Starting a New Club

1. A potential advisor for the proposed club makes the request to the Clubs Supervisor (Principal/Assistant Principal) to start a new club.

2. Clubs Supervisor makes determination:
    a.) The request ought to be denied due to lack of merit or redundancy given existing clubs. At this point the request is denied and the process ends.
    b.) Inform the Club Advisor / student representative that they are able to put in an application to start a new club HERE.

***NOTE: All clubs applying to start a club *next* school year: DEADLINE is April 1.**

The committee will respond by June 1.

Applications will not be reviewed after the deadline.

3. After the Appendix B committee reviews the application, the committee will:
    - Inform the applicants that the club is not approved.
      or
    - Advisors, with or without students, will interview with the Appendix B committee to provide the following information and documentation including, but not limited to:

    a. Club purpose
    b. Club by-laws
    c. Tentative student roster
    d. Proposed meeting schedule
    e. Proposed activities including fundraisers
    f. List of student officers to be elected- policy for election.
    g. How the proposed club will benefit your respective school
    h. Any other relevant documentation

4. After the interview, the Appendix B committee will review all documentation and a decision will be made to either authorize or not to authorize the club.

5. Building administration will communicate with the potential advisor whether the club is authorized to begin or not. If your club is not approved, you may re-apply in a future school year.