

CREATING A NEW CLUB

Any teacher or student having an interest in starting a new club should complete a Proposal Form. After the completed form has been returned to the Principal's office, the application goes through the following process:

1. Review of written proposals will be completed by the Principal or a member of the building administrative team.
2. A meeting to discuss the club will be arranged by the Principal with the potential sponsor, and/or student(s) interested in founding the club.

NEW CLUB/ACTIVITY PROPOSAL

The following form must be filled out in order to start a new club or activity. The completed form should be presented to the Principal. A meeting will follow to discuss the proposal.

Activity Advisor for Proposed Club:

Name of Proposed Club/Activity:

General Description of Purpose of Proposed Club/Activity:

Goal(s) of Proposed Club/Activity:

1.

2.

3.

List Activities or Events Students will participate in.

What area/room will you require for this club/Activity?

When and how often do you intend to meet?

List at least 10 students who will be members of the proposed club/activity.

Name:	Name:

Where would the money come from for start-up costs, fees (if applicable) activities? Describe where and how the money will be used and what will it cost to operate the proposed club/activity?

Why do you think there is an interest in this proposed club or activity?

PROCESS

- Step #1: Potential advisor and/or students proposing club complete application is and submit it to school administration for review
- Step #2: Potential advisor and/or students proposing the club meet with a member of the Administrative Team.
- Step #3: Principal approves or disapproves club request

_____ Approved as a pilot for the _____ school year

_____ Not approved as a pilot for the _____ school year

Principal's Signature Date