

Carmel High School Club Proposal/Renewal Directions

New club proposals will not be accepted after February 15, 2021.

- 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) 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/ntVZeWAKcdj8aQty7>
 - 4.) **Turn in the signed agreement form to Student Services. You must submit this form AND complete the google form before a meeting to approve the club takes place.**
 - 5.) You will receive club related communication from Mrs. Wiseman within five school days. Please note it may take longer due to the new hybrid schedule. You cannot conduct any meetings or activities until you are approved by the administration.
 - 6.) Join the CANVAS course using course self enroll:
<https://carmel.instructure.com/enroll/TABX64>
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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: _____