

Tamalpais HS Club Information

Please make sure to read everything carefully and **check out all the hyperlinks**.
 If you would like to hear more explanation on everything please watch the following [video](#).
 Any Questions? Please Email Ms Erickson. lerickson@tamdistrict.org

| Event | Timeline | Form(s) |
|---|---|--|
| Starting a club! | ASAP | Club Application |
| Being an OFFICIAL club Current Clubs at Tam | By <u>10/31</u> of current school year | Club Info Sheet Budget Form Zero Budget Form |
| Club Meeting/Voting to spend funds | <ul style="list-style-type: none"> - At least <u>8 times</u> per semester - Submitted monthly | Club Meeting Minutes Fillable PDF Submit to: Minutes Google Form |
| Apply for a Club Grant Want to strengthen or publicize your club community? Submit a grant application to sponsor an event or purchase without the need for a fundraiser! | AT LEAST <u>2 weeks</u> AHEAD of needed funds | ASB Grant Application PTSA Grant Application (up to \$200) |
| Spending Money Getting Reimbursed | Club must VOTE to spend funds on approved items either before or after purchase. Quote required from vendor BEFORE vote. MUST BE REFLECTED IN MEETING MINUTES | Purchase/Reimbursement Requisition ATTACH MEETING MINUTES THAT SHOW VOTE IN FAVOR OF PURCHASE/REIMBURSEMENT |
| Organize a Fundraiser | AT LEAST 2 weeks ahead of event date | <ol style="list-style-type: none"> 1) Activity Request Form 2) Revenue Potential 3) Cash Box Request Form 4) Sales Tally Sheet |
| Missed deadlines for an event? Want to try to get reimbursed anyway? | ASAP after missed deadline **May not be approved** | Administrative Override Form |
| Didn't spend all your funds? Want to roll them over to next year? | By May 30th of current school year | Request for Carry-Over of Funds |

How to Start a Club or Renew a Club

1. Anyone is eligible to start a club, just make sure to read through the application to see what the requirements are!
2. Fill out this [application](#). Make sure you have all the necessary information before submitting it.
3. The application is due before September 10th.
4. Attend the Student Club Meeting, mandatory for Club Presidents and Vice Presidents. Wednesday, September 8th at 2:15 pm (during tutorial).

Where: Leadership Room, Barrow Hall Room 318

Interested in Joining a Club?

[Go to Club Fair!](#)

Date: Wednesday, Sep 22, 2021

Time: Tutorial

Where:

What: See the variety of clubs you can join! Meet people who share your passion!

