



ST. VINCENT DE PAUL  
HIGH SCHOOL

ENTER TO LEARN, LEAVE TO SERVE

A large, light blue silhouette of a horse in profile, facing right, is centered on the page. Behind it is a large, semi-transparent red 'SV' monogram. At the bottom, a blue horizontal bar contains the word 'MUSTANGS' in white, spaced-out capital letters.

# CLUB HANDBOOK

Revised March 30, 2023

MUSTANGS

# STARTING A NEW CLUB

---

Applications can be found on the SVHS website. Applications must be submitted to the Student Activities Office by the date indicated on the application. No new clubs will be added after the end of the first quarter.

ASB and the administrative team will review and approve all clubs. They will contact the Club President listed on the application to confirm approval.

ASB will confirm that moderators listed have agreed to moderate the club.

Things to do before you submit your application:

- Compose a list of members
- Find a moderator for your club. Your club is required to have one adult moderator and will not be approved without one.
- Create a mission statement and plan activities for the school year.

## STANDARDS FOR ALL CLUBS

---

### 1. Membership

- a. ASB and administration has the authority to: approve or reject any petition for a new club, approve or veto any club events or activities, and/or disband a club if the club rules are not met or if financial procedures are not followed.
- b. Club must have at least 4 members. Membership is open to any interested students from all grade levels.
- c. Club must keep a current roster. The Club President, with the help of the moderator, will make sure members are actively participating in the meetings and activities.
- d. *Students cannot be required to pay in order to be a member of the club.*

### 2. Meetings

- a. Clubs will be assigned a meeting day/time based on the needs of the moderator.
  - i. 1<sup>st</sup> and 3<sup>rd</sup> Monday
  - ii. 2<sup>nd</sup> and 4<sup>th</sup> Monday
  - iii. 1<sup>st</sup> and 3<sup>rd</sup> Friday
  - iv. 2<sup>nd</sup> and 4<sup>th</sup> Friday
- b. Club meetings must be on campus.
- c. An moderator must be present at all meetings and manage the finances for the club.
- d. Club meeting agendas and attendance should be emailed to the ASB Vice President.

### 3. Events and Activities

- a. The club should have a presence at the club fair.
- b. The club should organize one service activity for club members.
- c. Club events and activities should reflect the club mission statement and the mission statement of SVHS.
- d. Failure to stay active and live up to the missions may result in
  - i. Suspension of funds
  - ii. Suspension of announcements
  - iii. End to meetings
  - iv. End to events

#### 4. Announcements, Publicity and Social Media

- a. Club moderators will be able to submit announcements regarding club meetings.
- b. Clubs will be able to post a maximum of 5 flyers and posters around campus. They must be approved by ASB before posting. Failure to obtain clearance will result in the ads being taken down.
- c. All clubs will have a page on the SVHS website containing mission statement, meeting times, contact information and sample meetings.
- d. Clubs are encouraged to submit pictures of club activities to Ms. Coale for the school's Instagram.
- e. Clubs may not have their own social media accounts.

#### 5. Moderators

- a. Must be present at all meetings/events on and off campus.
- b. Has the authority to approve or disapprove of any plans the club sets forth.
- c. Is responsible for contacting Head of Facilities and Chief of Operations when necessary for securing campus locations for events.
- d. Must keep an updated attendance sheet on the correct tab for your club [on this document](#).
- e. Is responsible for collecting field trip permission slips and behavioral contracts for off campus events during the school day.
- f. Must obtain approval and submit purchase orders for club needs.
- g. Is responsible for monitoring communication with Ms. Coale for social media posts.

# CLUB APPLICATION Please print or type

---

Name of club: \_\_\_\_\_

Mission Statement of the Club:

Types of Activities

Type of Club

Curricular

Community Service

Special Interest

Student Organizer/Founder: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_ Signature \_\_\_\_\_

## For ASB use:

---

Approve       Deny.      Date: \_\_\_\_\_

Reason for denial: \_\_\_\_\_

ASB President: \_\_\_\_\_

ASB Advisor: \_\_\_\_\_

Administration

Approve       Deny.      Date: \_\_\_\_\_

Reason for denial: \_\_\_\_\_

# Petition to Form a New Club: Please print or type

---

Club Name \_\_\_\_\_

The signers of the petition should include a fair proportion of freshmen, sophomores, and juniors in order to assure the continuance of the club from year to year.

The following students do hereby affirm that they will support and help maintain the above-named club. (Students must not be graduating seniors)

1. \_\_\_\_\_ Grade: \_\_\_\_\_

2. \_\_\_\_\_ Grade: \_\_\_\_\_

3. \_\_\_\_\_ Grade: \_\_\_\_\_

4. \_\_\_\_\_ Grade: \_\_\_\_\_

5. \_\_\_\_\_ Grade: \_\_\_\_\_