

# Carmel High School Club Proposal/Renewal Directions

Can't find a club on our current club list? Start a club in a few simple steps.

*New club proposals will not be accepted after February 28, 2020.*

- 1.) Find a faculty sponsor on your own.
- 2.) Once the faculty member reviews the guidelines ([https://docs.google.com/document/d/1oKYUoOZI2l\\_raC7sb9PdWkC94vlnq\\_B65iXD\\_RlqAjE/edit?usp=sharing](https://docs.google.com/document/d/1oKYUoOZI2l_raC7sb9PdWkC94vlnq_B65iXD_RlqAjE/edit?usp=sharing)) and agrees to sponsor your club, determine the following information together:
  - a.) Name of Club/Description
  - b.) Social Media handles
  - c.) Grades open to
  - d.) Membership requirement
  - e.) Specific meeting dates/times-how can we find you!
- 3.) Fill out the google form at <https://forms.gle/78sTYmGVjRd2VF3P7>
- 4.) **Turn in the signed agreement form to Student Services. You may also submit electronically.**
- 5.) Wait about one week for club approval communication from Mrs. Wiseman. You cannot conduct any meetings or activities until you are approved by the administration.

**NAME OF CLUB:** \_\_\_\_\_

I, the faculty sponsor, agree to review and follow all school organization policies and guidelines. I am responsible for providing students with the organization's policies and guidelines. I will review Canvas occasionally for club updates and important information.

Faculty Sponsor Signature/Date: \_\_\_\_\_

I, the student leader, agree to work with my faculty sponsor to follow specific guidelines. I will review Canvas occasionally for club updates and important information. I will conduct the meetings and communicate with members.

Student Leader Signature/Date: \_\_\_\_\_