

New Club Application 2018-2019



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.
- Complete and sign the UCPS Parental Permission for Student Participation in Clubs form.
- Be provided access to the UCPS Extra-curricular and Co-curricular Activities and Guidelines.
<https://bit.ly/2MmLtzn>
- Elect officers- each club must have three club officers: president, vice-president, secretary
- Submit the club's documents to the Student Life Coordinator (Mrs. Claudio)
 - **Club proposal form**
 - **Club membership form**
 - **Individual consent form to participate and acknowledgement of UCPS policy for extra-curricular and co-curricular activities and guidelines**

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; money should be turned in by 2:00 pm daily
- Submit events and field trips
- Promote the club
- Get approval for fundraisers at least two weeks in advance

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 2018-2019

Please return only this page to Mrs. Claudio (Room G208) no later than Friday, August 31st by 3:00pm. Applications will not be taken after that time.

Club Name: _____

Student Name: _____

Student Email: (make sure you are checking this email account!)

Vision and mission of the club:

Club Advisor(s) You must have signature(s) of advisor(s)

Signature

Signature

Membership Dues (If any): _____

____ Approved

____ Denied

Comments:

