



THE KING'S ACADEMY

Club CHARTER Application for 2024-2025

In order to start meeting as a club, you must:

1. Complete this application.
2. Return to Mrs. Ding's box in the SAO.
3. Wait for notification of approval BEFORE scheduling meetings.
4. Contact Mrs. Ding to schedule meeting times and locations.
5. All off-campus events must be approved using the *Off-Campus Event Request* form (permission slips are also required.)
6. **Submit your application prior to August 23rd, 2024.** Applications will not be accepted after August 23rd, 2024, for the remainder of the school year.
7. **If your club is doing fundraising, you must submit the Club Fundraising Form by Aug. 23rd.**

Your Name: _____

Name of Club: _____

TKA's Mission Statement as follows:

The King's Academy is a Christ-centered school that inspires academic excellence, servant leadership, and enduring relationships.

Write a mission statement for your club that supports the TKA mission statement.

What is the purpose of this club? What do you plan on doing? (activities, service...)

When will you meet? How often? (once a week, twice a month...)

Where will you hold your meetings?

Please PRINT the names of at least four other students who are interested in being in your club.

- | | |
|----|----|
| 1. | 2. |
| 3. | 4. |

Approved By: _____
Administrative Team

Date: _____

Club Advisor's Responsibilities

I agree as a Club Advisor to:

- Meet with the President of the club before scheduled meetings.
- Be present for all meetings and fundraisers.
- Advise the club on appropriate club functions and activities.
- Help the club solve problems.
- Review proposed club activities to ensure they support TKA's Mission Statement and are permitted by TKA's campus rules.
- Ensure all proposed club events and programs are approved in advance by the Dean of Students.
- Review any flyers/postings **first** to ensure they include all necessary day/date/time/place information, who is sponsoring the event/activity, and that all language, images, and content are appropriate (*See Campus Posting And Advertising Policy in Staff Handbook*).
- Ensure all club fundraising is approved in advance and all funds raised are deposited in the appropriate TKA club fund through the Business Office.
- Ensure all proposed club travel is approved in advance.
- Help assure the overall health and longevity of the club.

Sign: _____
(TKA Employee Print and Sign)

Date: _____

Student Club Fundraising Request From

Club Name _____

Club Advisor _____

Club President(s) _____

Please list below the target month(s) you would like to have your fundraiser.

Semester 1

Semester 2

Describe your planned activity.

Purpose of funds raised

If the funds raised are being donated to an outside organization please provide information regarding the organization.

Approved by:

Dean's Office

Operations/Facilities

Business Office

Student Club Fundraising Protocol

1. Each Student Club must submit a fundraising request form at the beginning of the school year when the Student Club Application/Renewal is due. Fundraising requests that come in after the Club Application deadline, may not be approved.
2. Once all club fundraising requests are submitted, each fundraiser will be reviewed for approval by the Dean's Office.
3. Once approved by the Dean's Office, Operations will suggest dates to the Club.
4. After the date has been determined, each Club Advisor must fill out a TKA Activity Request form along with a facilities request form.
5. All monies must be turned into the Business Office within 24 hours of the fundraiser.