



2026 - 27

JSERRA CATHOLIC HIGH SCHOOL

CLUB PROCEDURE

All clubs must apply or re-apply for official/active status each school year. **You must have at least 10 students who are interested in joining the club in order to apply.** Club Rush is a great time to solicit new additional members and occurs during the first few weeks of school in August.

Key information:

1. Find a faculty/staff member who is willing to be a moderator/advisor.
(You MUST have a JSCHS faculty/staff advisor who attends/hosts each monthly meeting to be approved.)
2. Fill all forms out, legibly, review and sign the Club Application, Agreement/Signature page. You will be required to submit your Club Meeting Minutes with each meeting. Those should be **occurring at least once a month** to stay an active club.
3. Turn in the physical, completed Club Application (pages 4-5, double-sided) to Mr. Roberts in Room 3217 or Mr. Paulsen in Room 3107 no later than **April 24, 2026, at 3:00 PM.**
4. Your Club Application will be reviewed, and if approved, you will receive an email confirmation. If your club is new or is similar to another club, a revision or interview will be required. The interview dates are **May 4-8.** You will receive an email from Mr. Roberts or Mr. Paulsen with a proposed time/date. **If you fail to come to the meeting, it will be assumed that you no longer desire to start your proposed club.** Make sure to check your email everyday as this will be the main form of communication.
5. Official recognition will be given before the end of this current school year via school email to the club President(s) and moderators. The application, constitution, SOP agreement form will all remain on file with the Activities Director. The club will remain official and active as long as the club works and conducts itself within the bounds of the original purpose as written in the Constitution. If students fail to remain active, club membership falls below the required minimum, monthly minutes are not turned in, or fails to continue to benefit JSerra, the club will lose its status and not be eligible to apply the following year.
6. The Activities Director, Assistant Activities Director, and Vice-Principal shall determine if a club should be placed on the inactive list.

Types of Clubs

Categories

Clubs will be categorized as follows:

1. Service Club
2. Extra-Curricular Club
3. Social Club
4. Competitive Club

While certain clubs are categorized as “service clubs,” events that are eligible for Christian Service Hours are not solely for these clubs. Christian Service Hours are to be permitted on an event-by-event basis for any club.

Service Category

Service clubs focus on the welfare of a group/community through health, education, etc. Any JSCHS faculty/staff member may be a moderator of a service club.

Extra-Curricular Category

Extra-Curricular Category clubs are geared toward enhancing academic courses offered on campus through a direct tie to the curriculum, (i.e., French Club). Clubs that apply for this classification must have a moderator that is a teacher of that subject matter.

Social Category

Social clubs are geared to increasing student body spirit and providing social outlets. These clubs can meet and conduct club business on campus. Any JSCHS faculty/staff member may be a moderator of a social club.

Competitive Category

Competitive clubs offer multiple opportunities to compete and participate in events throughout the year but are not affiliated with JSerra Athletics.

Organization Formation

Application

All clubs, regardless of the number of years in existence, must reapply for membership every year. Being recognized as an official club one year does not qualify you for automatic renewal for the following year. The club moderator and president will be emailed upon approval of the club, and the club application will stay on file with the Activities Director or Assistant Activities Director.

Active/Inactive Status

Clubs that apply and are approved will be granted “active” status. Active status allows that club to meet on campus and conduct official club business. Further, clubs would be able to fundraise, plan drives, etc. These requests must be made to the Activities Director and Assistant Activities Director. Clubs with an “inactive” status are not allowed to meet or conduct official club business.

Constitution

A constitution must be on file with the Activities Director for a club to remain in active standing. The constitution can be updated at any time by the club but must be submitted to the Activities Director for approval each time it is revised. Further information will be provided in a follow-up email if a club is approved for next year.

Moderator

A club must have a least one JSCHS faculty/staff member agree to serve as moderator for the club to remain in active standing. The club moderator shall be involved in the scheduling (times, locations, etc.) of club meetings, fundraisers, and all other club business. Club moderators are to submit announcements on behalf of the club via the school’s Announcements for Schools program. Club moderators primarily communicate with club officers and JSerra faculty/staff departments regarding club activities including facility reservations, and other activity setups. Moderators must also be present (or another adult) at all official club meetings, events, activities, etc. The moderator must not exceed advising more than three clubs.

Officers

All clubs must have a least three members holding office to remain in active standing. Typical office arrangements include President, Vice President, and Secretary/Treasurer. Officers must maintain contact between the club moderator and the club members. Under the direction of the club moderator, officers organize meetings, fundraisers, and club activities. Club officers primarily communicate with the club moderator, club members, and the JSerra student body.

Please email Mr. Roberts at Robby.Roberts@JSerra.org or Mr. Paulsen at Josh.Paulsen@jserra.org with any questions regarding clubs including applying/reapplying for membership.



Print and fill out this page front and back

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JSERRA CLUB APPLICATION

Name of Club: _____

Description: _____

Club Moderator (must be a JSCHS faculty/staff employee who hosts and attends all monthly meetings):

Name: _____ Email: _____ Date: _____

Classification (check one):

New Application ☐

Renewal Application ☐

Name Change/Past Club ☐

Read the following descriptions and check which one applies to your Club:

_____ Is this a SERVICE Club? (Focus is on the welfare of a group/community through health, education, etc.)

_____ Is this an EXTRA-CURRICULAR Club? (Focus on enhancing academics)

_____ Is this a SOCIAL Club? (Focus on cultivating school spirit or strengthening student camaraderie)

_____ Is this a COMPETITIVE Club? (Focus on competitive activities)

Prospective Club Officers (include current grade):

President: _____ Grade: _____ Email: _____

(optional) Co-President: _____ Grade: _____ Email: _____

Vice-President: _____ Grade: _____ Email: _____

Secretary/Treasurer: _____ Grade: _____ Email: _____

Petition for Membership

The following students do hereby affirm that they will support and maintain the above-named club, (minimum is 10 students). Students cannot be current seniors.

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

*Please attach a separate list if greater than 20 students are interested

Agreement and Signature (to be completed after reading the entire Club Packet)

I have read and understood the entire JSCHS Club Application. By signing below, I acknowledge that I will adhere to the policies and procedures outlined in this manual, the JSerra Handbook, and all other documents and guidelines published by JSerra Catholic High School. Failure to do so may result in consequences, including, but not limited to loss of club privileges, the club moving to inactive status, and possible denial of future application for active status.

Club President Name: _____

Club President Signature: _____

Date: _____

Moderator Name: _____

Moderator Signature: _____

Date: _____