RMHS ASB

So, you want to start a club…

Rancho Mirage High School ASB is excited about starting new clubs on campus. We strongly feel that the more a student is involved, the more successful high school experience the student will have.

Because of this, RMHS ASB offers privileges to clubs that obtain a RMHS ASB charter.

This packet has been designed to help you through the process of obtaining a RMHS ASB charter. Please note that completing this packet does not automatically ensure a charter. The decision to grant a RMHS ASB charter lies in the vote of the RMHS ASB Student Council.

Good luck, and don't be afraid to ask someone for help with this.

Sincerely,

Mr. Brian Belliveau

Rancho Mirage High School

Associated Student Body

Clubs

Clubs exist to meet the co-curricular needs of students, to enhance self-esteem, and to provide student involvement.

FAQ

- Any student of Rancho Mirage High School in good standing can form a club.
- A club can only be formed at the beginning of each year school year.
- To form a club you must 1st download an application from the ASB Web Page, 2nd turn in the application to the ASB Advisor, 3rd the President of the club must present the club to the ASB class during Parliamentary Meetings.
- The requirements needed to form a club are: to have a Faculty Advisor present at all meetings; a classroom to hold meetings; clubs must benefit the students of Rancho Mirage High School; there can be no two clubs that are too similar or promote the same goals; and your club must have a Constitution.
- You can advertise your club meetings by posting messages in the morning announcements, web pages, or by hanging posters and signs around the school campus with the permission of the ASB Advisor.
- Club Advisors must be responsible and contact the ASB Advisor if any problems arise.
- Club Advisors must always keep in communication with their clubs,
- All clubs are encouraged to participate in community service projects on, and off, campus.

Duties and Responsibilities of Advisors

- Be present at all meetings.
- Advise **NOT** direct the student-led meetings.
- Approve all flyers/signs for clubs.
- Advise students of the appropriate areas to hang advertisement of club.
- Supervise and control student conduct.
- Supervise the maintenance of all club records and documents.
    - Meeting Agendas
    - Meeting Minutes
    - Requests for Fundraiser
    - Activity Requests
    - Payment Requests
- Ensure club representatives attend the mandatory ASB Business Meetings.
- Advise the club in preparing and maintaining their budget.

Duties and Responsibilities of Club President/Vice-President

- Conduct meetings with the Advisor present.
- Plan their yearly program, which is coordinated with the master ASB schedule.
- Inform the ASB Advisor of any changes in the planned schedule as soon as possible to prevent any difficulties.
- Keep communication with all club members as well as with other clubs to make sure everything is running smoothly.
- Make sure all activities are carried out according to school codes and regulations.
- Coordinate club's booth at the Rancho Mirage Out of the Darkness Walk.
- Report out club activities to ASB based on the schedule below. Make sure to arrive promptly at 12:05pm in Room 402/403 with your club's Meeting Agendas and Meeting Minutes.
    - August 24, 2026 – August 25, 2026 (Club Rush)
    - September 28, 2026
    - October 26, 2026
    - November 30, 2026
    - December 14, 2026
    - January 25, 2027
    - February 22, 2027
    - February 25, 2027 – February 26, 2027 (Club & Course Rush)
    - March 15, 2027
    - April 26, 2027
    - May 17, 2027

Failure to attend the following meetings will result in the suspension of the club.

RMHS ASB

The Road to Gaining a RMHS ASB Charter

Check the circle once you have completed the task

- Obtain "RMHS ASB Club Charter Packet" from the ASB Web Page. http://www.rmhsasb.org
- Recruit at least ten (10) students to initiate the club. Have them sign the "Club Membership Petition."
- Write a Club Constitution.
- Formulate the duties and responsibilities of a club advisor.
- Recruit a faculty advisor for the club. Have them sign the "Application for Club Charter" document.
- Submit the Constitution, the Application for Club Charter, and ASB-Club Budget to Mr. Belliveau.
- Register for a time to explain your prospective club to the ASB Student Council.
- Make an argument for gaining an ASB Club Charter to the ASB Student Council.

Within a week, check with Mr. Belliveau to receive charter status.

Application for Club Charter
From the Associated Student Body
Rancho Mirage High School

This application must be turned in **each year** by every operating club. Clubs cannot access their ASB account or participate in fundraising until this document has been approved by the ASB Student Council.

Club Name: _____

Club President: _____

Club Treasurer: _____

Club Faculty Advisor: _____

I understand that as advisor for the _____ club, I am required to be present for ALL club functions including meetings, fundraising activities, practice sessions, and field trips. As club advisor, I have reviewed the policies and procedures for fundraising, purchase orders, and other paperwork.

Signature of club advisor: _____ Date: _____

Purpose of the Club:

_____

_____

_____

Prerequisites for Membership:

_____

_____

_____

Meeting Dates and Location: _____

In addition to this application, a constitution and a written, detailed list of the duties and responsibilities of club officers is required.

FOR ASB USE ONLY:

This petition has been approved by the ASB Student Council at Rancho Mirage High School on _____, 20____.

_____	_____	_____
ASB President	ASB Human Relations Commissioner	ASB Advisor

Club Account Name: _____ Club Account #: _____

Club Membership Petition

By signing below, I have expressed my willingness to become an active member of the _____ club.

Name	**Signature**
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____

Club Name:_____
Club Advisor: _____
Date: _____

Rancho Mirage High School Club Constitution

Preamble

The purpose / mission of this club is:_____
_____
_____

Article I

Official Club Name: _____

Article II – Membership

The general requirements necessary for membership are: _____
_____
_____

Article III – Officers

Name and Office held:_____
Name and Office held:_____
Name and Office held:_____

Article IV – Selection of Officers

Qualifications, how officers are elected

_____
_____
_____
_____

Article V – Meetings

Meetings will be held on _____ in room _____

Article VI – Amendments

Method of amending this constitution and vote required for such a vote:

_____
_____
_____

(Club)
Rancho Mirage High School
Business Meeting
(Date)
(Room)

I. Call to Order
-

II. Roll Call
-

III. Minutes of Previous Meeting

IV. Financial Report
- Current Balance: $

V. New Business
- Activity Requests:
  - (Requested Activity)
    - seconded by:
    - approved: _/_
- Payment Requests:
  - (Requested Payment)
    - seconded by:
    - approved: _/_

VI. Announcements
-

VII. Other
-

VIII. Adjournment
-

ASB - Club Budget

School Year: _____

Budget Adoption or Revised Budget
(CIRCLE ONE)

Name of School – RANCHO MIRAGE HIGH SCHOOL

Name of Club_____Account Number # _____

PART I: REVENUES:

Revenue Description:	**Current Year Estimated Revenue**	
	$	
	$	
	$	
	$	
	TOTAL	**$**

PART II: EXPENSES:

Expense Description:	**Actual Expense**	
	$	
	$	
	$	
	TOTAL	**$**

Part III: Ending Balance and Carryover

Difference between total revenues and expenses: $_____

Plus carryover (ending balance) from prior year: $_____

Projected ending balance:$ _____

Submitted and Approved by:

Club Advisor:_____

Signature, Title and Date