



## New Club Application for 2023-2024

Clubs are open to all students, and often students want to pursue a new club that suits their interest and needs for the community and school. **When seeking installment, it is important to remember new clubs must not be similar in theme, ideas, or purpose of any club already established on campus.**

In order to be considered for installment the following actions must take place:

- ☐ Obtain sponsorship- every club/organization must have a faculty member who serves as the advisor who will support the organization and the development of the club
- ☐ Develop the club's vision and bylaws- the student leader(s) must meet with the club advisor to develop the vision of the club, which should support the MRHS student life club criteria.
- ☐ Recruit- to be recognized as a club, there must be no less than eight members.
- ☐ Be provided access to the UCPS Extra-curricular and Co-curricular Activities and Guidelines. See Section 5-04 of [UCPS Board Policies](#).
- ☐ Elect officers- each club must have three club officers: president, vice-president, secretary
- ☐ Submit the club's documents to the Student Life Coordinator (Dr. Hancock)
  - o Club proposal form
  - o Club membership form

### Advisor Responsibilities

- ☐ Provide supervision at school led events
- ☐ Explain to club members all UCPS and MRHS policies and ensure students adhere to them.
- ☐ Finances; students should not handle money; all transactions should be online through OSP.
- ☐ Submit events and field trips
- ☐ Promote the club
- ☐ Get approval in advance for events, field trips, and fundraisers

### Student Responsibilities

- ☐ Clubs are student led; this includes meetings. The advisor is there to guide you.
- ☐ Display a positive attitude at all times
- ☐ Encourage individuality
- ☐ Communicate
- ☐ Complete individual consent form to participate and acknowledgement of UCPS policy for extra-curricular and co-curricular activities and guidelines. This should be returned to your advisor.



## **MRHS Club Proposal 2023-2024**

*Please return this form to Dr. Hancock by 3:00pm Friday May 12, 2023. Applications will not be accepted after this date and time. All clubs must complete this form regardless if it is a new club proposal or an already established club. All clubs must submit a form for consideration for the 2023-2024 school year.*

Club Name: \_\_\_\_\_

Student Name(s): \_\_\_\_\_

Student Email Address(es): \_\_\_\_\_

Vision and Mission of the club:

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Is this an already established club (Yes/No)? \_\_\_\_\_

Will this club travel (go on field trips, service events, etc.)

(Yes/No)? \_\_\_\_\_

Club Advisor (s)-It is highly recommended that you have at least two advisors:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Membership Dues (if any): \_\_\_\_\_

For admin use only:

\_\_\_\_\_ Approved or \_\_\_\_\_ Denied / Notified on: \_\_\_\_\_

Comments:

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