

Franklin High School 2015-2016

Student Clubs FAQs

Creating a New Club

- How do I start a club?
 - Find a staff advisor.
 - Identify four students to serve as officers.
 - **Complete the club by-laws form.**
 - Submit your form to Ms. McCann in the ASB Room, who will review it and contact your staff advisor. You must also request a club ASB account.

Event Planning

- How do you plan an event at FHS?
 - ASB organizations may request the use of Franklin facilities for approved events.
 - Review the school calendar (visit the school website or visit Ms. Fisher in the Main Office) to determine what dates are available for your event.
 - **Complete the event request reform** and turn it in to the ASB room.
 - If your event will include fundraising, you must also **complete the appropriate fundraising documents.**
- How do you advertise your event?
 - Post signs about your student organization throughout the halls.
 - If you want to make an announcement on Q-TV or an announcement on the website, please email quaker2q6@gmail.com. Please note these requests should be made 48 hours in advance to be added on time.
 - Tell your friends.
- What are the rules about signage (use of flyers, banners, etc.) to promote your event?
 - Activities advertisements cannot be posted over murals.
 - Remove your signs after the event.
 - Do not post over other student organization's posters.
 - Content must be school appropriate.
- How do you prepare for an event?
 - Students setting up for an event after school must have their staff advisor on-site.
 - Organizations are responsible for having security and custodial staff on site if an event requires these services.

Fundraising

- What are the rules about fundraising?
 - ASB organizations are permitted to fundraise, but all organizations must follow district and state guidelines. Check out the **fundraising handbook**. Advisors, officers, and team captains are responsible for following these rules.

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- How do you plan a fundraiser at FHS?
 - **Completing the proper preapproval paperwork for your event or fundraiser is essential.** ASB organizations are not permitted to host events or to coordinate fundraisers that have not been approved by the Activities Coordinator. Planning ahead prevents scheduling problems and ensures that all fundraising procedures are followed. **Start with a copy of your meeting minutes and the preapproval form.**

Managing ASB Funds

- How do you handle money during a fundraiser?
 - ASB student organizations must follow the proper processes for depositing and withdrawing their funds. Check in with Ms. McCann (in the ASB Room) or Ms. Libert (in the Main Office) before your event if you have clarifying questions!