**Verdugo Hills High School**

**Club Renewal Application**

**2022-2023**

**Application Deadline:** In order to initiate or renew a school or student club, an application must be completed and submitted to ASB for approval by the 4th Friday in September of each school year to be considered for the current school year. All clubs must renew their application and obtain approval annually.

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| Step 1: Complete and Submit a Club Renewal Application |
| Read the club guidelines and complete Club Renewal Application before presenting it to your prospective advisor. The officers identified during the club formation process will serve their position until the end of the current school year. All clubs must have at least one officer who is a junior, sophomore, or freshman. |
| Step 2: Review and Sign VHHS Club Handbook Agreement |
| Read and understand VHHS Club Handbook to understand the rules and expectations of clubs. By signing this agreement, clubs agree to follow and meet these rules and expectations through the school year. Failure to meet any of the outlines rules and expectations will result in a club strike and/or termination. |
| Step 3: Choose a Club Advisor |
| Identify a club advisor. All Club Advisors must sign his/her/they’s consent on the Advisor Agreement form. By signing this form the advisor agrees to supervise all club meetings and activities. He/She/They must be certified employee of VHHS and have a teaching credential. An office technician, custodian, cafeteria worker, or a coach can be helper, but not an advisor. Try to choose an advisor that will invest their time to your club and support the mission statement. The more interested the advisor is in the club, the more overall support they will provide. |
| Step 4: Review and Revise Your Club Constitution |
| Once an advisor is contracted, it is the responsibility of the club to review and revise the current club constitution. You should be turning in last year’s constitution with revisions such as officer/advisor information, meeting dates and times, and updated club policies. |
| Step 5: Create a Tentative Plan for the School Year |
| After updating the constitution, the club must also create a tentative plan of club meetings and events for one full calendar year. |
| Step 6: Create a Membership Drive Plan + Complete Social Media Registaration Form |
| Provide a detailed account of how the club will be promoted to the entire student body. Clubs that will be utilizing Social Media must also complete the Social Media Registration Form. Please note that clubs may not start advertising until club application is approved. |
|  |
| Step 7: Completed Renewal Packet to Ms. Davtyan |
| Be sure to keep an electronic copy of your completed application. If your club’s application is approved, you will be required to upload an electronic copy to the SharedGoogleDrive. Please allow for 10 day processing time. CLUB CONSTITUTION GUIDELINES Your club’s constitution is the core of your club. This important document determines how your club is organized, runs, and operates.  1. The Constitution Guidelines (found on the next page) are JUST GUIDELINES. It’s YOUR constitution. Feel free to add articles, change the order of sections, whatever makes you happy. Remember, people WILL be reading your constitution, so don’t do a sloppy job when writing it.  2. If you are planning to create a local chapter for a regional/national organization (example: Interact, NHS, Youth and Government, etc) please do not use just the pre-existing constitution for the larger organization. You must create a new one tailored to the specific chapter/club at VHHS that you are renewing. If you’d like, you may attach the national organization’s constitution to your own.  3. Keep the appearance professional. Avoid using flowery fonts or weird colors and make sure that it can be easily read (use Times New Roman, Tahoma, Arial, Carrois Gothic, Roboto Condensed etc.)  4. Before you start writing the constitution, understand the goals and objective of your club. Read through this entire handbook to understand exactly who needs to do what in your club (especially important when writing the duties of the officers.)  5. The typical club officers are President, Vice President, Secretary, Treasurer, and Activities Coordinator. But remember, because this is YOUR constitution; you make the rules. If you think that your club needs fewer/more officers, make it so! However, you MUST have at least three officer positions: President, Secretary, and Treasurer. Keep in mind when creating officer positions that what you write affects what your club does and how it runs. (see page 4 for more information on officer positions)  6. PROOFREAD! Treat your constitution like a college admission’s personal statement: write it, proofread etc. Make sure it is eligible. Check for both language and logic errors. Avoid mistakes like stating that there are to be four officer positions when your constitution lists only three. You want your constitution to be as professional as possible.  7. At the end, please be sure to include room for the signatures and contact information of all club officers and your advisor.  Club Officer Positions  You can have as many or as little officers as your club desires. However, your club must have at least 3 officers that include a President, Secretary, and Treasurer. Below, we have provided additional positions you can consider, but are not limited to. You can create other positions that you feel would best meet the needs of your club.   |  |  | | --- | --- | | Executive Leadership Team | | | President | | | Responsible for managing the club and its officers. They are expected to attend ALL required ASB club meetings. Ensure all club officers are performing their duties and responsibilities deemed essential to maintain the club’s active status. They make a year-long-plan and set goals for the club that will actively involve club officers and club members. | | | Secretary | **Treasurer** | | Is in charge of taking and documenting all club meeting minutes during both general and officer meetings and filing them in the GoogleSharedDrive. Manages club membership log. Additionally, they are in charge of all meeting sign-ins. | Keeps track of all club funds. Knows what the running balance of the club’s account is. Is responsible for organizing club fundraisers and filling out the completing all necessary paperwork to host a fundraiser. | | Executive Leadership Team | | | Vice President | | | Acts almost as a co-position to the president. Essentially their general roles are similar but you can tailor the position of VP to your liking. | | | Events/Activities Coordinator | **Publicist** | | In charge of planning fundraising or social events for the club and contacting any outside organizations if necessary. | Is usually tech savvy (especially with computers and graphic design). Responsibilities include: designing posters/flyers, daily morning announcements, club website updates, etc. Essentially they are to organize all publications of club functioning with approval from Club Advisor. | |

**Constitution Guidelines**

The constitution adoption by a student body organization must state the name and purpose of the organization and must present the framework within which the organization will operate. Please remember that for renewal applications you are reviewing your approved constitution and only making minor modification when needed.

**Article 1: Name of the Club**

**Explanation:** What is the exact title to be used in addressing this group? Each title must include “of Verdugo Hills High School.” The name should refer to the purpose of the group so that an uniformed person reading the name would have an idea of what the group is about.

**Article 2: Purpose and Objectives**

**Explanation:** What are the aims of your group? Who will it serve? Is it educational, social, recreational, academic, political, religious in nature, etc.? Are there particular issues the group will address? What will the group accomplish in the broad sense? What specific events will the club host or participate in?

**Article3: Membership**

**Explanation:** Membership must be open to any currently enrolled student of Verdugo Hills High

School.The special interest club may focus on a particular group (such as women but activities

Must be available to all currently enrolled students. The Club is not affiliated with any

Non-school club, political, or religious organization, Membership will not be denied on the basis

Of race, sex, color, creed or political belief.

**Article 4: Leadership**

**Explanation:** Include the title, duties, terms of office, qualifications, means of determining leadership, contingencies for filing vacancies, terms of removal from office and any leadership group (executive committee). All clubs are required to have a President, Secretary and/or Treasurer. A club may have a Vice President or representative if so desired but it is not required. It is also good practice to have a club historian to provide continuity and background information to new members or officers.

**Article 5: Meetings**

**Explanation:** State frequency (day of the week) of general and special meetings. Indicate location meeting is hosted. Who may call meetings to order.

**Article 6: Committees**

Explanation: These include standing (regular/on-going) and special committees. Some suggested ideas for committees: publicity, programs, special projects, and elections, Verdugo Day, Homecoming etc…

**Article 7: Dues**

**Explanation:**  Student Body clubs may not require dues to participate. However, if dues are a part of the national or international organization, the stated amount should be mentioned here. It is optional. The club may follow district guidelines to fundraise for the designated amount.

**Article 8: Faculty Advisor**

**Explanation:** What are the term and responsibilities of the advisor?

**Article 9: Rules of Order**

**Explanation:** What rules will the club set for meeting and activities?

**Article 10: Statement of Conformity**

**Explanation:** All clubs must agree to abide by the rules, regulations, and policies of Los Angeles Unified School District, Verdugo Hills High School, and Student Body Guidelines.

**Article 11: Service Component**

**Explanation:** All clubs and organizations who are affiliated with Verdugo Hills High School should consider a service component in their constitution. Service may be provided to the campus community or to any county or state organization. Any club or organization should participate in on-campus, school-wide activities such as Back to School Night, Open House, Verdugo Day, Pre-Program Preview Day, Orientation, Relay for Life Events, Recruiting Nights, and etc.

**Article 12: Amendments**

**Explanation:** What are the requirements for an amendment to be made to the Constitution? Amendments will only take effect if and when approved by the Student Council and Administration.

**Article 13: Statement of Original Approval**

**Explanation:** The Student Council must approve this constitution in order for the club to obtain official status.

**Club Advisor Agreement**

**Club Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Faculty who serve as Advisors for student clubs are vital and an indispensable part of the comprehensive extracurricular program to which Verdugo Hills High School is committed. Advisors to student organizations are volunteers. Why should free time be spent working with students this way? The Advisor has information, skills, and qualities that could be shared with students. Furthermore, the students are enjoyable and an advisor desires to have even more of a positive impact on students than the classroom allows. The students have selected the advisor precisely for those unique qualities and the students recognize them.

If any assistance is needed in particular situation, please contact an administrator for assistance.

**Policy:** Advisors are required for student groups. These positions are accepted by certificated faculty to supervise and guide student groups based on interest and/or experience. Advisors are responsible to the Administration and Student Council in upholding all LAUSD, Verdugo Hills High School, and Student Body regulations and policies at they pertain to Student Body groups.

***Responsibilities:*** In accepting the position as Club Advisor agree to:

1. Read and understand LAUSD, Verdugo Hills High School, and Student Body Policies and Procedures and to share information with students.
2. Help develop and/or study the club’s constitution and become familiar with the club’s history, purpose, philosophy, in order to provide continuity.
3. Meet with the club’s leaders on a regular basis to review the club’s plans and assist in the determination and implementation of club activities.
4. Attend meetings and functions of the club, providing appropriate supervision as required.
5. Encourage students to participate, to assume responsibilities for their actions and to assure the effectiveness of the program.
6. Approve the programs of activities for the club and all requests for space, equipment, supplies, or refreshments. Faculty Advisor will secure calendar dates and complete Activity Clearance Sheets obtained from Mrs. Davtyan in the Attendance Office.
7. Closely monitor and ensure that all social media guidelines are being followed in accordance to [LAUSD’s BUS-5688.2 Social Media Policy for Employees](https://achieve.lausd.net/cms/lib/CA01000043/Centricity/domain/577/bul.mem.ref/BUL-5688.2%20Social%20Media%20for%20Employees%20and%20Associated%20Persons-%208-1-18.pdf) and [LAUSD BUL-6399.0 Social Media Policy for Students](https://achieve.lausd.net/site/handlers/filedownload.ashx?moduleinstanceid=24063&dataid=26220&FileName=BUL%20SOCIAL%20MEDIA%20POLICY%20FOR%20STUDENTS.pdf). Each club must put into place a system that allows for ALL social media posts to be pre-approved by advisor.
8. Intervene as appropriate when member’s actions or proposals that are counterproductive to the well-being of the club and Verdugo’s campus. Advisor must inform Administration if there are any situations potentially needing intervention.
9. Assure that any monies collected by the club are compliant with Student Body Guidelines and immediately submitted to the Financial Manager, in the Student Store to the club’s trust account.

**Club Advisor Acknowledgment**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Club Advisor’s Name) have read and understand the roles and responsibilities of accepting the position of Advisor to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Club’s Name). If for any reason, I am unable to fulfill my responsibilities and commitment to the organization listed below, I will immediately contact the Administrator in charge of Student Activities.

**Advisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Tentative Club Plan Guidelines**

* List every tentative club meeting/event you plan to have for a full calendar year.
* You must include as many entries as mandated by your constitution (weekly, biweekly, monthly, etc.). Please include a one sentence description of what the meeting will be about. Include what activities could be planned; information could be given, etc.
* Please provide a list of your events to be included in the 2020-2021 planners. It is subject to change pending administration and school board approval.

**Suggested Format** (If you choose to use this format, please be sure to add months March-June)

|  |  |  |  |
| --- | --- | --- | --- |
| **Month** | **Activity (i.e. meeting, fundraiser)** | **Date(s)** | **Description** |
| **August** |  |  |  |
| **September** |  |  |  |
| **October** |  |  |  |
| **November** |  |  |  |
| **December** |  |  |  |
| **January** |  |  |  |
| **February** |  |  |  |

**Club Renewal Application**

**Name of Club: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Statement of Purpose**

Please write a brief description of the club’s objectives and activities:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Meeting Information**

|  |  |  |
| --- | --- | --- |
| **Frequency of Meetings** | **Location** | **Time** |
|  |  |  |

Club Officer Information

|  |  |  |  |
| --- | --- | --- | --- |
| **Officer Position** | **Name** | **Grade Level** | **Email Address** |
| President |  |  |  |
| Secretary |  |  |  |
| Treasurer |  |  |  |
|  |  |  |  |
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I agree to the terms and conditions outlined in the VHHS Club Handbook. I recognize that my failure to adhere to these guidelines will result in my club’s dissolution.

**Club President’s Full Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Club President’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_ Reviewed by :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **🗹** |  | **Notes (**All applications that are denied much be provided with a reason) |
|  | **Approved** |  |
|  | **Denied** |  |

Reviewing Administrator’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Administrator’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_

**VHHS Club Bylaws Agreement**

The purpose of these bylaws is to regulate Verdugo Hills High School clubs, both those established during this school year and those currently active. The club responsibilities detailed in this document also act as a deterrent to the formation of frivolous clubs.

Failure to comply with any of these bylaws will result in the penalty mentioned after each entry against the club.

* The organization’s membership shall be open to any member of the Student Body. There shall be no discrimination on the basis of race, creed, color, religion, sex, or national origin.
* The organization shall work with the Student Council, VHHS Financial Manager, and staff.
* The organization shall keep a calendar of meetings and activities on file in GoogleSharedDrive.
* The club shall recognize the authority of all campus officials.
* The club shall recognize the right to vote of all actively participating members.
* The club shall recognize and abide by all LAUSD, Verdugo Hills High School rules, regulations and guidelines.
* The club shall provide the Administration, Student Council and the Financial Manager with a list of members and officers.
* All clubs must conduct meetings as often as their constitution specifies. Clubs may cancel meetings but must meet on a regular basis. Students from Leadership will be sending club representatives one email at the start of each semester. Clubs must respond to the email within a week, specifying what their tentative plan is or any changes for the semester and specifying methods (besides school-wide announcements) they will use to publicize. The specified Leadership student will then keep track of the club’s adherence to the plan, by monitoring school-wide announcements and other specified mediums of publicity. At the end of the semester, the student will report to an ASB Officer on the activities of the club.
* All clubs must turn in each meeting minutes through SharedGoogleDrive within one week of the meeting. The meeting minutes need to document what was discussed (agenda), sign in sheet of attendees, and advisor signature. This applies to both general and officer meetings
* All clubs must complete all the necessary paperwork for fundraisers, activities, field trips, purchases, and other activities at least 3 weeks in advance. Included in this process is the prior approval from ASB.
* Any club that plans on using their club under the name of VHHS, MUST turn in an activities request form. In these events, your club advisor must be present with you.
* Clubs requesting morning and/or video announcements must submit a GoogleForm requesting the announcement. (Information will be shared during bi-monthly club meeting).
* All clubs must send a representative to each Mandatory All-Club meeting. Clubs are all members of the Student Council, which is the primary decision-making body of students. The representative will be required to sign-in at every All-Club Meeting.
* All clubs must produce a constitution that details their purpose and mode of operation. They must also at all times have an updated signed officer list and signed Advisor Agreement form. If the club loses its advisor, it has 2 weeks to find a new advisor and turn in a new Advisor Agreement Form to an ASB Officer. The club must comply with all parts of their constitution, including elections, membership fees, etc. Failure to do so will result in an immediate strike. A second offense will warrant a vote by Council on whether to dissolve the club.
* In accordance with California Assembly Bill 1575, clubs may not charge mandatory fees of any sort as grounds for participation in the club or any of its activities. Voluntary donations may be requested. Violation of this state law will jeopardize the club’s existence on campus.
* All clubs, as members of the Associated Student Body, are encouraged to participate in certain school-wide events that promote school spirit/unity, including but not limited to, Campus Beautification projects.
* No club shall exclude what grade level an officer shall be. Essentially, all club officers can either be a freshmen, sophomore, junior, or senior.
* Club advisors must be present for all official club events during and outside of school hours. Failure to comply with this policy will result in the immediate termination of the event and a strike.
* Clubs may host fundraisers only after a fundraising form is completed and approved by Admin and Student Store prior to the fundraiser. Hosting a fundraiser without approval will result in the immediate termination of the fundraiser as well as a strike.
* Clubs may only make announcements to classes through video and PA announcements by completing a GoogleForm.
* Posters may not be hung up on painted murals (including the gym, quad, or pillars), on windows/doors unless using blue tape, on poles, or places where paint can be peeled off. Clubs must provide their own tape and must take down posters/fliers once the event they are advertising has passed. **Blue painter’s tape is the only tape that may be used.** Disregarding this rule will result in a $25 fine and a strike.
* Any time a club hosts or participates in any sort of event or function, they are responsible for cleaning up the area that they use. The entire area must be fully clear of trash or litter before the club leaves. Violation of this rule will result in a minimum $25 fine taken out of club funds and a strike. Exceptions to any of these rules may only be requested at least 1 week in advance of the event, deadline, etc. Requests for exceptions must be made to [jrl4501@lausd.net](mailto:jrl4501@lausd.net).
* The club will be responsible for maintaining the facility and/or equipment of the school that is used for sponsored events.
* A club that accumulates a total of three strikes will undergo a club dissolving hearing.

By signing this agreement, clubs agree to the bylaws listed above and recognize the consequences for not doing so.

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

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**Club President’s Full Name Club President’s Signature Date**

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**Club Secretary’s Full Name Club Secretary’s Signature Date**

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**Club Treasurer’s Full Name Club Treasurer’s Signature Date**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Club Advisor’s Full Name Club Advisors Signature Date**

**Social Media Registration Form**

Name of Student Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certificated Staff Advisor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Twitter Handle: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instagram Handle: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Facebook Page: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Snapchat: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TikTok: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Social Media Account Managers Information:**

First: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Last: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Last: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please note that all advisors must closely monitor and ensure that all social media guidelines are being followed in accordance to [LAUSD’s BUS-5688.2 Social Media Policy for Employees](https://achieve.lausd.net/cms/lib/CA01000043/Centricity/domain/577/bul.mem.ref/BUL-5688.2%20Social%20Media%20for%20Employees%20and%20Associated%20Persons-%208-1-18.pdf) and [LAUSD BUL-6399.0 Social Media Policy for Students](https://achieve.lausd.net/site/handlers/filedownload.ashx?moduleinstanceid=24063&dataid=26220&FileName=BUL%20SOCIAL%20MEDIA%20POLICY%20FOR%20STUDENTS.pdf). ALL social media posts must be pre-approved by faculty advisors.

Please describe the process that will be utilized by your student group organization to ensure that all posts are pre-approved by the designated certificated faculty advisor.

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**Club Advisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**