How to Start a Club

1. If you share a strong interest in a hobby or subject with several friends or peers, you might want to consider forming a new club. By forming an official organization, you are demonstrating leadership qualities!
2. Ask a teacher to be your club sponsor and obtain their approval. They must attend your meetings and assist with all club activities and paperwork.
3. Create a sign-up sheet and start gauging interest from your peers.
4. Once you have 10 signatures and a sponsor, please ask your sponsor to download the necessary forms from the Google Team Drive.
5. **Fill out the paperwork with your sponsor and have your sponsor return the form to Mr. Champion** along **with a copy of the sign-up sheet**, to obtain final approval.
6. Once you receive approval from Mr. Champion, you will be allowed to begin meeting as a club.

Once the club has been created:

1. Review meeting dates/times for other clubs. Set a meeting date/time that would allow you to have the most opportunity to meet with the majority of students.
2. Advertise your club to gain membership!
3. Create a mission statement for the organization and general rules/bylaws/constitution. Have all club members agree on (ratify) the club bylaws and/or constitution.
4. Elect officers for your organization. All positions should have detailed descriptions describing each specific role. These descriptions should be posted on the community page for all group members.

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Examples of some elected positions are:

a. **President**
b. **Vice president**
c. **Secretary**
d. **Treasurer**
e. **Historian**
f. **Publicity Officer**

5. Create a calendar of events for your club. Please make sure to go through the appropriate process for approving school events. Any fundraising events must be approved by Mr. Champion prior to advertising or purchasing any items for the fundraiser.
6. If you need to reserve a space for an event, please have **your sponsor** follow the room reservation procedures after the event has been approved.
7. When holding club meetings, follow parliamentary procedures.
8. Things to consider as a club, how can you contribute to the school and community?
9. What big fundraising ideas do you have? It takes time to approve fundraisers, so please turn that in as soon as possible (at least 1 month prior to the desired start date).
10. How are you going to recruit new members?
11. At the end of the spring semester, elect new officers for the upcoming school year and establish a tentative schedule of events for the club during the upcoming year.

Example: General Order of a Meeting

- Call to order by the president or chairman
- Reading and approval of the minutes from the previous meeting
- Discussion of old business
- Discussion of new business
- Program
- Adjournment