

FOREST GROVE HIGH SCHOOL CLUB CHARTER

This form must be completed each school year to be considered an active club.
If a club is inactive, funds will be unavailable.

Name of Club: _____ School Year: _____

1. Contact Information:

a. FGHS Staff Advisor: _____ Phone: _____
Email: _____

b. Additional Coach/Adv: _____ Phone: _____
Email: _____

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Email: _____

2. Brief description of club:

3. When do you expect to hold meetings? _____

4. Where do you expect to hold meetings? _____

5. What season does the activity occur? Fall Winter Spring All Year

6. Is there local, state or national competition/conference/assembly? If so, when and where?

a. Local: _____

b. State: _____

c. National: _____

7. Do you plan on doing fundraising activities? If so, please list the fundraiser and approximate dates below. **You must also complete a fundraising form with our Athletic Office before any fundraising efforts occur. All fundraisers are subject to approval and must be renewed each year.*

8. A list of officers and members and constitution/by-laws will be provided to the Activities Director as soon as possible. If student officers are known, please complete in spaces below:

a. President: _____

b. Vice President: _____

c. Treasurer: _____

d. Secretary: _____

9. What services, support, and/or facility use does your club request of the school district?

Forest Grove High School

Roles & Responsibilities for Club Advisors

As the advisor of this club, I understand my responsibility to be:

- Coach or supervise club
- Manage club monies through the bookkeeper and follow all required procedures
- Handle communication with the Activities Director and/or Administration
- Coordinate pre-arranged absences
- Assure that all district policies are followed
- Supervise all club meetings, dances, events, competitions, and student recognition events
- Facilitate fundraising efforts through the Athletic Office
- Take attendance at events and meetings
- Share the club meeting and event times and locations to the activities director and athletic department (if a club sport).

Student Citizenship Expectations:

Membership in the club and activities program is an honor and should be carefully respected. As a member of a school program, behavior on campus, in the community, and at other schools reflects not only on the students, but the program and school as well. Criminal acts, violence, intimidation, or other behaviors can call for immediate suspension or dismissal from the program.

Advisor Signature: _____ Date: _____

Please return a hard copy to Erin Burke via staff mailbox or room 2404.

If you would like, you may access this form on the T-drive (under "clubs and activities", titled "yearly charter") and fill it out electronically. That way, each year, all you have to do is update student information and press print.