

Club Walkthrough

Heritage High School, Brentwood CA
Manual 1: How to Start a Club (Distance Learning)

Intro Information

Clubs are a great way to form a small community at the Heritage campus. Club founders are able to explore their interests and hobbies through club ideas and can form connections with their club members. Founding a club can be a daunting task. This manual should mitigate some confusions. If you still have questions feel free to contact the club advisor, Mrs Banchieri, through the Outlook email.

Where Do I Start?

Before you start a club, you will need a(n):

- Clear mission goal for the club
- Solidified idea for what the club events will be centered on
- Idea that does not conflict with existing clubs at Heritage (ie no repeat clubs or club ideas)
- A specific target for the club to achieve through events and membership attendance

If you are unsure of what ideas have been taken, visit the Heritage webpage. Click the activities dropdown menu for a full list of clubs and their corresponding advisors.

Once you have a clear idea for your club, think of a specific plan of what your club will be doing. A mission goal, event ideas, club activities, and any other happenings in the club should be planned before you begin the process.

What Does a Club Need?

A club needs:

- A minimum of 7 members
- A board of officers including a president, vice president, secretary, and treasurer. Other officer positions are available (ie treasurer 2, historian, editor) but not mandatory.
- Meeting day and time
- A club advisor

- What is a club advisor?
- A club advisor is a teacher on campus that will be able to oversee all club activities and host meetings in their personal classroom or through their zoom meeting. Asking the teacher through email or zoom to be a club advisor is the best option for distance learning.

How Will Meetings and Events be Conducted?

We strongly encourage club meetings to be over zoom. Zoom codes must be through the club advisor and the advisor needs to be present in order to oversee the content in the meeting. All meetings need to be after or before school, or at lunch in order for students to be able to attend. In-person events are possible however a maximum of 10 people should attend with a distance of 20 ft apart. Masks and hand sanitizer are mandatory.

Important Questions:

Before you advertise your club, think of all the details. A timeline or detailed document of your club and founding goals is a good way of keeping yourself organized. Some things that are important when founding a club are:

- Meeting content
 - What will your club meetings accomplish?
- Why do you want to do this club?
 - What are your goals?
 - What will this club accomplish?
- Club members
 - What will club members do and how?
- How will you conduct your club safely?
 - How will you implement social distancing guidelines and how will club events occur?

- How will you gain members?
 - How will you advertise your club and increase member attendance?

Advertising:

Before you get into the inner workings of a club, you need members! Starting a social media account on Instagram or Snapchat is a great way to raise awareness. If you want to reach out to an account with a significant following, @hhsrealunclepat is a great account that will be happy to help if you Direct Message them. Heritage HBN is a good way to raise member attendance. Consult with your club advisor to be featured. Remind codes should also be made. Handing out remind codes can be given over social media.

Picking Officers

Picking officers is vital so that your club can run functionally. Interviews or elections are good options for electing officers. In order to conduct interviews, have multiple people present in order to have an unbiased election and club advisors must attend. To conduct elections, use the 5star app in order for club members to vote for an officer. Ballot and Google Forms are also acceptable. Take all steps in order to have an unbiased and fair election.

What are the roles of an officer? A breakdown of the officer positions are below.

- **President-** A president is a very important role as they serve as a main leadership position. They make sure to communicate with board members and club members. They consult with advisors and may represent the club to the community or the school. Steerheading events, meetings, and happenings are all very important to the president. The role of the president is dependent on the club however, all presidents should be able to effectively lead their club to success.
- **Vice President-** In the event a president steps down, the vice-president fills in the role. They will be important in making officer board decisions and should be able to unite the club members.

Communication with all board members and effective planning should be skills the vice-president has.

- **Secretary-** A secretary is responsible for the minutes and organization of the club. During officer and club meetings, detailed minutes should be taken as well as attendance of who came. Minutes are notes of what occurs at club meetings and should be written in detail. Time and date of the meeting should also be included. Online minutes should be taken by Microsoft Word, Google Doc, or any other writing service.
- **Treasurer-** Treasures are responsible for financial happenings. Budget forms, purchase orders, and club account money should be given to the treasures. They will have close relations with the advisor as they need to be able to budge the money for the club as well as important budget information.

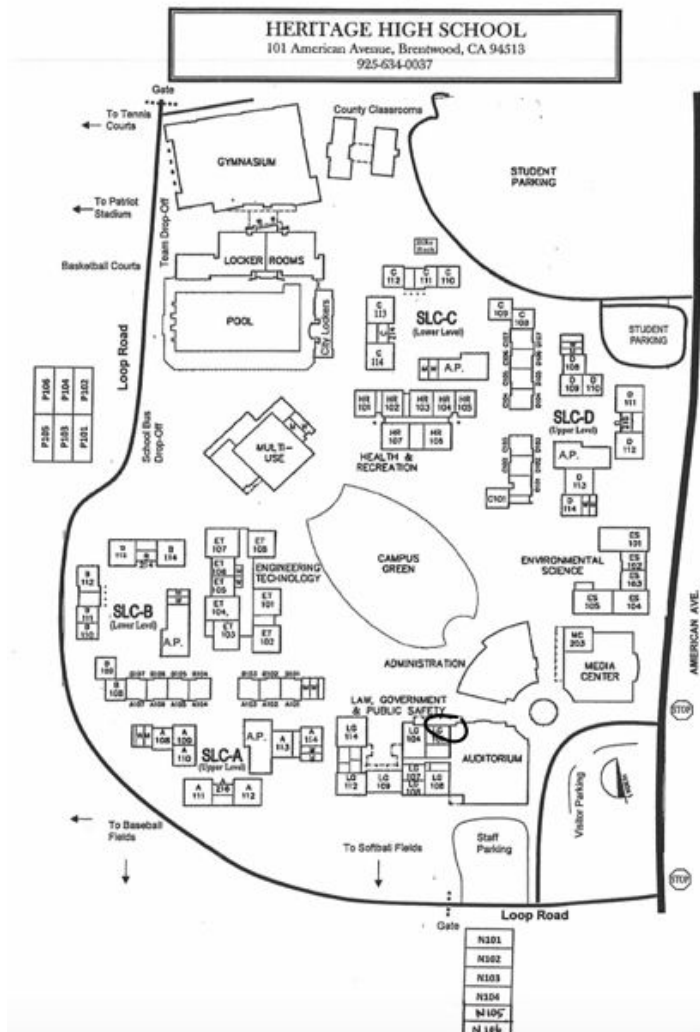
Important Documents

Every club needs a club constitution. This needs to be turned into the club advisor (Banchieri) through Outlook. Details and rules of the club should be listed along with any important information.

- Example of club constitution
 - <https://getinvolved.lafayette.edu/wp-content/uploads/sites/95/2016/05/Sample-Constitution.pdf>

A budget form is also needed. In order to get the budget form and find out what to do, please visit the student store. If going, wear a mask and follow all social distancing guidelines. The student store is open from 8:30-3:00. Consult with the student store before filling out a budget form. Four officers are needed as well as an advisor are needed in order to complete the budget form.

- Reminder: If there is \$0 in the club account, a budget form can still be made. Fundraising is a good way to boost funds.
- The student store is circled in the map below.



Minutes are needed for clubs as well as attendance sheets. Following format for sign up sheets and minutes listed below. Take these over an online writing app (ie Google Docs) and for attendance, use the Zoom attendance sheet in order to record Student ID. These can be obtained from the host of the Zoom meeting.

Meeting Date: Nov 2, 2019

Meeting Time: 3:00-3:40

Minutes:

a. Note 1

Meeting Attendance:

Name	Student ID
First, Last	6201849
First, Last	3042049
First, Last	2039413

Club Council

Club council meetings are monthly meetings that occur in order to inform club board members about happenings. 2020 club council meetings will take place over Zoom every first Thursday of the month. Join the ASB Club Remind in order to get the code and other updates. Meeting minutes and attendance sheets are needed so that you can turn them into club council. Attend the meetings for more information on how to turn them in.

- Text 81010 @clubshhs

Only one club board member needs to be present for club council meetings. Notes should be taken for the other officers to be informed of the content in club council meetings. These are mandatory, attendance will be taken at every club council meeting. If members do not consistently show up, the club will be put on probation. If no club members are able to make it to meetings, please contact Mrs Banchieri or the club remind to organize an alternative.