

Ellicottville Central School Student Organization / Club Annual Information Sheet

(To be completed by organization / club secretary)

Name of organization / club: _____

School Year: _____

SIDE A – Side “A” of this form (except the “Completed” column) needs to be completed by each organization / club secretary and submitted to the principal by the end of school on October 1st each year. The organization / club secretary should make and retain a copy for the organization’s / club’s records.

Date of 1st Meeting: _____ Completed

Officers:	President:	_____	NA
	Vice President:	_____	NA
	Secretary:	_____	NA
	Treasurer:	_____	NA

Goals for School Year:		
	1. _____	q
	2. _____	q
	3. _____	q
	4. _____	q
	5. Attach additional sheet(s) if necessary	

Anticipated Fundraising Activities:		
	1. _____	q
	2. _____	q
	3. _____	q

Trips / Events:		
	1. _____	q
	2. _____	q
	3. _____	q

Advisors: _____

Secretary Signature: _____

SIDE B – Side “B” of this form and the “Completed” column on side “A” need to be completed by each organization / club secretary and submitted to the principal by the end of school on the first Friday in June each year. The organization / club secretary should make and retain a copy for the organization’s / club’s records.

Date of Last Meeting: _____

New Officers: President: _____
 Vice President: _____
 Secretary: _____
 Treasurer: _____

Goals for Next Year:

1. _____
2. _____
3. _____
4. _____
5. Attach additional sheet(s) if necessary

Anticipated Fundraising Activities: (Make sure that all appropriate paperwork is completed, as outlined in “Extracurricular Advisors Handbook”)

1. _____
2. _____
3. _____

Anticipated Trips / Events:

1. _____
2. _____
3. _____

End of Year Checklist:

- q Accounting ledgers balanced with activities treasurer
- q All outstanding bills / invoices paid
- q Official club / class / organization notebook returned to advisor for safe keeping until next year
- q “Ellicottville Central School Student Organization / Club Annual Information Sheet” completed

Advisors: _____
(Please initial by name) _____

Secretary Signature: _____