**Application Process for New Club Creation**

**David H. Hickman High School**

When students desire to create a new club at David H. Hickman High School, they must follow a certain procedure before being recognized as an official organization on campus. Please follow the steps provided below when applying a new club:

* **Gather a core group of club founders** (Students interested in the new club and will take initial leadership roles responsible for its possible inception and development)
* **Determine the purpose and activities of your possible club** 
  + What is your club? What do you do? Why do you do it? Will you need to do fundraising? How will money be used? Will there be charitable efforts?
* **Determine meeting times and locations for your possible club**
  + Where and when will you meet? On/Off campus? Will activities require traveling?
* **Find a sponsor**
  + All clubs/activities need a faculty member or adult that can provide supervision during meetings and events
* **Create a petition**
  + You must gather signatures of students that plan to be a part of your club to show that you have support to maintain its existence
* **Draw up a club constitution and submit it to Mr. Devero**
  + Your constitution should lay out your rules and regulations within your club, how you determine leadership positions, and also provide information regarding purpose, activities, meeting times, etc.
* **Present your club before David H. High School Student Government Senate**
  + Present your proposal in front of our senate body discussing the purpose of your club, what your club will do, how will you promote membership, how you will ensure the longevity of the club, why it’s necessary at David H Hickman High School, etc.
* **Await voting**
  + Upon hearing the proposal, the senate body will then proceed to vote on accepting your club within David H Hickman High School or turn down its application.
* **Determine a student rep for Senate meetings**
  + Each club must have a member act as a representative to attend (bi)monthly Senate meetings
  + This allows Student Government to help promote other extracurricular activities, and get diverse input from outside organizations.