

NEW CLUB PROCEDURES

SCHOOL SPONSORED CLUBS

To be eligible for consideration as a club at Conestoga High School, a club must meet the following criteria:

1. Evidence of sufficient student interest (i.e., 20 or more students).
2. Congruence with mission of Conestoga High School.
3. Availability of an appropriate adult sponsor on staff at Conestoga High School.
4. No significant duplication of purpose, goals, or activities of an existing school-sponsored club.
5. Approved by Dr. Nicole Jolly the Director of Student Activities.

CREATING A NEW CLUB

Any student having an interest in starting a new club may obtain a Proposal Form (see following pages). After the completed form has been returned to the Director of Student Activities located in room 208, the application goes through the following process:

1. Review of application by the Director of Student Activities in light of the above criteria for school-sponsored clubs.
2. Meeting with potential sponsor and/or Director of Student Activities.
3. If a club is accepted as a school-sponsored club, the club will be on “pilot” status for its first year and a specific plan to start as a school-sponsored pilot club will be developed by the sponsor, students, and Director of Student Activities.

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 Dr. Nicole Jolly, Director of Student Activities located in room 208.

PERSON PRESENTING THE PROPOSAL:

Name _____

Homeroom _____

Email Address _____

NAME OF PROPOSED CLUB/ACTIVITY

GENERAL DESCRIPTION OF PURPOSE OF PROPOSED CLUB/ACTIVITY

GOAL(S) OF PROPOSED CLUB/ACTIVITY

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

LIST AT LEAST FIVE ACTIVITIES OR EVENTS STUDENTS WILL PARTICIPATE IN:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | |

What type of area do the students need to meet in (classroom, theatre, gym, etc.)

When and how often do you intend to meet?

List at least 20 students who will be members of the proposed club/activity and their homerooms. (please be sure to print names clearly, no nicknames will be accepted).

1. _____ Homeroom _____
2. _____ Homeroom _____
3. _____ Homeroom _____
4. _____ Homeroom _____
5. _____ Homeroom _____
6. _____ Homeroom _____
7. _____ Homeroom _____
8. _____ Homeroom _____
9. _____ Homeroom _____
10. _____ Homeroom _____
11. _____ Homeroom _____
12. _____ Homeroom _____
13. _____ Homeroom _____
14. _____ Homeroom _____
15. _____ Homeroom _____
16. _____ Homeroom _____
17. _____ Homeroom _____
18. _____ Homeroom _____
19. _____ Homeroom _____
20. _____ Homeroom _____

Have you contacted a faculty member to serve as a advisor? _____ YES _____ NO

Name of Advisor _____

What will it cost to operate the proposed club/activity? Describe where and how the money will be used.

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

RETURN TO THE DIRECTOR OF STUDENT ACTIVITIES

Process

Step #1 ____ Application is filled out and submitted to Dr. Nicole Jolly, Director of Student Activities for review.

Step #2 ____ Meeting with Dr. Nicole Jolly, Director of Student Activities; potential sponsor, and/or students proposing new club.

Step #3 ____ Final written decision by Dr. Nicole Jolly.

_____ **Approved** as a pilot

Director of Student Activities _____ Date _____

_____ **Not Approved** as a pilot

Director of Student Activities _____ Date _____

SUCCESSFUL COMPLETION OF PILOT STATUS

A group initially approved as a pilot club may be approved for full status as a school-sponsored club upon application to the Director of Student Activities demonstrating that it has:

1. Been in existence at least one school year (two consecutive semesters):
2. Maintains a membership of at least 20 students;
3. Has a club profile describing the purpose, goals, structure of the club, activities, and calendar.
4. Has a member of the faculty/staff serving as a Advisor.