

O-002	<b>APPLICATION FOR ORGANIZATION</b>
Date Revised: 9/1/95	

In order to form a District recognized student body club or organization, two or more students must submit to the principal of the school, in writing, a formal application (see Form ASB 903 page O-002/2). The application must have an endorsement from a current faculty member of the school who agrees to act as the advisor for the club for the entire school year. The application is then subject to the approval of the principal of the school and the District Business Department.

Along with the application, students must submit a constitution which states the name and purpose of the organization and also provides a framework within which it will operate (the complete requirements of a constitution are outlined in procedure O-003).

The applicants must also submit a budget for the first year including a description of the number and types of fund raisers the club will hold. Budgeted expenditures should be explained if the captions in the budget do not adequately describe the nature of the expenditure.

To be considered for District Business Department approval, a club or organization must be composed entirely of students enrolled in District schools.

O-003	<b>CONSTITUTION</b>
Date Revised: 9/1/95	

To establish a student club or organization, the students must adopt a constitution which addresses the following items:

- Article 1.      Organization
  - a. Name of the organization
  - b. Purpose of the organization
  - c. Nature of activities to be conducted
  - d. Membership requirements of the organization
  
- Article 2      Eligibility for membership
  
- Article 3      Officers and Meetings.
  - a. Titles, terms and duties of officers
  - b. Election of officers
  - c. Time, place and frequency of officer meetings
  - d. Committee designations
  
- Article 4      Financial Activities
  - a. Budgets
  - b. Fundraising and collection of money
  - c. Deposit of funds
  - d. Approval and disbursement of funds
  - e. Financial statements and reporting requirements

A sample constitution is shown on pages O-003/2 to O-003/9.

The constitution should be reviewed at the beginning of each school year to determine that it is still appropriate for the organization. If changes are necessary, the constitution should be revised. All revisions to the constitution must be approved by the school principal.

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Application for Authorization**  
**of Student Club or Organization**

I. We, the undersigned students, request approval to form a student club or organization at the \_\_\_\_\_ (Name of school site).

Attach a list of students sponsoring this application.

II. This organization will be called the \_\_\_\_\_ and will have as its purpose the following:

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III. \_\_\_\_\_ (Name of teacher) has agreed to serve as the advisor for this organization for the school year.

IV. We have attached:

1. A copy of the constitution.
2. A copy of the budget for the school year.

V. Approved:

_____ School Principal	_____ Date
_____ Advisor	_____ Date
_____ District Business Department	_____ Date

