



## Kingsway Regional School District

*Committed to Excellence*

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### **STUDENT CENTERED CLUB Proposal Packet**

In this packet, you will find important information regarding the process of establishing a club at Kingsway Regional High School.

Please review and fill out this packet entirely before submitting it to the administrator who oversees Student Activities.

**Deadline to submit an application: May 1<sup>st</sup> of the prior school year.**

**Questions can be directed to the Assistant Principal and Director of Student Activities:**

**Mr. Steve Ottinger**

**Assistant Principal and Director of Student Activities**

**South Main Office**

**ottingers@krsd.us**

After the completed packet has been returned, the application goes through the following process:

1. Review of application by the Director of Student Activities for school-sponsored clubs and conditions for school-recognized clubs.
2. The final decision of acceptance or rejection of the club is made by the Director of Student Activities and the Principal.
3. If a club is accepted as a school-sponsored club, the club will be on "pilot" status for one (1) year and a specific plan to start as a school-sponsored pilot club will be developed by the advisor, students, and Student Activities Director.

## **Process for Starting a Club**

Clubs and organizations at Kingsway Regional High School serve to provide students the opportunity to become authentically engaged in the campus community, gain a deeper sense of

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belonging, and enhance their learning in a co-curricular setting. Leaders and members of clubs have the opportunity to create inclusive communities for the student body. By engaging in authentic participation, students are able to develop leadership skills, meet peers with similar interests, and contribute positively to their Kingsway Regional High School experience.

**Prior to completing and submitting the application, consider the following questions as it intends to increase the likelihood of success and effectiveness of the proposed club:**

- What is the mission of this club?
- What is the description of the club?
- What are the goals and objectives of this club?
- What are the lessons or experiences this club will provide to the students?
- Who is the target audience of this club?
- How does this club appeal to students not currently involved?
- How does this club differ from any other current club?
- How does this club promote our mission and vision?
- What steps will you take to ensure this club is successful during the pilot phase?
- How will you ensure the club is sustainable in the future?

## **Steps to Create a New Student Club**

### **1. Student Club**

- Consider what the purpose and vision is for the club and how the Kingsway High School community would benefit from the club
- Read through the Club Proposal Packet
- Find 20 or more currently enrolled students that are interested in being an active member of the club and have them sign the “Proposed Active Members” form
  - At least 15 students need to be returning to Kingsway Regional High School the following year
- Develop a thorough, in-depth Club Proposal
- Submit the completed application packet for processing
  - Note: If the mission or purpose of the proposed club is similar to an existing club or organization, the club will not be considered for approval

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# CLUBS & ORGANIZATIONS

## Application Packet

**Date of Submission:** \_\_\_\_\_

**Person(s) Presenting the Proposal:**

Student Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Student Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Teacher Volunteer Advisor: \_\_\_\_\_

**Name of Club:** \_\_\_\_\_

**Type of Club:**

Art Career Competition Dance Discussion Intramural Leadership Media Music  
Recreation Service Theater World Culture Other: \_\_\_\_\_

**Club's Mission Statement:**

The mission statement includes the club's purpose and its educational value at Kingsway Regional High School.

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**Description of Club (for the Activities Handbook):**

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## Proposed Active Members

A minimum of 20 current students of Kingsway Regional High School are required as members for official recognition.

	Name	Grade	Kingsway Email Address
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2.			
3.			
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20.			

# Club Proposal

**Please follow the template below and ensure all sections are properly answered in-depth.**

**Name of Club or Organization**

- The name of the club or organization shall be (name of club).

**Mission Statement**

- The mission statement of (name of club) shall be: (includes the club’s purpose, vision, and goals for the future).

**Student Learning Objectives**

- As a result of students participating in (name of club), they will: (specifically identify what members will learn and/or develop)
  - What do you want students to walk away with; how does this club impact their learning and growth as a Dragon? How does it enhance their overall high school experience?

### **Membership Requirements**

- Identify any specific prerequisites or requirements for students to join (name of club).
  - (Name of club) shall not deny membership to any current student of Kingsway Regional High School on the basis of gender, race, religion, national origin, sexuality, or disability.

### **Fundraising (if applicable)**

- (Name of club) will be fundraising money for (indicate what programs/expenses the fundraising will cover)
- List specific fundraising strategies the club will pursue and the timeline (if available) of when strategies will be implemented

### **Budget and Projected Expenses**

- (Name of club) anticipates it will cost (total dollar amount) annually to operate.
  - Indicate reasoning behind total expenses along with its relevance to the purpose of the club.

### **Club Leadership Structure**

- Identify the leadership structure for (name of club). The structure should include titles of positions, responsibilities, and selection criteria.

### **Meetings**

- Regular meetings for (name of club) shall be: (indicate frequency and time, as well as proposed day of the week)

### **Extramural Mission Statement (if applicable)**

- The mission statement of affiliation or extramural organization\*, national and/or local, is as follows: (provide official mission statement). Explain your relationship with the organization and how it will enhance your club.
- \*Extramural organization must not be in conflict with Kingsway Regional High School's Mission Statement or Student Code of Conduct

## **Successful Completion of Pilot Status**

A group initially approved as a pilot club may be approved for full status as a school-sponsored club after one (1) year upon 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 constitution describing the purpose, goals, and structure of the club;
4. Has identified activities;

5. Has an identified meeting structure; and
6. Has a volunteer advisor.

# Kingsway Regional High School

## New Club Approval Form

Name of Proposed Club: \_\_\_\_\_

Teacher Volunteer Advisor: \_\_\_\_\_

Student Presenters: \_\_\_\_\_

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### Administrative Review

The above club proposal has been reviewed in full and meets the requirements for consideration as a **pilot club** at Kingsway Regional High School. Approval below grants the club “pilot” status for one (1) school year, during which time the advisor, student leaders, and the Director of Student Activities will collaboratively monitor progress toward sustainability and student engagement.

At the conclusion of the pilot year, the club will be re-evaluated for full status as a school-sponsored organization.

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**Approval Signatures**

- **Director of Student Activities**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- **Principal**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Pilot Status Granted (One-Year Term)**

**Proposal Returned for Revision**

**Proposal Denied**

**Notes/Conditions for Approval (if any):**

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**Approval For  
Full Status as  
School-  
sponsored  
Activity:  
Signature**

\_\_\_\_\_  
**Date** \_\_\_\_\_  
\_\_\_\_\_