

# 2019-20 Berkeley High School Student Organization/Club Registration Form

Please print clearly and carefully

CLUB / ORGANIZATION NAME: \_\_\_\_\_

MEETING DAY: \_\_\_\_\_

TIME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

AFFILIATED ORGANIZATIONS: \_\_\_\_\_

## Student Representative Contact Information

(for the purpose of club leadership and representation at meetings OR at least two people who can be contacted for information)

STUDENT  
REP #1: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

@students.berkeley.net

STUDENT  
REP #2: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

@students.berkeley.net

DESCRIBE YOUR CLUB'S MISSION IN TWO SENTENCES OR LESS.

THE MISSION OF OUR CLUB IS TO:

FACULTY SPONSOR: \_\_\_\_\_

EMAIL: \_\_\_\_\_

@berkeley.net

### Memorandum of Understanding between the BHS ASB & the proposed organization/club

Your application will be approved or not approved by a majority vote of the Associated Student Body officers in their next meeting following submission of this completed form. To confirm the decision club/organization representatives should contact the Director of Student Activities.

Please review the **Club Handbook** on the leadership website: [berkeleyschools.net/leadership](http://berkeleyschools.net/leadership)

Upon approval . . .

- the faculty sponsor agrees to take responsibility for the supervision of students at club/organization activities.
- the club/organization submits a Club Constitution that outlines the structure of the club and the process for membership.
- the club/organization can conduct events only with approval of the Director of Student Activities. Forms for use of campus spaces are available online and should be completed by the faculty sponsor.
- the club/organization, if fundraising, is required to submit a budget of by the start of the school year or at its inception and to create an account with the BHS Bookkeeper for any deposits and savings.
- the club/organization is required to send representatives to meetings where their presence is called upon by the ASB Chief of Clubs and Organizations or the Director of Student Activities.
- the members of the club/organization must operate within school rules, district guidelines, and the state educational code. Any violation can result in suspension or revocation of the club/organization registration and activities.

Student representative signature: \_\_\_\_\_

Date: \_\_\_\_\_

Faculty sponsor signature: \_\_\_\_\_

Date: \_\_\_\_\_