**Club Charter Form – Luther Burbank High School**

**Appendix A**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club/Organization Advisor(s)

Club Officers: President\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Vice President\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Treasurer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Secretary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club Meeting Information: Location: \_\_\_\_\_\_\_Date \_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_\_\_\_\_\_

Requirements for membership: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade Levels: \_\_\_\_\_\_\_\_\_\_ Number of Members: \_\_\_\_\_\_\_ Dues \_\_\_\_\_\_\_\_\_\_\_\_\_

Describe how money will be raised to fund activities.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Funds raised will be used to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Projects/Activities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief Summary of Purpose for Club/Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLEASE ATTACH CLUB ROSTER

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Asst. Principal (J. Peterson) ASB Director (E. Roland) LBHS Accountant (F. Cheung)

**Facility/Equipment Form – Luther Burbank High School**

**Appendix B**

**Name of Event** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Number of Participants: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_ Start Time \_\_\_\_\_\_\_ End Time \_\_\_\_\_\_ Custodial: Setup \_\_\_\_\_\_ Take Down \_\_\_\_\_\_\_\_\_\_\_\_\_

**Facilities Needed & Set Up**

* Cafeteria Tables # \_\_\_\_\_ Chairs # \_\_\_\_\_ Speaker System \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special Instructions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Auditorium Special Instructions\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Gym East Gym \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ West Gym \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dance Room \_\_\_\_\_\_\_\_\_\_\_\_\_

Tables # \_\_\_\_\_ Chairs # \_\_\_\_\_ Speaker System \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special Instructions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Stadium Track Only \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Soccer Field/Football Field \_\_\_\_\_\_

Bleachers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Speaker System \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Press Box \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Stadium Lights \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Restrooms \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Boys/Girls Locker \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Concession List Equipment Needed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special Instructions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Tables Quantity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairs Quantity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Technology Needs 🡪 You must contact Ms. Rhonda Torres @ 433 -5100 ext

Laptop \_\_\_\_\_\_\_\_\_\_ Projector \_\_\_\_\_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Speaker Sys Small \_\_\_\_\_\_\_\_\_\_\_ Large\_\_\_\_\_\_\_\_\_\_\_ Mic Only \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization/Club Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Contact Person/Advisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Asst Principal (J. Peterson) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_ Approved \_\_\_\_\_\_ Disapproved \_\_\_\_\_\_\_

ASB Director (E. Roland) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_ Approved \_\_\_\_\_\_ Disapproved \_\_\_\_\_\_\_

\*\* Facility Permit must filled out **TWO WEEKS PRIOR** to the EVENT

\*\* If Sound System is needed, please fill out the Sound System Checklist form!

**Sound System Checklist Form – Luther Burbank High School**

**Appendix C**

Part I: Must be filled out by the Club Advisor prior to approval of ASB Director

Name of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of the Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of the Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Overnight Storage Room: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club Advisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club Advisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club Member Responsible for Assemble: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club Member Responsible for Disassemble: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Part II. Must be filled out by ASB Activities Chair

ASB Activities Chair Responsible for Training Club Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Sound System Items | Check Out (Initials) | Check In  (Initials) |
|  | 2 Large Speakers (Yamaha Model C115V) |  |  |
|  | 2 Cords for Speakers |  |  |
|  | 2 Cordless Microphones (Audio Technical 2000 Series) |  |  |
|  | 1 Microphone w/ Cord (Audio Technical ST95MK II) |  |  |
|  | 1 Aux Cable |  |  |
|  | 1 Yamaha (EMX 312SC Powered Mixer w/ Power Cord) |  |  |
|  | Time |  |  |

Special Instructions:

1. Sound System Checklist Forms Part 1 must be filled out by the Club Advisor prior to approval at least  **TWO WEEKS prior to the event**.

2. Any damages to the sound system accrued during the event will be the responsibility of the club. See Activities Director for more details.