

**Juanita High School  
CLUB CRITERIA**

**Clubs and Interest Groups at JHS are a vital part of our community. They provide students an opportunity to explore topics that interest them, connect with students both at school and throughout the community, and engage in activism and volunteerism. We have clubs that engage with national organizations, compete throughout the region, and clubs that gather just to have a good time exploring an interesting topic or activity.**

**All Clubs and Interest Groups at JHS are:**

- 1) Non-disruptive of educational environment – Clubs with a purpose, intent or activities that have the likely effect of disrupting the educational environment may be denied ASB recognition.
- 2) Legal purpose and conduct – Clubs with a purpose, intent or activities involving advocacy or participation in illegal conduct will be denied ASB recognition.
- 3) No negative impact on District's cost for liability insurance. –Clubs engaged in activities, which have a high probability of student injury, may be denied ASB recognition. [Determination to be made by District office in consultation with the District's Risk Management Program.]
- 4) No hazing, harassment, intimidation or bullying – Clubs will not engage in any activities which violate District Policy No. 3308 – Harassment, Intimidation and Bullying. Clubs must promote open participation for all students.
- 5) Organization – Club must have a constitution, by-laws and officers.
- 6) Advisor – Student Clubs must designate a staff advisor who has agreed to be responsible for supervision/monitoring of student club activities.
- 7) Minimum membership & Meetings – at least 7 active members, meeting at least 9 times per year.
- 8) Club's focus/mission cannot duplicate an existing club's purpose.

**To start a Club or Interest Group:**

First, determine whether your group will be a club or interest group. Review the chart below to determine the best fit:

| <b>Clubs</b>   | <b>Interest Groups</b>  |
|--|---|
| <ul style="list-style-type: none"> <li>• All members MUST have ASB membership.</li> <li>• Meet regularly as a group (weekly or bi-weekly)</li> <li>• MUST have a staff advisor present at all meetings</li> <li>• Must maintain accurate meeting minutes, recorded and organized by the club secretary</li> <li>• Must maintain accurate budget records, recorded and organized by the club treasurer</li> <li>• Can fundraise and spend money</li> <li>• Club leadership must attend Club Cabinet meetings</li> <li>• Must adhere to ASB guidelines for record keeping</li> <li>• Have full access to ASB supplies (as scheduled with Activities Coordinator)</li> <li>• Can make and display up to 12 posters at a time</li> </ul> | <ul style="list-style-type: none"> <li>• Members are not required to have ASB membership</li> <li>• Meet regularly as a group (weekly or bi-weekly)</li> <li>• MUST have a staff advisor present at all meetings</li> <li>• No meeting minutes or budget records required</li> <li>• Can NOT fundraise and spend money</li> <li>• Have limited access to ASB supplies (as scheduled with Activities Coordinator)</li> <li>• Can make and display up to 6 posters at a time</li> </ul> |

**Work with you advisor to determine whether your group should be a CLUB or an INTEREST GROUP.  
Continue on for steps to propose your group!**

**To Start an Interest Group:**

1. Print and fill out the New Club Proposal.
2. Attach a list of interested students' names and signatures to the application. A minimum of 10 student names are required to be considered for a club
3. Submit the application to the ASB inbox, or to Mrs. Hasslinger's inbox in the Main Office.
4. Your application will be reviewed at the next Student Senate meeting.
5. Once approved, you will receive an email from an ASB Officer that you are cleared to being meeting, to verify your meeting details, and confirm that your information will be posted to the ASB PowerSchool Page.
6. That's it!

**To Start a Club:**

1. Print and fill out the New Club Proposal.
2. Attach a list of interested students' names and signatures to the application. A minimum of 10 student names are required to be considered for a club
3. Submit the application to the ASB inbox, or to Mrs. Hasslinger's inbox in the Main Office.
4. Your application will be reviewed at the next Student Senate meeting.
5. Once approved, you will receive an email from an ASB Officer letting you know and requesting the following:
  - a. Club Constitution
  - b. This information is due within 1 week of Student Senate approval
6. You will receive a final email confirming final acceptance and upcoming Club Cabinet meetings.

**Any questions re: the New Club Proposal process can be forward to Ms. Hasslinger ([ahasslinger@lwsd.org](mailto:ahasslinger@lwsd.org))**