



WTHS

Warren Township High School Student Activities

Application for Status as a School Club/Organization

The Office of Student Activities is responsible for the registration of ALL Warren Township High School student clubs/organizations. Only registered clubs/organizations will be recognized at WTHS. A copy of this form, club constitution, and member list will be kept on file in the Student Activities Office.

Proposed Club/Organization Name: _____

MEMBERS OF THE EXECUTIVE BOARD

Position:	Name:	Cell Phone #	WTHS Email:
President			
Vice President			
Treasurer			
Secretary			
Sponsor (Faculty or Staff)			

As a Student Club/Organization at Warren Township High School we, the executive board members, agree to the following:

- ❖ Work collaboratively with all areas of the school in order to better serve the student body at both campuses.
- ❖ Uphold the guidelines in the WTHS Extracurricular Code of Conduct.
- ❖ Be a positive role model for all students.
- ❖ Maintain communication with the Student Activities Office.
- ❖ Abide by all rules and procedures as listed in the Student Club/Organization Handbook, our constitution, and all other WTHS implemented policies relating to student clubs and organizations.
- ❖ Accept responsibility for all actions affiliated with events sponsored by the organization.

Please write a short 3-5 sentence summary about the club:

Example:

ART Club

The purpose of the Art Club is to promote a growing appreciation for art in our community and in our school. The Art Club is an organization for students interested in art. We will emphasize the importance of art in our community and encourage the development of creativity.

Executive Board Position Responsibilities

President

- Prepare an agenda for every meeting.
- Run all student organization meetings and keep members to business at hand.
- Know, understand and follow all WTHS policies.
- Have the faculty advisor request space for all meetings and activities.
- Act as the club spokesperson to anyone interested in participation in the club.
- Be consistent with meetings
- Hold members accountable for their actions, both good and bad
- Hold and attend regular meetings

President's Initials: _____

Vice President

- Assume the president's responsibilities when the president is unable to carry them out
- Fully understand the WTHS Extracurricular Code of Conduct
- Attend required events when President is unavailable
- Attend all meetings

Vice President's Initials: _____

Treasurer

- Be primary resource for creating proposals
- Research prospective events to accurately predict a budget
- Ensure that all financial transactions are dealt with promptly
- Attend required events when President is unavailable

Treasurer's Initials: _____

Secretary

- Record and keep accurate, permanent records (minutes, documents, etc.)
- Maintain an up-to-date list of all members and their contact information
- Provide information for the student organization website
- Update the binder with information from meetings and events
- Attend required events when President is unavailable

Secretary's Initials: _____

Sponsor (Must be WTHS faculty/staff)

- Be a club guide
- Act as a facilitator and group mentor
- Help group maintain focus
- Assist in planning and goal creation
- Serve as the campus expert/resource
- Remain accessible throughout the year
- Challenge the group to view issues in a different way

Sponsor's Initials: _____

Club/Organization President

Sponsor

For Office Use Only

Date Submitted: _____

Date of Meeting: _____