



ST. CHARLES NORTH HIGH SCHOOL GUIDELINES FOR CREATING A NEW CLUB



Any student having an interest in starting a new club or activity needs to complete a club/activity proposal form. Club/Activity Proposal forms are in the Student Life Office. The completed form should be returned to the Student Life Office. The general rule to start a club is that it is derived from student generated interest since students will be the population that would support the appropriate attendance figures for sustainability.

The application then goes through the following process:

1. Reviewed by the Assistant Principal for Student Life.
2. Meeting with the Assistant Principal, potential sponsor(s) and/or students.
3. Recommendation for acceptance as a pilot club/activity.
4. Tentative agreement to start as a pilot club for one year (2 semesters) with continued and sustained student participation (no payment to adviser).

The following criteria will be used to assess the proposal for a pilot club/activity. All criteria must be in place before approval to become a piloted club/activity can be approved.

1. Evidence of sufficient student interest (minimum 15 members).
2. Interested students should sign the attached sheet.
3. Generate a constitution or a statement of structure/goals.
4. Congruence with District 303's mission Statement and/or goal for its co-curricular program.
5. Availability of a capable sponsor/staff adviser:
6. Availability of space. The proposed club shall not conflict with current District 303 events.
7. Availability of funds.
8. Inclusiveness - the degree to which the proposed club/activity is designed to appeal to all students regardless of race, religion, ethnic origin, etc. The club meets legal guidelines set by ISBE.
9. Does not duplicate a club currently offered.
10. Meet once a month.

To obtain a sanctioned club/activity status from a pilot status the following criteria must be met. Evidence of these eight points must be presented to the Assistant Principal for Student Life.

1. Must be in pilot status for at least 1 school year (2 semesters).
2. Must maintain an appropriate number of members-approximately 15.
3. Must have a constitution or statement of structure/goals.
4. Must have set activities.
5. Must have a set meeting structure. Evidence of student attendance and meeting dates along with minutes from these meetings.
6. Must have a capable staff sponsor.
7. Must have elected officials or Board of Control.
8. Create an activity account with the treasurer if funds are involved.

**ST. CHARLES NORTH HIGH SCHOOL
NEW CLUB/ACTIVITY PROPOSAL FORM**

The following form must be filled out to begin the process of starting a proposed new pilot club/activity. The completed form should be turned in to the Assistant Principal for Student Life.

Name of proposed club/activity: _____

Name of person presenting the proposal: _____

Phone #: _____

Name of proposed club/activity sponsor: _____

General Description of proposed club/activity: _____

List at least five activities or events students will participate in:

1. _____
2. _____
3. _____
4. _____
5. _____

What type of space needs to be allocated for the students to meet (classroom etc.)?

When (time) do you intend to meet? (once a month is required)

List at least 15 students who will be members of the club/activity.

	<u>Name</u>	<u>Grade</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____

What will it cost to operate the club/activity? Describe what the money will be used for and how you intend to get initial funds.

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

Return to the Assistant Principal for Student Life, Melinda Roberts.

Process:

Step 1: Date _____ Application is complete and submitted to the Assistant Principal for Student Life.

Step 2: Date _____ Meeting with interested individuals proposing new club/activity.

Step 3: Date _____ Recommendation to Leadership to approve or not approve as a pilot club/activity.

Approved for pilot status:

_____ Approved as a pilot club/activity

_____ Not approved as a pilot club/activity

Assistant Principal for Student Life: _____ Date: _____

Principal: _____ Date: _____

Approval for sanctioned status:

_____ Approved as a sanctioned club/activity.

_____ Not approved as a sanctioned club/activity.

Assistant Principal for Student Life: _____ Date: _____

Principal: _____ Date: _____