

FHS Club Leadership, Bylaws, & Budgeting Form



Club Name: _____

Staff Advisor Name: _____ Advisor Email: _____

Leadership Board – who leads the club, describe each student’s position

Process for Determining Leadership – explain how the club elects the leaders

Statement of Purpose – What does your club do? What is the purpose of the club?

Club Goals – *What are your goals this year? Your club will submit this each year.*
Use the [SMART Goal Reference Guide](#) to help you write your club goals!

Club Activities – What specific activities or events define your group?

Club Budget, Part 1 – Make a list of all fundraisers you plan to do this year (if any) and include **how much** you plan to raise. (All club leaders must attend fundraising orientation before fundraising or spending will be approved)

Club Budget, Part 2 – Make a list of all expenses your club will have this year (if any). Note: You may not spend more money than your club already has in the ASB fund. (All club leaders must attend fundraising orientation before fundraising or spending will be approved)

We, the undersigned, will ensure our club will comply with the rules, policies and laws of Franklin High School, the Seattle School District and the State of Washington as our club conducts its business.

Student Leader: _____ Date: _____

Club Staff Advisor: _____ Date: _____

Activity Coordinator: _____ Date: _____