

MARPLE NEWTOWN SCHOOL DISTRICT

Student Club/Activity Proposal Packet

Follows School Board Policy 122



Collaborating
Learning
Understanding
Belonging



Contents:

- | | |
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Building:

Club Name:

Advisor:



MARPLE NEWTOWN SCHOOL DISTRICT STUDENT CLUB/ACTIVITY APPROVAL PROCESS



MNHS

Student and Advisor
request Student
Club/Activity Proposal
Packet from Student
Council

Student and Advisor
complete Student
Club/Activity Proposal
Packet
(Forms A-D are required)

Completed Proposal
Packet sent to Student
Council for approval -
voting will take place at
their next scheduled
council meeting

If Student Council
approves, send to
Assistant Principal for
approval

Once signed, Student
Club/Activity Proposal
Packet is sent to
Assistant
Superintendent for
Approval

Once signed, Student
Club/Activity Proposal
is sent to
Superintendent for
Approval

If approved, Student
Club/Activity will then
be added to School
Board Agenda for Final
Approval

If School Board
approves, copy of
completed Student
Club/Activity will be
sent to home building
for filing

PHMS

Student and Advisor
request Student
Club/Activity Proposal
Packet from Main
Office

Student and Advisor
complete student
Club/Activity Proposal
Packet
(Forms A-D are required)

Completed Proposal
Packet sent to Student
Council for approval -
voting will take place at
their next scheduled
council meeting

If Student Council
approves, send to
Principal for approval

Once signed, Student
Club/Activity Proposal
Packet is sent to
Assistant
Superintendent for
Approval

Once signed, Student
Club/Activity Proposal
is sent to
Superintendent for
Approval

If approved, Student
Club/Activity will then
be added to School
Board Agenda for Final
Approval

If School Board
approves, copy of
completed Student
Club/Activity will be
sent to home building
for filing

ELEMENTARY

Advisor requests
Student Club/Activity
Proposal Packet from
Main Office

Advisor completes
Student Club/Activity
Proposal Packet
(Forms A-D are required)

Completed Student
Club/Activity Proposal
Packet sent to Building
Principal for approval

If approved, Student
Club/Activity Proposal
Packet is sent to
Assistant
Superintendent

Once signed, Student
Club/Activity Proposal
is sent to
Superintendent for
Approval

If approved, Student
Club/Activity Proposal
will then be added to
School Board Agenda
for Final Approval

If School Board
approved, copy of
Student Club/Activity
will be sent to home
building for filing



MARPLE NEWTOWN SCHOOL DISTRICT

STUDENT CLUB/ACTIVITY
REQUEST FORM A *(Pg 1 of 3)*



NAME OF CLUB/ACTIVITY OR ORGANIZATION:

PURPOSE/OBJECTIVE:

Briefly describe why this club/activity or organization is being formed.

BENEFIT:

Briefly describe how the students/district will benefit from this organization.

LEADERSHIP:
(MNHS and PHMS Only)

[☐] ELECTED

[☐] APPOINTED



MARPLE NEWTOWN SCHOOL DISTRICT
STUDENT CLUB/ACTIVITY REQUEST
FORM A (Pg 2 of 3)



FUNDRAISING:

Will this club/activity or organization [] YES [] NO
raise funds?

If "yes", briefly describe typical fund-raising activities and who will be involved.

USE OF FUNDS: *only if activity is raising funds*

Briefly describe how these funds will be used to benefit the students or district.

FINANCIAL DEPENDENCE:

Will this organization require financial assistance or facilities from the general fund? [] YES [] NO

If "yes", describe the assistance needed and whether it is a continuing, year-to-year need.

FINANCIAL RESPONSIBILITY:

Briefly describe who will be responsible for these funds and how fundraising, expenditure and/or transfer decisions will be made.

STUDENT ORGANIZER: _____

FACULTY ADVISOR SIGNATURE : _____

DATE SUBMITTED: _____



MARPLE NEWTOWN SCHOOL DISTRICT
STUDENT CLUB/ACTIVITY REQUEST FORM
FORM A (Pg 3 of 3)



CHARTERED BY STUDENT COUNCIL (MNHS and PHMS only) ☐ YES ☐ NO

If no, reason:

STUDENT COUNCIL REPRESENTATIVE: _____ DATE: _____

STUDENT COUNCIL ADVISOR: _____ DATE: _____

BUILDING ADMINISTRATOR/PRINCIPAL: _____ DATE: _____

ASSISTANT SUPERINTENDENT: _____ DATE: _____

SUPERINTENDENT: _____ DATE: _____

BOARD OF EDUCATION ACTION:

☐ APPROVED

☐ DENIED

REASON FOR DENIAL IS AS FOLLOWS:

DATE OF APPROVAL:

A copy will be returned to advisor of club once approved.



MARPLE NEWTOWN SCHOOL DISTRICT
STUDENT CLUB/ACTIVITY ORGANIZATIONAL
MAKE-UP FORM
FORM B



SCHOOL YEAR: _____

NAME OF CLUB/ACTIVITY or ORGANIZATION: _____

PRESIDENT:

Signature: _____

Print: _____

VICE PRESIDENT:

Signature: _____

Print: _____

SECRETARY:

Signature: _____

Print: _____

TREASURER:

Signature: _____

Print: _____

FACULTY ADVISOR:

Signature: _____

Print: _____

BUILDING ADMINISTRATOR:

Signature: _____

Print: _____



MARPLE NEWTOWN SCHOOL DISTRICT
STUDENT CLUB/ACTIVITY ACCOUNT
FACULTY ADVISOR RESPONSIBILITIES FORM
FORM C



Student club/activity faculty advisors play an important role in guiding, supporting and motivating students.

Advising and Mentoring Students

Faculty advisors can offer essential knowledge and support to club members. In advising and mentoring students, your role can include:

- Helping students develop organizational, administrative, and communication skills
- Encouraging peer mentoring among students to foster personal and professional development
- Fostering a sense of teamwork and commitment within your organization and the school

Guiding Student Club/Activity

Drawing on years of “real world” experience, faculty advisors can help elected officers and other members create and sustain successful clubs by:

- Overseeing the governance of the club and the maintenance of records
- Maintaining communication with administration concerning dates and building usage calendar
- Attending club meetings and working closely with the clubs executive committee
- Advising the club on matters of policy

FACULTY ADVISOR SIGNATURE: _____ DATE: _____

OFFICE USE ONLY

STUDENT COUNCIL ADVISOR: _____ DATE: _____
(MNHS and PHMS only)

ADMINISTRATOR/PRINCIPAL: _____ DATE: _____



MARPLE NEWTOWN SCHOOL DISTRICT
STUDENT CLUB/ACTIVITY CONSTITUTION
FORM D



Article I: Official Name of the Club/Activity or Organization

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Article II: Mission Statement

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Article III: Membership Requirements

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Article IV: Method of removal of club/activity membership

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Article V: Meetings (dates, times, purpose, etc)

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MARPLE NEWTOWN SCHOOL DISTRICT
STUDENT CLUB/ACTIVITY AUTHORIZATION FORM
FORM E



For the establishment of:

SPECIAL FUND (Club/ Activity Name) _____

Expected Sources of Funds: _____

Expected Uses of Funds: _____

Faculty/Staff Sponsors: _____

Student Treasurer: _____

I hereby authorize the establishment of the above account. Advisors and Treasurers will be required to utilize these funds in accordance with the Marple Newtown School District Policy.

Principal's Signature

Date

Submit Original Copy to Business Office for Account Creation



MARPLE NEWTOWN SCHOOL DISTRICT
STUDENT CLUB/ACTIVITY SIGNATURE FORM
FORM F



SCHOOL YEAR

STUDENT CLUB/ACTIVITY: _____

ACCOUNT # _____

PRESIDENT

Signature _____

Printed _____

VICE PRESIDENT

Signature _____

Printed _____

SECRETARY

Signature _____

Printed _____

TREASURER

Signature _____

Printed _____

FACULTY ADVISOR(S)

Signature _____

Printed _____

Signature _____

Printed _____

BUILDING ADMINISTRATOR

Signature _____

Printed _____

Date sent to Business Office _____

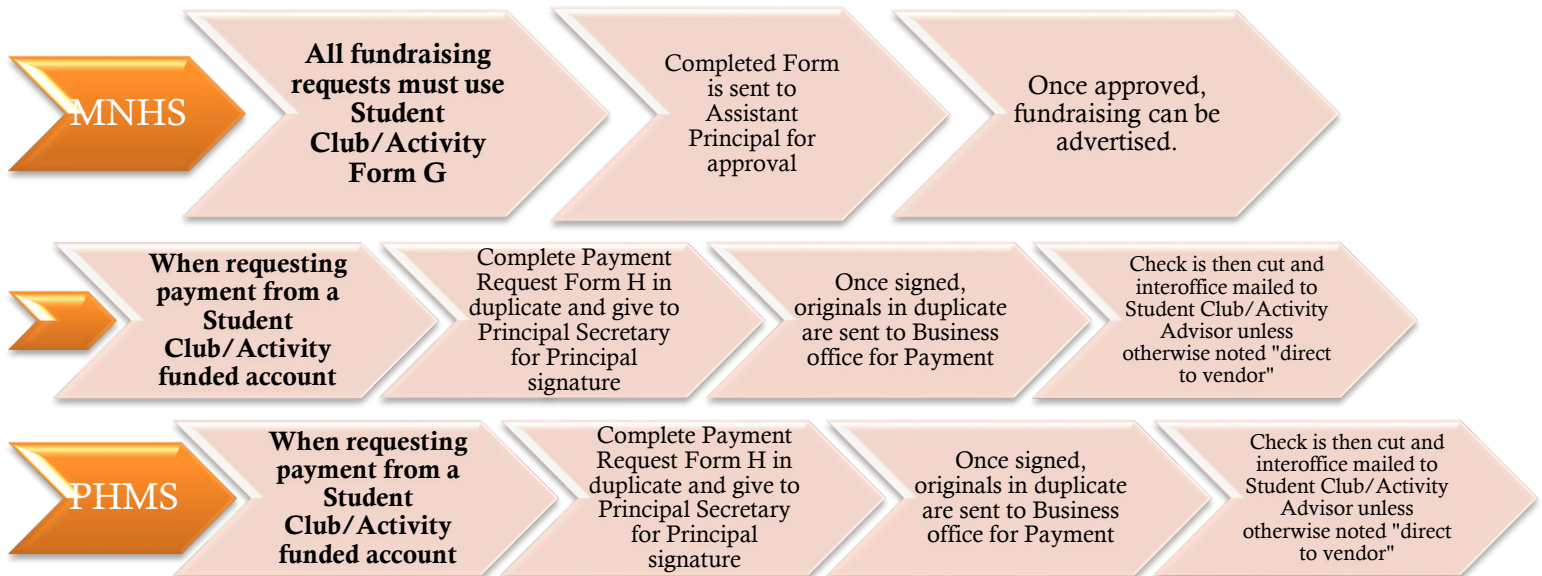


MARPLE NEWTOWN SCHOOL DISTRICT ADDITIONAL STUDENT CLUB/ACTIVITY PROCESSES



KEEP YOUR CLUB UP TO DATE:

-  Form B is to be completed each year indicating new officers, or anytime there is a change to officer or advisor.
-  Form F (*if funded club/activity*) is to be completed each year indicating new officers, or anytime there is a change to officer or advisor.
-  In the event that your club goes dormant, Form I must be completed and submitted to administration.





MARPLE NEWTOWN SCHOOL DISTRICT
REQUEST FORM FOR PERMISSION TO CONDUCT A
DRIVE/FUNDRAISER AND STUDENT CLUB/ACTIVITY
FORM G



To: _____, Building Administrator

From: _____, Name of Organization
_____, Name of Faculty Advisor

Date: _____

Club/Activity or Organization Submitting Request: _____

Proposed Date(s) of Activity: _____

Location(s) of Proposed Activity: _____

Purpose and Objective of Proposed Activity and Use of Funds:

Money in Internal Account: _____

Student Representative Signature: _____

Advisor Signature: _____

_____ Administrative Approval

_____ Permission Denied

Assigned Date(s) of Events: _____

Building Administrator Signature: _____

SUBMIT IN DUPLICATE – ORIGINAL SIGNATURES ON EACH FORM



MARPLE NEWTOWN SCHOOL DISTRICT
STUDENT CLUB/ACTIVITY FUND
PAYMENT REQUEST
FORM H

Vendor Name: _____

Date: _____

Address: _____

Organization Name: _____

Invoice Number: _____

Organization Acct #: _____

Quantity	Description of Items Purchased/Services Rendered	Unit Price	Total Amount

Requested By: _____
Student Officer

Approved By: _____
Faculty Advisor

Approved By: _____
Principal

Submit Original in duplicate to Business Office



MARPLE NEWTOWN SCHOOL DISTRICT
REQUEST TO CLOSE STUDENT CLUB/ACTIVITY
FORM I



1. NAME OF CLUB/ACTIVITY OR ORGANIZATION:

2. REASON FOR CLOSING (briefly describe why this organization is being disbanded):

3. DISPOSITION OF FUNDS:

a) Does this organization have any funds: Yes_____ No_____

If yes, what is the account number and present balance: Account #_____; Balance _____

b) What disposition will be made of these funds?

c) How will the funds be used after the above disposition is made? _____

4. DATE OF CLOSING: _____

Submitted by: _____ Date Submitted: _____

Approval of Sponsoring Administrator(s): _____

Approval of Club Officers:

Principal Approval: _____

BOARD OF EDUCATION ACTION

This request was: Approved____ Disapproved____ by the Board of Education at the meeting held _____.

Reasons for disapproval or qualifications of approval, if applicable, were as follows:

Date: _____ Board Secretary: _____

Submit Original to Business Office and Copy: Principal; Club Advisor