

# CAMPBELL HIGH SCHOOL

## Student Clubs, Groups & Activities Handbook





# Campbell High School

## Student Clubs, Groups & Activities Handbook 2020-21

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### **NOTE TO THE STUDENTS**

Co-curricular activities are considered a vital and integral component of the CHS. You are encouraged to join and become actively involved in one or more of these activities. They can be a means by which you could realize further personal growth and educational enrichment.

This handbook contains a description of the clubs and activities offered at CHS. Hopefully, you will use it as a reference to assist you in selecting those co-curricular areas you wish to join. An updated list of class sponsors and meeting dates/times may be found in the CHS Main Office or online at the Campbell Website.



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### Sponsor's Role

1. Serves as a link between the School and the Organization/Club and should assist the Organization/Club in achieving its goals and objectives.
2. Attend meetings and programs of the Organization/Club.
3. Responsible for managing their respective Organization/Club funds including following district purchasing policies and procedures.
4. Develop fund-raising plans.
5. Monitor financial position of club account by reviewing the Organization/Club accounts financial records.
6. Monitor collecting and safekeeping of funds until turned over to the bookkeeper/secretary, and other fiduciary responsibilities.
7. Ensure Organization/Club expenditures have been approved in Organization/Club minutes prior to submitting to campus bookkeeper/secretary.
8. The club sponsor must be a full-time faculty member at the campus.
9. Club sponsors are responsible for verifying their balances and resolving any discrepancies with the campus bookkeeper monthly.
10. Providing for the safekeeping all money collected in the school. Monies that are collected at a school campus location must be secured and kept in the campus vault/safe nightly.
11. Provide proper accounting processes with the bookkeeper for transactions.
12. Ensure that expenditure of funds are in compliance with applicable state laws and local board policy.
13. Authorize formation of any Organization/Club Accounts using the Notice of Intent form which can be found in this handbook.
14. Deny any expenditure that is deemed inappropriate.
15. Support/Mentor members of the organizations.

### CLASS OFFICERS

Each class elects officers (President, Vice President, Secretary, Treasurer and Historian) in the fall to represent them throughout the current school year. Class officers should maintain a C average, be responsible and willing to represent their class in a variety of ways, including fundraising activities. For more information, contact your class sponsor.

#### FRESHMAN CLASS

Freshman Class officers work hard as leaders of the class to motivate others in various fundraising activities and to promote a sense of Spartan Pride at pep rallies, in recognition of student achievement, and at any class activity. They try to be a shining symbol of what Campbell High School stands both academically and, in the community, at large. The Freshman Class raises money for activities held during the junior and senior year (proms and class trips and activities). While class officers are elected, we strive for TOTAL class involvement. Class officers meet as needed throughout the year based on upcoming activities and events. Some of these events/activities include: Building the homecoming float, creating class games for the lunchroom, coming up with fundraising ideas for class events, and creating events that promote SPARTAN PRIDE!



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### SOPHOMORE CLASS

Sophomore Class Officers are responsible for advising and overseeing the activities of the Sophomore class. The Sophomore Officers also raises funds for class activities and contributes to school-wide activities such as spirit week, dances and any other extracurricular activity, from sophomore year to graduation. Leaders of the Sophomore class are to establish class goals on class unity, spirit, funds, and events. These officers are to promote and monitor these goals to keep the class on task. Officers are to encourage students to appreciate and value their classmates, school, and community and organize activities in support of each. Officers are responsible for organizing and attending all class meetings.

### JUNIOR CLASS

Junior Class Officer is an opportunity for 11th grade students to actively represent the grade level during school-sponsored events and to promote unity of the class as well as school spirit.

The officers are elected to office during the Fall semester of each school year. Once elected, these students assist in the coordination of activities; specifically accomplish Homecoming Week activities, the annual Junior/Senior Prom, the Senior Gift, and to provide funds towards Senior class expenses. Officers will also, coordinate various Community Service projects and fundraising activities for the benefit of the class.

### SENIOR CLASS

Senior Class officers are the heartbeat, and the voice of the senior class. Working closely with their advisor, they are responsible for ensuring that their classmates have an unforgettable senior year. This includes being responsible for making decisions involving their classmates as it pertains to **Pep Rallies, Senior Float in The Parade, Senior Awards Assembly, the Senior Prom, Senior Breakfast, Senior Picnic, Senior Trip, and Graduation.** The senior class officers play an active role in communicating with their advisor & classmates, planning with their advisor & classmates, and ensure the success of each event.

## STUDENT CLUBS

Name of Club	Description
Academic Bowl <span style="float: right;">Weekly</span>  	The Academic Bowl is an all-subject, buzzer-based academic quiz competition for quiz bowl teams  Academic Bowl meets Wednesdays and practice. Saturdays we go to competitions.  <a href="#">Noell Wannamaker</a>
African Student Union	The African Students Union exists to provide a means for the meaningful discussion, exploration and celebration of all things politically, socially, and culturally African.  <a href="#">Marisa Braxton</a>



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<p>Animation Club</p> <p>Weekly</p>  	<p>Animation Club is a community for people who like animation, drawing, making music, and interesting in learning about the craft of animation.</p> <p><a href="#">Kimberly Bundschu</a></p>
<p>BETA Club</p> <p>Monthly</p>  	<p><b>MISSION STATEMENT</b></p> <p>To promote the ideals of academic achievement, character, service and leadership among elementary and secondary school students.</p> <p><b>ACHIEVEMENT</b> - Recognizing and honoring high academic achievement</p> <p><b>CHARACTER</b> - Preparing young people for life and empowering them to be successful</p> <p><b>LEADERSHIP</b> - Developing the leaders of tomorrow</p> <p><b>SERVICE</b> - Demonstrating our motto: Let Us Lead by Serving Others</p> <p><a href="#">Lorraine Cook</a> &amp; <a href="#">Brian Lewis</a></p>
<p>Black Student Alliance (BSA)</p> <p>Bi-Monthly</p> 	<p>BSA fosters as an environment that represents the social and political concerns of the African American student body, and to establish a more perfect union between the African American, multi-cultural, and campus communities.</p> <p><a href="#">BSA Email</a></p> <p>IG: @blackstudentassoc</p> <p><a href="#">Carlton Williams</a> &amp; <a href="#">Alan Stewart</a></p>



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<p>Campbell Chamber Music</p> <p>Bi-Monthly</p>  	<p>Open to all string musicians (violin, viola, cello, bass) who are interested in learning and playing small ensemble chamber music (string quartets, trios, etc). Placement is open to all Campbell students by audition only. You do not have to be enrolled in orchestra class to participate. Rehearsals and after-school community performances will take place primarily in the spring semester.</p> <p><a href="#">Shadwa Mussad</a></p>
<p>Campbell Gaming Association</p> <p>Bi-monthly</p>  	<p>CGA meets to discuss and play video games of any description. We also host Smash Bro tournaments.</p> <p><a href="#">Carey Lynch</a></p>
<p>Campbell Pride Organization</p> <p>Monthly</p>  	<p>We are an organization to support and uplift the LGBTQIA population and its allies. We organize and present an annual event to amplify student experience, We The Voice, in collaboration with other clubs. Some meetings are strictly for entertainment and others are to discuss issues that affect our community in particular.</p> <p>Remind @campbellp</p> <p><a href="#">Edward Moye</a> <a href="#">Sandra Yoder</a></p>
<p>Campbell Woman's Athletic Club (CWAC)</p> <p>Bi-monthly</p>  	<p>This club is designed to promote inclusion and esprit de corp at Campbell.</p> <p>Instagram: Campbell Athletics club Email: <a href="mailto:cwacclub@gmail.com">cwacclub@gmail.com</a></p> <p><a href="#">Coach Young</a> <a href="#">Carolyn McCully</a></p>



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 <p>Chick Fil A Leader Academy                      Monthly</p> 	<p>We are all about helping to build our Leaders of the Future with the support of our local Chick-Fil-A. We will be working as a team to create different projects that can benefit our local community all while having fun and learning techniques that we can use later in life.</p> <p><a href="#">Rebecca Prendes</a></p>
 <p>CHS Earth Club                                      Weekly</p> 	<p>The goal of the CHS Earth Club is to practice methods of sustainability and conservation, including weekly recycling among its members, students and faculty in efforts to help preserve the environment.</p> <p><a href="mailto:earthclubchs@gmail.com">earthclubchs@gmail.com</a></p> <p><a href="#">Venecia Stewart</a></p>
 <p>Cobb/Campbell Student Leadership Academy</p>  	<p>Cobb Student Leadership Academy (CSLA) develops leadership skills within in students and increase student to positively impact their community. This academy provides a unique opportunity for all stakeholders to facilitate the growth of innovative student ideas from an idea into practice.</p> <p>The purpose of the academy is in three folds; build leadership skill (soft skill), give students an opportunity to make effective change in the school and community and empower students to empower others by creating a leadership mentorship program with feeder schools.</p> <p>Email: <a href="mailto:cobbstudentleadershipacademy@gmail.com">cobbstudentleadershipacademy@gmail.com</a></p> <p><a href="#">Sandra Yoder</a></p>



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<p>Debate Team</p> <p>Weekly</p>  	<p>Debate Team</p> <p><a href="#">Elitha Sinclair</a></p>
<p>DECA</p> <p>Monthly</p>  	<p>Organization preparing emerging leaders and entrepreneurs to be college and career ready.</p> <p><a href="#">Campbell High School DECA</a></p> <p><a href="#">Michael Chasteen</a> <a href="#">Breanna Lewis</a></p>
<p>Desi/Asian Culture Club</p>  	<p>Students meet to study and celebrate Asian Culture with a specific focus on India. The Desi/Asian Culture Club exists to provide a means for the meaningful discussion, exploration and celebration of all things politically, socially, and culturally Asian.</p> <p><a href="#">Marisa Braxton</a></p>
<p>Drama Club</p> <p>Weekly</p> 	<p>Drama Club is designed for students interested in learning more about all aspects of theater. This includes learning stage terminology, working on acting skills, set building, and costumes/makeup design. Drama Club also offers participants the chance to experience the excitement and rewards of theatre arts while developing poise, social skills, confidence and lifelong friendships. Drama Club is open to all students!</p> <p><a href="#">Campbell High School Theatre</a></p> <p><a href="#">Lauren Williams</a></p>





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<p>Elan <span style="float: right;">Bi-Monthly</span></p> 	<p>Female mentoring organization that promotes positive peer to peer interactions. Elan programming provides leadership opportunities for its members along with guest presenters.</p> <p><a href="#">Marisa Braxton</a></p>
 <p>Ethics Club <span style="float: right;">Bi-Monthly</span></p> 	<p>The CHS Ethics Club meets regularly to consider a variety of dilemmas in the world around us and how we can approach them with a sense of open-mindedness, compassion, and intelligence. Ethics is the study of moral reasoning; it offers strategies in figuring out what it means to be "good," "right," or "just." In this club, the only requirements are a willingness to consider multiple perspectives, the ability to treat sensitive topics with care, and to assume the best of people. All are welcome.</p> <p><a href="#">Heather Lynch</a></p>
 <p>FCA at Campbell <span style="float: right;">Weekly</span></p> 	<p>Fellowship of Christian Athletes. FCA is open to any and all students, not just athletes, looking to connect with other Christian students as well as to find out more about this awesome and incredible God that we serve.</p> <p>An interdenominational Christian ministry that supports positivity, inclusion, sports and fellowship at CHS.</p> <p><a href="#">Jeffrey Searcy</a> <a href="#">Merri Young</a></p>
 <p>Fencing Team <span style="float: right;">Weekly</span></p>	<p>Fencing Team - Part of the NHSFL and GHSFL</p> <p>Email: <a href="mailto:chsfencing.cobb@gmail.com">chsfencing.cobb@gmail.com</a></p>



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Website:

<https://chsfencingcobb.wixsite.com/campbellhs>

[Elitha Sinclair](#)



Foreign Language Club

Weekly



Foreign language enthusiasts learn a variety of selected languages together and participate in international style activities.

[Jody Hubbell](#)



French Honor Society

As Needed



Service organization closely related to using French language for real-world purposes.

Website:

<http://www.cobblearning.net/madamedimova/societe-honoraire-de-francais/>

[Svetoslava Dimova](#)



Future Business Leaders of America (FBLA)

Bi-monthly



Future Business Leaders of America (FBLA) is the largest career student business organization in the world. Each year, FBLA helps over 230,000 members prepare for careers in business. Mission: inspires and prepares students to become community-minded business leaders in a global society through relevant career preparation and leadership experiences.

[www.fbla-pbl.org](http://www.fbla-pbl.org)

[www.georgiafbla.org](http://www.georgiafbla.org)

[Cheryl Wilson](#)



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	<a href="#">Gloria Flemming</a>
<p>Future Farmers of America (FFA)      Bi-monthly</p>  	<p>FFA is designed to bring awareness to students about the many career opportunities that are available in Agriscience. You must be enrolled in an agriscience class.</p> <p><a href="http://www.georgiaffa.org">www.georgiaffa.org</a></p> <p><a href="#">Titus Henderson</a></p>
<p>GHSA Literary Team      As Needed</p>  	<p>The Georgia High School Association's Literary Team is a unique group of vocal musicians, debaters, essay writers, and actors. Together they compete in individual and group events in the spring in order to win metals and trophies in their event categories, and for their region. Winners of each region will be able to participate at the state level. They fall under the same rules and eligibility guidelines as our sports teams.</p> <p>Note: Second semester primarily, with rehearsals for musicians &amp; actors beginning in the fall. Students must audition for those categories and must have a teacher recommendation to be a debater or essay writer.</p> <p><a href="#">Chantae Pittman</a></p>
<p>Habitat for Humanity      As Needed</p>  	<p>Habitat for Humanity partners with people in our community to help them build or improve a place they can call home. Our club helps to fund the Cobb HS Coalition build each year.</p> <p><a href="#">Crystal Kidd</a> <a href="#">Larisa Foster</a></p>
<p>Help with Hounds      Bi-monthly</p>	<p>Mission: Helping Hounds Dog Rescue (HHDR) provides a compassionate approach to dog rescue by matching homeless dogs from overcrowded shelter systems with loving homes.</p>



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Website: [Help with Hounds](#)

[Philip Kroeger](#)



Hiking Club+

Bi-monthly



Hiking club is for any student or staff member that would like to get out and explore nature with friends. All are welcome! No hiking experience required. Our student leaders are Scarlet F. and Carlos G. & our photographer/web master is Charlotte B.

We try to organize 2 hikes per month. Learning about outdoor activities through after school classes is encouraged. These may include wilderness safety, orienteering, rock climbing, mountain biking, rafting, camping, and more. Our final event of the year is a 2 day camping trip planned by the group (separate fees may apply).

All hikes are open to any Cobb county students or staff as well as their families. Events held on campus are limited to CHS students and staff. Hiking Club dues are \$25 and include a t-shirt, parking fees at events, and a discount for the end of year camping trip.

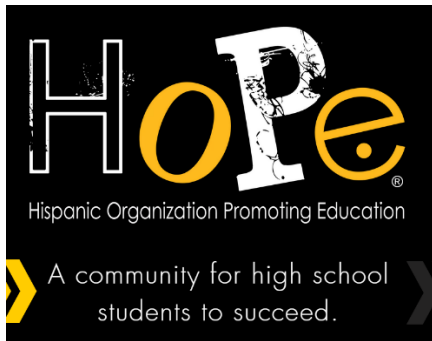
Instagram: @chs.hikes

[Joy Bragg](#)



HoPe Club

Monthly



Hispanic Organization Promoting Education

Website: <https://www.hopestrong.org/>

[Lara Fain](#)






[Denise Romero](#)

[Judy Hays](#)



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<p>Improv Troupe</p> <p>Weekly</p> 	<p>Improvisation, or improv, is a form of live theatre in which the plot, characters and dialogue of a game, scene or story are made up in the moment. Improv is spontaneous, entertaining, and fun. But like all great things, you'll have to see it firsthand to fully experience and appreciate it. Improv is open to all, but an audition is required.</p> <p><a href="#">Campbell High School Theatre Troupe</a></p> <p><a href="#">Lauren Williams</a></p>
<p>Interact Club</p> <p>Bi-Monthly</p> 	<p>Interact clubs bring together young people ages 12-18 to develop leadership skills while discovering the power of Service Above Self. Find out how serious leadership can be seriously fun.</p> <p>Website: <a href="#">Interact Club</a></p> <p><a href="#">Philip Kroeger</a></p>
<p>Japanese Club</p> <p>Weekly</p> 	<p>The club is dedicated to the appreciation of Japan and Japanese culture, providing information and experiences related to Japan and Japanese culture to the Campbell community, and supporting our community with a Japanese approach.</p> <p><a href="#">CHS Japanese Club</a></p> <p><a href="#">Matthew Jadlocki</a></p>
<p>Key Club</p> <p>Monthly</p> 	<p>Key Club is a community-based club that thrives on servicing the surrounding community, while making a positive impact.</p> <p><a href="#">Brenda Johnson</a> <a href="#">Edith Canales</a></p>



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Math Team

Weekly

A group of mathematicians the participate in competitions around the county and state.

Remind- @cmathteam

[Alexandra Hallacy](#)



Medical Club

Monthly

Find out if a career in medicine is right for you! Get an inside view on what different types of physicians and health care providers do, discuss current topics in medicine and the changing world of healthcare, and volunteer to help the medically underserved within our community.

Remind join code @chsmedic1

Schoology, join code MDPZC-GVNRM

[Candace Jones](#)



MSK- My Sister's Keeper/Legacy

The MSK Experience is an organization that prides itself on providing girls in underserved areas with the tools they need to become stronger young women and future leaders. The unique idea behind The MSK Experience is that we are one female-focused organization dedicated to serving the needs of two distinct populations; girls and women. We meet our objectives by providing intentional experiences specially curated for girls and women. For our young ladies, we have an amazing after school mentoring program with a facilitated trauma-informed curriculum and workshops designed just for teen girls.



[Mariah Simmons](#)





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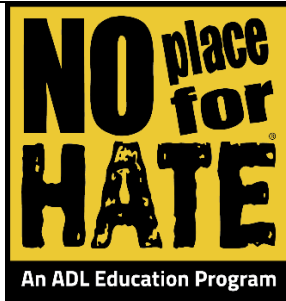
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<p>Mu Alpha Theta</p> <p>TBA</p>  	<p>A math honors society that provides tutoring to Campbell Students. To join, you must have completed Algebra 2 and have a 3.5 grade point average.</p> <p>Remind is @chsmuat</p> <p><a href="#">Alexandra Hallacy</a> <a href="#">Mariah Simmons</a></p>
<p>National Honor Society</p> <p>Monthly</p>  	<p>Juniors and Seniors, 3.75+ GPA, community service and scholarship organization.</p> <p>Email: <a href="mailto:thechsnhs@gmail.com">thechsnhs@gmail.com</a> Website: <a href="http://www.thechsnhs.weebly.com">www.thechsnhs.weebly.com</a></p> <p><a href="#">Gwendolyn Echols</a></p>
<p>Natural Hair Club</p> <p>Bi-Monthly</p>  	<p>Students gather to discuss techniques to use to transition and or maintain natural hair. Products and techniques are demonstrated at each meeting.</p> <p><a href="#">Marisa Braxton</a></p>
<p>No Place For Hate</p> <p>Monthly</p>	<p>With public displays of hate on the rise, it is more important than ever for schools to commit to programs that clearly define expectations in behavior for all members of the community. Whether you are a student, educator, or family</p>



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member, you have a role to play in combating bias and bullying to stop the escalation of hate. No Place for Hate is a program helping all of the stakeholders take the lead on improving and maintaining school climate so all students can thrive. At CHS, students in the organization will develop programs, activities and events to promote respect for individual and group differences while challenging prejudice and bigotry.

[Gregory Sherman](#)



Peer Mentors

Monthly



Serve as peer mentors to students at Campbell High.

Email: [campbellhspm@gmail.com](mailto:campbellhspm@gmail.com)

[Sabrina Ellison-Brown](#)



Photography Club

Bi-Monthly



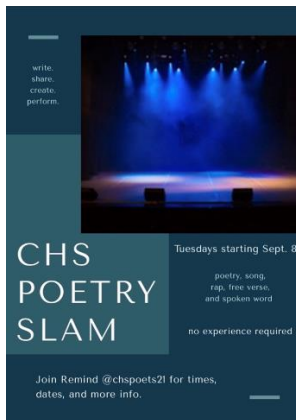
Photography enthusiasts engage in projects, displays, activities.

[Jody Hubbell](#)



Poetry Slam

Weekly



Poetry Slam consists of group of students who are excited about the art of poetry! Students want to enhance self-expression and improve literacy through the writing and performance of poetry. Club members study and enjoy videos and performances of spoken-word poetry, write their own poetry, share poems with one another, and perform poems for larger audiences.

Remind: @chspoets21








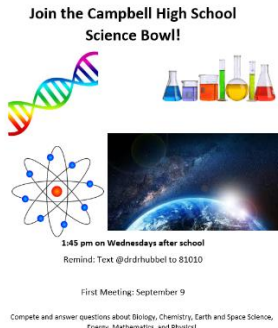
[Janine Searcy](#)





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<p>Reading Bowl</p> <p>Weekly</p> 	<p>Reading Bowl Team competes annually in the Cobb County Helen Ruffin Reading Bowl in January.</p> <p><a href="#">Martha Blaydes</a></p>
 <p>Relay for Life</p> <p>Monthly</p> 	<p>Fundraising &amp; service club in partnership with the American Cancer Society.</p> <p>Website: <a href="http://main.acsevents.org/goto/Sparta">http://main.acsevents.org/goto/Sparta</a></p> <p><a href="#">Lisa Eaton</a></p>
 <p>Spanish Club</p> <p>Monthly</p> 	<p>A club that celebrates Spanish language and culture!</p> <p>Website: <a href="#">CHS Spanish Club</a></p> <p><a href="#">Ashlan Kemp</a></p>
 <p>Science Club</p> <p>Weekly</p>  <p>Join the Campbell High School Science Bowl!</p> <p>1:45 pm on Wednesdays after school Remind: Text @drdhubbel to 81010</p> <p>First Meeting: September 9</p> <p><small>Compete and answer questions about Biology, Chemistry, Earth and Space Science, Energy, Mathematics, and Physics!</small></p>	<p>Science enthusiasts engage in Science Bowl and other science related activities</p> <p><a href="#">Jody Hubbell</a></p>



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<p>Student Government Association      Bi-Monthly</p>    (Elections)	<p>Student Governing Body for School</p> <p><a href="#">Andrew Smith</a> <a href="#">Lisa Schiappa</a></p>
<p>Spartan Blue Vocal Group      Weekly</p>   	<p>Spartan Blue Vocal Group is a small vocal ensemble of 12-16 singers of all ages. Placement in Spartan Blue is open to any and all Campbell students by audition only. You do not have to be in a curricular chorus class to participate. Spartan Blue sings primarily a capella (unaccompanied) songs across a wide variety of styles, genres, and time periods.</p> <p><a href="#">Chantae Pittman</a></p>
<p>Student Athlete Advisory Committee      Monthly</p>   	<p>Promoting comradery between CHS athletic teams as well as promoting healthy lifestyles in our community.</p> <p>Social Media: @saac_chs</p> <p><a href="#">Merri Young</a></p>
<p>Study with a Spartan      As Needed</p>	<p>Campbell High Students are paired with students from Smyrna Elementary to assist in any tutoring needs teachers note.</p> <p><a href="#">Marisa Braxton</a></p>



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<p>The Water Project <span style="float: right;">As Needed</span></p>  	<p>To raise money to fund water wells in less developed countries.</p> <p>Website: <a href="#">CHS Water Project</a></p> <p><a href="#">Ron Wendt</a> <a href="#">Bonnie Methvin</a></p>
<p>Tri-M Music Honor Society <span style="float: right;">Monthly</span></p>  	<p>The Tri-M Music Honor Society is a group of leaders from the band, chorus, and orchestra programs at CHS. Tri-M helps to develop student leadership in their classes, programs, school, and the community at large. Our main mission is to bring recognition to the music department throughout the school and community, as well as serve these entities through music-based community service activities.</p> <p>Email: <a href="mailto:trimmushonsoccampbellchap@gmail.com">trimmushonsoccampbellchap@gmail.com</a></p> <p><a href="#">Chantae Pittman</a></p>
<p>Yearbook Class</p>  	<p>Yearbook Class is a production-based class where students learn journalism through creation of the yearbook.</p> <p>Website: <a href="#">Campbell High Yearbook</a></p> <p><a href="#">Kimberly Bundschu</a></p>
<p>Young Americans Foundation (YAF) <span style="float: right;">Monthly</span></p>	<p>Young America's Foundation is committed to ensuring that increasing numbers of young Americans understand and are inspired by the ideas of individual freedom, a strong national defense, free enterprise, and traditional values.</p> <p>Website: <a href="#">Young Americans Foundation</a></p>



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[Ron Wendt](#)



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## **Have you ever had a great idea for a club and just did not know how to start one?**

Here at Campbell High School, you can get one started by following these guidelines:

- ✓ Ask students if they might be interested in your club.
- ✓ Find a faculty sponsor for your club. Explain your idea to this teacher.
- ✓ Then do the paperwork included in this booklet and turn it in to Ms. Samuels.

## It is that simple!





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### Campbell High Club Origination Form

**Directions:** Complete the documentation required on this form. Return completed information to the SGA/Inter-Club Council sponsor along with the Club Constitution. Each spring the SGA Vice President will meet with club Vice Presidents for a yearly up-date. The formation of any club at Campbell High School requires additionally the approval of the principal of the school and school system.

**Name of Club:** \_\_\_\_\_

**Faculty Sponsor of Club:** \_\_\_\_\_

**Philosophy of Club:** \_\_\_\_\_

\_\_\_\_\_

**Goals of Club:** \_\_\_\_\_

\_\_\_\_\_

**Proposed meeting dates for the year:** \_\_\_\_\_

**Meeting Location:** \_\_\_\_\_

**Dues** (if applicable): \$\_\_\_\_\_ per month/year (**circle one**)

**Requirements for membership** (for instance, Spanish Honor Society = taking a Spanish Class, attending X number of meetings, etc.):

- 1.
- 2.
- 3.
- 4.
- 5.

**Interest in this organization** (at least 10 students and parental permission slips included):

Name	Grade	Name	Grade	Name	Grade
1.		5.		9.	
2.		6.		10.	
3.		7.		11.	
4.		8.		12.	

**Comments:**

SGA Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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### Campbell High School After-School Club Participation Permission Form

My child, \_\_\_\_\_, has my permission to participate in \_\_\_\_\_  
\_\_\_\_\_ for the \_\_\_\_\_ school year.

**I understand the philosophy and goals of this club and the requirements expected for membership. Participation may require after-school meetings and activities.**

Parent Name (printed): \_\_\_\_\_ Parent Signature: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

**Please designate your preferred telephone number by checking one of the above boxes.**

**TRANSPORTATION:** (Please pick ONE)

When available, my child will ride the activity bus home.  I will ALWAYS pick up my child.

**MEDICAL INFORMATION:**

For your child's protection, the health records kept by the school nurse may need to be shared with other school staff helping with this after-school activity. After-school clubs rely on the health records kept by the school nurse. For children who need Epi-pens®, inhalers, diabetes management supplies, etc. or who have potentially life threatening conditions, please make sure the school nurse has updated records and all medications/supplies for your child.

*Even though the school nurse will be alerted of any serious health conditions, along with the club sponsor, it is your responsibility as a parent/guardian to make sure your child has any medical supplies, such as Epi pens®, diabetes maintenance supplies and inhalers that he/she may need after school. The school nurse is not available after school hours and therefore is not available during club meetings or events.*

**Please return this form to the school prior to the after-school club's first meeting.**



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### Sample Club Constitution

#### Article I: Official name and purpose of the club or organization

1.1 The name of the organization will be the (name of club) of Campbell High School.

1.2 This organization will have its purpose, (identify specific purpose of club) as directly approved by the sponsor and the school principal.

#### Article II: Membership requirements

All students enrolled in Campbell High School are eligible for membership.

#### Article III: Meetings

Meetings will be held (state day and time, such as Wednesday at lunch) unless a special meeting is called.

#### Article IV: Club Officers

##### 1.1 Officers

The club shall consist of the following:

- President
- Vice-president
- Treasurer
- Secretary

##### 1.2 Duties

The club president will have the following duties:

- Preside over meetings
- To plan and prepare an agenda for the club meetings.
- Prepare an agenda for each Organization/Club meeting.
- Be familiar with Robert's Rules of Order for conducting a meeting and practice this procedure.
- Remain impartial – set an example for others.
- Know and understand the Organization/Club constitution.
- Carry out the decisions of the group.
- Know the responsibilities of the Organization/Club officers.
- Keep the group goals directed and on track throughout the year.
- Work closely with the Organization/Club sponsor.
- Be aware of deadlines for submitting required Organization/Club documentation.
- Communicate with club sponsor regularly

The club vice president will have the following duties:

- To serve as club president if the president becomes unable to fulfill his or her duties either temporarily or permanently.





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- To support the club president.
- Be prepared to take on any specific duty that is requested of you.
- Be aware of deadlines for submitting required Organization/Club documentation.

The club treasurer will have the following duties:

- To maintain complete and accurate record of all club receipts and disbursements.
- To oversee club fund-raising efforts.
- To supervise the preparation of the club budget.

The club secretary will have the following duties:

- To maintain accurate minutes of each meeting.
- To carry out all correspondence for the club (consider having a reporting secretary and a marketing secretary for social media/flyers)
- Keep an updated membership roster.
- Be responsible for all correspondence.
- Maintain and organize all files.
- Be aware of deadlines for submitting required Organization/Club documentation.

The members of the club will have the following duties:

- Attend meetings and actively participate in Organization/Club functions according to the Organization/Clubs Bylaws and Constitution

### Article V: Elections

The club will hold the election of officers once a year. The voting will take place by secret ballot. Names of the officers will be recorded with the student council.

### Article VI: Preparing By-Laws or Constitution

#### Guidelines for Preparing By-Laws or Constitution

This is a format that may be followed when preparing by-laws for an organization. If the organization is a subsidiary of a national chapter, school specific by-laws must be submitted based on this format.

#### ARTICLE ONE - NAME

Section 1: The Name of this student club shall be \_\_\_\_\_.

#### ARTICLE TWO - PURPOSE

Section 1: The purpose of this student club shall be to \_\_\_\_\_ (promote, organize, manage, direct, assist, recognize, etc...).

#### ARTICLE THREE - MEMBERSHIP

Section 1: The membership of this student club shall consist of \_\_\_\_\_.

Section 2: Voting members may only be \_\_\_\_\_ students.

Section 3: Eligibility requirements (example: qualifications for membership; currently enrolled at \_\_\_\_\_, in good academic standing, take an active interest in the club, etc.)



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Section 4: Student clubs may not discriminate against a member or prospective member based on race, color, religion, sex, sexual orientation, gender, gender expression, national origin, marital status, or disability, except as specifically exempted by law.

### ARTICLE FOUR – OFFICERS

Section 1: The officers of this organization shall be the President, Vice President, Secretary and Treasurer. (Add any other officers the club may need)

Section 2: To be an eligible officer of this club, students must: \_\_\_\_\_.

Section 3: The term of office shall be one school year.

Section 4: Duties of the officers shall be included but not limited to the outline specified in the Campbell High School Student Club Handbook.

Section 5: In the event that an officer does not continue to meet the qualifications for said office, the officer may be removed by majority vote.

Section 6: Upon the removal of an officer, the club members shall nominate and vote for a new officer.

### ARTICLE FIVE – MEETINGS

Section 1: Regular meetings of this organization shall be held monthly, more as needed.

Section 2: Special meetings may be called at any time by the president upon petition of majority members or upon petition of majority officers upon three days' notice of such meeting to members.

Section 3: A quorum shall consist of a majority of voting members present at any meeting.

Section 4: Roberts Rules of Order shall govern the club in the order of its business.

### ARTICLE SIX - ELECTIONS

Section 1: Election of officers for an academic year shall be held at the beginning of the school year.

Section 2: Only voting members may vote for the election of an officer. If a member is absent and wished to vote, he/she must give a written ballot to the sponsor, in order for his/her vote to count.

Section 3: Notice of elections shall be given two weeks in advance to the day of the elections.

### ARTICLE SEVEN – EXECUTIVE AUTHORITY

Section 1: There shall be 1 or more full time faculty or staff sponsors who shall be member's ex-officio, without vote.

Section 2: Sponsors shall be nominated by the club officers and voted upon by the members of this organization.

Section 3: Powers and duties of the Sponsor are as set forth in the Campbell High School Handbook for Clubs and Organizations.

### ARTICLE NINE – COMMITTEES

Section 1: There will (not) be standing committees for this club.

### ARTICLE TEN - DUES

Section 1: There shall (not) be dues to join this club.

### ARTICLE TEN – AMENDMENT AND BY-LAWS

Section 1: This Constitution may be amended and adopted by  $\frac{3}{4}$  of the membership present and voting at any regular/special meeting.

Section 2: Notice of official Amendment shall be given exactly one week from the date of vote.



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### AUTHORIZATIONS

_____	_____
Club President	Date
_____	_____
Club Secretary	Date

The club must have their own by-laws. Being a member of a national charter does not cover the individual club bylaw requirement.

### **Robert's Rule of Order**

#### What Is Parliamentary Procedure?

Is the body of rules, ethics, and customs governing meetings and other operations of Organization/Clubs, organizations, etc. Allows members of the Organization/Club to be heard and to make decisions without confusion.

#### Why is Parliamentary Procedure Important?

Because it's a time-tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. So, it's important that everyone know these basic rules.

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Approve minutes of previous meeting.
4. Treasurer's reports.
5. Announcements.
6. Upcoming events.
7. Concerns.
8. Date/place of next meeting.
9. Adjournment.

The method used by members to express their ideas is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

The purpose of a motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.

#### How are Motions Presented?



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1. Make Your Motion
  - a. Speak in a clear and concise manner.
  - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
  - c. Avoid personalities and stay on your subject.
2. Wait for Someone to Second Your Motion
3. Another member will second your motion or the President will call for a second.
4. If there is no second to your motion it is lost.
5. The President States Your Motion
  - a. The President will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
  - b. The membership then either debates your motion, or may move directly to a vote.
  - c. Once your motion is presented to the membership by the President it becomes "assembly property", and cannot be changed by you without the consent of the members.
6. Expanding on Your Motion
  - a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
  - b. The mover is always allowed to speak first.
  - c. All comments and debate must be directed to the President.
  - d. Keep to the time limit for speaking that has been established.
  - e. The mover may speak again only after other speakers are finished, unless called upon by the President.
7. Putting the Question to the Membership
  - a. The President asks, "Are you ready to vote on the question?"
  - b. If there is no more discussion, a vote is taken.
  - c. On a motion to move the previous question may be adapted.

### Voting on a Motion

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. Voting may be done By Voice. The President asks those in favor to say, "aye", those opposed to say "no". Any member may move for an exact count.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.