



## **CLUBS PROPOSAL PROTOCOL**

Before beginning a Windward-supported club, there are a few things you'll need to do. These steps are in place to help make the club as successful as possible. Additionally, once you've begun meeting, there are some guidelines that are important to adhere to.

This is, essentially, a two-step process. Once you have considered and answered the questions below, you will meet with Ashley and/or Tyrone to discuss the status of your club.

### **IMPORTANT DATES**

**Thursday, May 23**, is the deadline for submission for Fall Clubs. If your club is approved, you will be given a spot at the clubs and service fair in October 2019. You will also get a picture in the school yearbook.

**Friday, December 20**, is the deadline for submission if you would like to create a new club that runs from after Winter break through the end of the school year; you will be given the option to have a club picture taken for the yearbook. Please note that you will need to apply again in May if you would like your club to continue the following school year.

The process requires the following:

- Identifying a clear set of goals for your proposed club (why are you passionate about this topic/theme/idea?)
- Connecting you with a committed faculty advisor to support your club's needs
- Asking important questions that will allow for your ideas and interests to be well-defined and in alignment with the school's mission
- Aligning your own goals with other initiatives, ideas and/or clubs on campus for anticipated connections and collaborations for the ultimate success of your endeavors

### **BEFORE YOU BEGIN, PLEASE MAKE SURE YOUR PROJECT MEETS OUR CRITERIA:**

- Alignment with the mission of the school
- Confirmation of dedicated faculty advisor (must attend meetings)



Date:

Club name:

Club Description:

Name of Student Leader(s):

Faculty Advisor:

How does this club align with the Mission Statement and core values of Windward School?

In what ways will the community benefit from having this club?

How often will the club meet? What level of participation is expected?

What is your personal connection to this club?

What level of support will you need from the School and your faculty advisor?

What activities will your club take part in on or off campus?