

KENTLAKE HIGH SCHOOL
ASB CLUB CHARTER APPLICATION/RENEWAL
2020-2021

School clubs provide academic, social and athletic opportunities and experiences. All clubs must be chartered prior to be considered an official group of Kentlake High School. As an official ASB group you will be able to:

- Hold meetings on campus or through TEAMS (while virtual)
- Advertise in the daily bulletin, weekly video report, social media and hang approved posters
- Hold fundraisers (TBD)
- Use your account's ASB funds for various purchases and activities.

The following steps will be involved in the chartering process.

1. All prospective clubs and co-curricular groups (Pep Band, Yearbook, DECA, Theatre, etc) must complete this form on a yearly basis. The application may be obtained in the ASB Activities Office.
2. Clubs must determine if they will have a financial impact to the ASB (do fundraisers, purchase from an ASB account)
3. The completed application should be emailed to Greg Kaas (greg.kaas@kent.k12.wa.us)
4. All clubs must have a Kentlake Staff Advisor that will:
 - a Supervise all meetings
 - b Ensure proper procedures are being followed
 - c ASB Clubs that wish to do any fundraising and/or expend any money will require members to purchase an ASB card (if/when available). Financial assistance is available through the cashier.
5. The application is reviewed by Mr. Kaas and presented to the ASB Executive Council for approval. A recommendation is then presented to the principal.
6. The applicant is notified of the approval/denial of the request.
7. The membership list is submitted to the Athletics and Activities office and updated as needed.

All clubs are expected to follow district/school policies. Clubs failing to adhere to these standards may have their charter revoked.

Club Name: _____ Date: _____

Purpose: _____

Goals for the year: _____

Services you intend to perform for the school: _____

Will your club do any fundraisers or request to spend any money? YES _____ NO _____

Additional membership criteria (Example: Jazz Band Club members must also be in Jazz Band class)

Advisor(s) Signature: _____

Meeting Day/Time (no earlier than 3:15): _____

CLUB OFFICERS

President: _____

Vice-President: _____

Secretary: _____

Treasurer: _____

**A CURRENT MEMBERSHIP LIST MUST BE ATTACHED TO THE APPLICATION.
UPDATED COPIES WILL BE REQUESTED THROUGHOUT THE YEAR.**

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APPROVED _____ DENIED _____ DATE _____

ASB President: _____

ASB Bookkeeper: _____

Athletics/Activities Director _____

Principal: _____