

LOS ALAMITOS UNIFIED SCHOOL DISTRICT  
STUDENT ORGANIZATION APPROVAL REQUEST FORM



**Los Alamitos High School**

The attached constitution and bylaws are adopted for the purpose of organizing and carrying out the activities of

(Club / Organization Name)

The purpose of this organization and its aims are as follow (list at least two, with at least two objectives for each goal). Attach pages as needed. Include this information in your **CLUB CONSTITUTION**:

**1. SCHOOL IMPROVEMENT**

- a) Clean up campus (example)
- b) Help out in other school activities (example)

**2. COMMUNITY IMPROVEMENT**

- a) Clean up Los Alamitos area (example)
- b) Visit convalescent hospitals (example)

The officers will be elected by members of this organization in a duly authorized meeting, of which all members of the group will be notified. The duly elected officers are charged with carrying out the duties and responsibilities entrusted to them, including the aims and objectives and proper raising and disbursing of funds in conformity with the policies and procedures for student organizations as approved by the Board of Trustees and LAHS ASB.

The faculty advisor will be present at all organization meetings.

All records will be open for inspection by any authorized school official auditing firm representing the Board of Trustees. Minutes must be kept.

All the duties and responsibilities will be carried out by students who are members of this organization in good standing with the advice and consent of the faculty advisor. All officers and members of this student group will be apprised of the district policies and procedures and agree to observe them.

Has this organization an affiliation with any off-campus organization?

**YES** \_\_\_\_\_ **NO** \_\_\_\_\_ If YES, list the organization and the extent of the affiliation and how often you meet with this organization. **Also, attach official paperwork and/or information from organizations website to your application.**

**If yes, explain below:**

Has this organization ever been denied on-campus recognition by the school administration?

**YES** \_\_\_\_\_ **NO** \_\_\_\_\_

Approved and adopted this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
**CLUB OFFICER Signature**

\_\_\_\_\_  
**FACULTY ADVISOR Signature**

\_\_\_\_\_  
**STUDENT GOVERNMENT OFFICER (ASB)**

\_\_\_\_\_  
**ASSISTANT PRINCIPAL / ACTIVITIES DIRECTOR**

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# CLUB CONTACT INFORMATION

CLUB ADVISOR (Teacher on campus)	
<b>Teacher Advisor (PRINT)</b>	
<b>CLASSROOM NUMBER</b>	
<b>CONFERENCE PERIOD</b>	
<b>CLUB EMAIL ADDRESS</b>	

CLUB LEADERSHIP	
<b>CLUB PRESIDENT</b>	
<b>EMAIL ADDRESS</b>	
<b>PHONE NUMBER</b>	

<b>VICE PRESIDENT</b>	
<b>EMAIL ADDRESS</b>	
<b>PHONE NUMBER</b>	

<b>ADDITIONAL LEADER</b>		<b>JOB TITLE →</b>	
<b>EMAIL ADDRESS</b>			
<b>PHONE NUMBER</b>			

<b>CLUB MEETS ON (Day of Week)</b>	<b>EXAMPLE:</b> <i>Every other Wednesday.</i>	
<b>CLUB WEBSITE (If available)</b>		
<b>PURPOSE &amp; CAUSE OF CLUB (Write a concrete description).</b>		
<b>Website of National organization (If available.)</b>		