally expected to meet at least once a month. The club faculty sponsor must be present at all meetings.

**Duties of Elected Members**

Below are examples of potential duties. Depending on the needs of your particular club, the duties may be adjusted. Officers of Clubs and Organizations must be in good academic, conduct, and attendance status to maintain their positions throughout the school year. Failure to do so will result in suspension or removal of the student from the position and possibly from club/organization activities.

- President – Responsible for fulfilling the mission of this club and presides at meetings. Lead meetings, and provide club with information of what the club is doing, liaison with sponsor and administration.
- Vice – President – If the president is absent, must perform the duties of president. Also in charge of positions being elected.
- Secretary – Writes down what happens during each meeting also in charge of attendance and provides updates to the school’s Club Coordinator on a regular basis (Mrs. Bryant).
- Treasurer – Gives financial report and also makes purchases, pay bills, and follow school financial procedures.
- Other – (For example: Communications Officer - Serves as public relations and social media liaison. Works with sponsor oversight to maintain updates to CHS website, Edmoto, Twitter Club Social Media Accounts, as well as announcements, physical posters and brochures)

**Club Organization:** Student Organizations and Clubs should have a documented guiding framework such as a constitution or by-laws to guide the operations of the organization. A good practice is to use national or state guidelines for your organization or similar.

**Faculty Sponsor Responsibilities**

1. **Advisors must be a CHS Faculty member.**
2. Advisors must attend all meetings and events of the club/organization to ensure observation of school policies & regulations.
3. Advise and supervise students in planning, executing, and evaluating the club/organization’s programs and projects.
4. Ensure all appropriate forms are submitted in a timely manner to the appropriate person (bookkeeper, AP, Principal, etc...)
5. Be responsible for monies collected and follow the procedures for fund raising.
6. Evaluate and approve guest speakers for club/organization meeting, activity or event.
7. Approve all written/verbal communication on behalf of the club/organization.
8. Notify and obtain approval of the Club Coordinator when media is expected to cover a meeting or event.
9. Arrange for a substitute to attend and oversee the meeting, activity or event if the sponsor is unable to be there.

*We hereby assemble this club and agree to fulfill the mission and purpose for which it was established to the best of our abilities.*

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President (or other title of Student Leader)

\_\_\_\_\_

Date

\_\_\_\_\_

Club Faculty Sponsor(s)/Advisor(s)

\_\_\_\_\_

Date