



Cache County School District

Policy Series 3000: Students

Policy No. 3620 P1

Authorization of Student Clubs and Organizations

Purpose

To support the authorization, sponsorship, parental consent, and controlled access of school resources for approved student clubs and organizations.

Authorization of Clubs

Each school in the district shall establish written application procedures for student clubs and organizations. These procedures may include deadlines for submitting applications and a minimum club membership (non-curricular clubs may not have fewer than three members). These procedures shall include requirements for a club charter, a proposed club name, the name of a faculty member to act as sponsor, supervisor, or monitor, and a commitment to comply with all applicable rules, policies, and laws. The club charter shall be a statement of the club's purpose, goals, and activities. Furthermore, clubs will provide a statement of the club's categorization, indicating all of the following that may apply:

- 1) athletic;
- 2) business/economic;
- 3) agriculture;
- 4) science;
- 5) gaming;
- 6) religious;
- 7) community service/social justice; and
- 8) other.

The school administration shall:

- 1) Provide preliminary approval or rejection of student club applications with the advice and consent of District administration.
- 2) Once a school administration has approved a school club, the initiating documents (including club charter, proposed name, proposed faculty advisor, etc.) will be forwarded to the Cache County Board of Education for final review and approval.
- 3) Clubs will be reviewed for approval annually at the October school board meetings. Each school shall compile a comprehensive list of all clubs and organizations seeking approval for the current school year, regardless of prior status, and submit the list to the Executive Director of Secondary Education no later than 10 days prior to the first Thursday in October to obtain Board approval.
- 4) Non-curricular student clubs will not be recognized and granted access to meet as an authorized club until the Cache County School Board approves.
- 5) Notify approved clubs following school board approval.

Club Sponsor

The faculty sponsor, supervisor, or monitor must be present at every meeting or activity held on school premises.

Parental Consent

Parents must give consent for student participation in student clubs. All completed Authorization of Participation in Student Clubs and Organizations consent forms (3620.F1) shall be retained for one year by the school's principal or their designee. The consent form shall include an activity disclosure statement containing the following information:

- 1) The specific name of the club;
- 2) A statement of the club's purpose, goals, and activities;
- 3) A statement of the club's categorization (as explained above);
- 4) Beginning and ending dates;
- 5) A tentative schedule of the club activities with dates, times, and places specified;
- 6) Personal costs associated with the club, if any;
- 7) The name of the sponsor, supervisor, or monitor who is responsible for the club; and
- 8) Any additional information considered important for the students and parents to know.

Access to Clubs

At the principal's discretion, the following may apply:

- 1) Curricular clubs may be given priority over non-curricular clubs in reserving the building;
- 2) The approved time and place a club may meet can be changed if other clubs or school-sponsored organizations require the venue;
- 3) The school may provide financial or other support to curricular clubs;
- 4) Clubs may be granted access to the school newspaper, yearbook, bulletin boards, public address system, yearbook, bulletin boards, or any combination of the foregoing.

Legal References:**Synopsis:**

Updated: August 27, 2026