



Public Schools of the Tarrytowns
Business Office • 200 North Broadway • Sleepy Hollow, New York 10591

NEW CLUB PROPOSAL

The following form must be filled out and approved in order to start a new club. The completed form should be presented to the Principal. A meeting will follow to discuss the proposal.

Advisor for Proposed Club: _____

Name of Proposed Club: _____

Describe the purpose of the Proposed Club:

Goal(s) of Proposed Club:

1. _____
2. _____
3. _____

List activities or events that club members/students will participate in:

1. _____
2. _____
3. _____

What area/room will be required for this Club? _____

When and how often does the Club intend to meet? _____

When a new club forms, your starting balance is \$0. The club is responsible for coming up with a way to build their funds. Where would the money come from for start-up costs, fees (if applicable), activities? _____

Describe where and how the money will be used and what it will cost to operate the proposed club.

List at least 10 students (full names) who will be members of the proposed club/activity:

Name:	Name:
Name:	Name:
Name:	Name:
Name:	Name:
Name:	Name:
Name:	Name:

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

PROCESS

- ☐ Step #1: Potential advisor and/or students proposing club must complete New Club Proposal form and submit it to the Main Office (Ms. Joanne (HS) or Ms. Heidi (MS))
- ☐ Step #2: Potential advisor and/or students proposing the club meet with the Principal or a member of the building administrative team.
- ☐ Step #3: Principal approves or disapproves club request

Approval: Yes____ No____ for the _____ school year

Principal's Signature

Date