

**PROCEDURES****Organization of Student Clubs**

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**ORGANIZATION**

School clubs will be organized and sanctioned if:

- a. A demand for the club is present as evidenced by sufficient student interest.
- b. Prior to a faculty or adult sponsor being approved to serve as an advisor, the sponsor/advisor will be required to submit to the Principal a willingness to direct the club.
- c. The school club serves a need of the student population whether it be educational service to the school or community or recreational.
- d. It has the approval of the Building Principal.

**OPERATION**

- a. All clubs will submit their rules and bylaws to the Principal. These rules and bylaws will include the club's goals and objectives, method of electing officers, finances, etc.
- b. All financial transactions of the organization must be handled through the school internal accounting system.
- c. Events should be scheduled for the year and placed on the school calendar.
- d. A student may earn a varsity letter by participating in a club or other school organized activity/program which represents the District in performances or competitions through criteria determined by the teacher/sponsor, and approved by the Principal (Drama, DECA, Quiz Bowl, etc.).