

(Insert date)

Dear       (Insert name of club advisor, name of club)

Example: Dear Mr. Kealoha, Advisor of the Aloha Aina Club

Mahalo nui loa for your Club Sanctioning Form. The Associated Students of Kamehameha Schools reviewed your club sanctioning form and have (complete the sentence)

* Have approved your request to sanction your club.
* Have not approved your request to sanction your club.

As a reminder, under Section II - Service

The club will complete one service learning project during the school year and complete a “Service Evaluation” at the end of the school year. Suggested service day(s) for the 2018-19 school year are:

* Make a Difference Day – November 3, 2018
* Earth Day – March 9, 2019

Under, Article VIII, Section I – Advisor’s Role

The Advisor(s) of the club will complete:

* End of the Year Report, giving an overview of the club’s activities and accomplishments during the school year.
* Service Evaluation, giving an overview of the club’s service to the school and community during the school year.
* End of the Year Financial Report (each club is required to complete this form)
* Fundraisers (optional) - Request for Fundraising form at least two weeks prior to the proposed fundraiser. Fundraising Collection Report within two weeks of the completion of the event.
* Travel - A proposed Travel Request, stating goals/objectives of the trip, tentative itinerary, estimated student attendance and chaperones necessary and estimated costs. (At least three bids for travel should be obtained.) The Travel Request will be considered by the Principal and Student Activities Coordinator for approval.

As a Sanctioned KMS Club for the 2018 – 19 school year, your club is able to:

* Submit Facility Use Requests
* Submit for Club Fundraiser
* Open a Club Finance Account

Mahalo for your support of student clubs and good luck for a successful school year.

Aloha,

(insert your name and council)