

CHURCHILL HIGH SCHOOL

CLUB FORMATION AND RENEWAL GUIDELINES

(revised 04/2018)

1. Clubs must have at least five CHS students and one staff adviser.
2. Clubs may request money from the Associated Student Body (ASB) account. Requests should be submitted according to the process defined in the Churchill High School ASB Constitution. Funds are limited and not all requests may be honored. ASB funds remaining in inactive club accounts at the end of the school year will be transferred back to the ASB account.
3. Any fundraisers conducted on the school campus must meet Eugene School District 4J fundraising guidelines and wellness policy, be approved by the Operations committee and be supervised by the club adviser. All funds raised must be held in a school account.
4. Club funds are required to be handled and monitored through the school's finance office.
5. The club adviser is responsible for scheduling room use at CHS. This can be done by contacting the front office. Food and drink other than bottled water are not permitted in classrooms.
6. Staff supervision is required for all meetings. If the club adviser or another staff member is unable to meet with the club, another adult may substitute if they have been approved to volunteer at Churchill High School through the Eugene School District 4J volunteer application process.
7. Student Union: an organized association of students formed to protect and further their rights and interests within the context of historical marginalization from educational settings. Student unions provide the space for students to network in order to educate, promote, and encourage awareness of their particular ethnicity, culture, traditions and/or histories of exclusion while pursuing their educational goals.
8. Certain clubs carry too high risk of injury or even death and are therefore prohibited. Any club that has physical contact or potential for injury will not be approved. See the administrator in charge of clubs for information and guidelines on forming a community-sponsored group.
9. Any clubs wishing to be pictured in the yearbook must submit their request to the Yearbook Adviser and the administrator in charge of clubs before October 14.