



Torres High School Club Application

How to Start a Club -

1. Find an Advisor
2. Find 8 people interested in being a part of your club
3. Complete the Torres High School Club Application Packet

The following forms must be completed and submitted to the Activities Office in order for your club to be considered for approval:

- Club Application
- Club Budget
- Club Petition Roster
- Club Constitution

Questions? Please contact our Activities Director, Mr. Speed, at
bryanspeed@maderausd.org



Torres High School Club Application

Basic Information

Name of Club/Organization	
Purpose of Club/Organization	

Club Contact Information

	Print Name (First and Last)	Email Address
Student Leader		
Faculty Advisor		

Meeting Information

How often will your club meet?	
Location	
Meeting Time	

Note: Club Secretary is required to take minutes of each meeting and submit the agenda with any approved finances to the Activities Office.

Please attach the following forms for consideration:

- ☐ Club Constitution
- ☐ Club Petition Roster
- ☐ Club Budget Form
- ☐ Club Advisor Contract

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FOR Activities Office Use ONLY:

Type (check one): ____ Club ____ Organization ____ Sport

Approved by ASB On: _____

Disapproved by ASB On: _____

Reason for Disapproval: _____

	Print Name	Signature
ASB Officer		
Activities Director		
Administrator		



Matilda Torres High School

16645 Rd. 26

Madera, CA 93638

Club Budget

Fiscal Year: _____

Name of Club: _____ **As of (date):** _____

Part I: Revenue (add additional pages if necessary)

Revenue Description <i>(Fundraisers, Donations... etc.)</i>	Prior Year Budgeted Revenue	Current Year Estimated Revenue
Total		\$

Part II: Expenditures

Expenditure Description <i>What will you spend money on?</i>	Prior Year Budgeted Revenue	Current Year Estimated Revenue
Total		\$

Part III: Ending Balance

1. Total Revenue (Part 1) minus Expenditures (Part 2): _____
2. Plus carryover from prior year (ending balance on account statement): _____
3. Projected Balance (Add Lines 1 and 2): _____

Part IV: Budget Submission and Approval

	Name	Signature	Date
Student Club Representative			
Club Advisor			
ASB Student Representative			
Activities Director			
Administrator			



Torres High School Club Constitution Outline

Article I. Organization

a.) Name of Organization: _____

b.) Purpose of Organization

- a. _____

c.) Time, Place, and Frequency of Meetings

- a. _____

d.) Club Dues (if any)

- a. _____

Article II. Authority

Abide by the Associated Student Body Constitution and Policy

Article III. Membership

a.) Membership Requirements

b.) Duties of Members

Article IV. Officers and Elections

a.) Titles and Duties of Officers

b.) Elections of Officers

Article V.

All financial appropriations shall be made at the consent of two-thirds of the members and MUST be recorded in the minutes of the organization. ALL minutes will be attached to any purchase order or check request.