



## ST. JOSEPH HIGH SCHOOL NEW EXTRA-CURRICULAR CLUB / ACTIVITY CRITERIA & PROCESS

### General criteria for proposing a new club/activity:

- **Concept / Idea:** How does the proposed club/activity support a need or gap at SJHS? Is there any significant duplication of purpose, goals, or activities with an existing school-sponsored club?
- **Value to SJHS Students:** The club/activity must enrich the overall student experience. Does this club/activity provide educational value; volunteer and service opportunities; or some other type of value to the students that participate? Are the club/activity goals in keeping with the mission of St. Joseph High School?
- **Supervision:** Is appropriate, adult supervision available?
- **Inclusiveness:** The club must be open to all interested students regardless of race, sex, religion, national origin, disability, etc. If participation is limited, any qualifications for participation must be reasonably justified by the purpose of the activity.
- **Sustainability:** Is there sufficient student interest to launch this club and maintain its membership in the future?

### Application & Approval Process:

1. Find a qualified adult to moderate the club/activity.
2. Hold an introductory meeting to determine student interest and club/activity sustainability. Have students sign the **Extra-curricular Attendance Sheet** and attach it to this application.
3. Complete and submit the **Extra-curricular Club/Activity Proposal Form** found on the SJHS website.
4. With the above documents in hand, meet with the Dean of Students to discuss your idea for a new club/activity.
5. The Dean of Students may reject the proposal or grant the club/activity a trial period of one school year. The adult moderator must serve on a volunteer basis during this trial period.
6. During the trial period, club members and the faculty advisor must draft a Constitution outlining the organizational structure of the club including but not limited to: mission statement, member responsibilities, officer elections and duties, structure for which club decisions will be made, etc. A final draft of the Constitution must be submitted at the end of the trial period.
7. If, after the trial period, the club/activity has demonstrated a commitment on the part of the advisor and students; its value to the school; and its sustainability, the Dean of Students may then recommend that the club/activity be recognized and funded as an official SJHS club/activity.
8. The faculty moderator will be notified in writing of the final decision.

**ST. JOSEPH HIGH SCHOOL  
EXTRA-CURRICULAR CLUB/ACTIVITY PROPOSAL FORM**

**DATE OF SUBMISSION:** \_\_\_\_\_

**TITLE OF CLUB / ACTIVITY:** \_\_\_\_\_

**STUDENT FOUNDER:** \_\_\_\_\_

**FACULTY ADVISOR:** \_\_\_\_\_

**Please respond to the following criteria as they pertain to your proposal (feel free to type your responses and attach separately)**

1.) Purpose of the proposed club/activity and why it is important to offer this club/activity at St. Joseph High School. How will this club/activity benefit the overall student body of SJHS?

2.) List three goals for this proposed club/activity.

- 1.
- 2.
- 3.

3.) What makes this club/activity different from other existing extra-curricular clubs/activities?

4.) Describe what will happen at a typical meeting.

5.) Please list at least six, specific activities or events (competitions, community service, school events, field trips, etc.) that members of this club will participate in.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

6.) Provide a plan for the use of school facilities required including meeting space, times and frequency of use:

7.) Why do you think there is an interest in this proposed club/activity?

**Advisor Section (to be completed by faculty advisor)**

1.) Explain your interest in acting as the Faculty Advisor for this club.

2.) Are there any special skills or level of expertise needed to properly facilitate this club/activity? If so, please describe your qualifications for this position.

3.) Describe the level of commitment your advisory duties will entail – be specific about meeting times and activities as well as anticipated events, fundraisers, community service projects, competitions etc.

4.) An estimate of the start-up cost, if any, and future costs needed to sustain the club/activity. Please provide a list of materials needed and a breakdown of the cost:

**I have read and understand all of the information regarding the criteria and process for establishing a new extra-curricular club/activity and I verify that the information presented in this application is true to the best of my knowledge.**

\_\_\_\_\_  
Student Founder Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Moderator Signature

\_\_\_\_\_  
Date