Cherokee County School District

Administrative Guidelines for Formation of School-Sponsored Clubs and Organizations

School clubs play a significant role in the education of our children on our school campuses. All school clubs should work towards the goal of the School District and each local school. The creation of clubs on a Cherokee County School District campus must be reported to the Office of School Leadership & Operations to ensure that all activities meet the District standard for safety and function.

The following guidelines will serve as assistance in the successful formation of on-campus school clubs:

1. The club will have a name that reflects the purpose, goal, or activities of the club.

2. The club must have a certified CCSD employee as the advisor/supervisor of the club.

3. The club will have written by-laws that describe the election of officers, a mission statement that describes the purpose of the club and guides the activities of the club, a statement of duration (will this club be for one semester or entire school year), and signed approval/authorization of the Principal.

4. The meeting schedule for the club will be clearly defined and posted for members, parents, and staff (weekly, monthly, location). Notification of parents is an important requirement for all club applications.

5. The club will have a description of planned activities for club members. Events that are deemed to be inappropriate for school activities or expose the School District or school to unnecessary risk or liabilities will not be approved. The Office of School Leadership & Operations and the Office of Risk Management will review club applications for approval.

6. Principals must notify parents/guardians on an annual basis relative to all school clubs at their respective schools. This notification will occur at the beginning of the school year. Parental notification may occur through the postings on the school's website, but information must be included in the school's handbook directing parents to the location of school club information.