

# New Club Application for 2022-2023



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 5.4 at <https://bit.ly/3xUdjXQ>
- 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**

## 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 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 2022-2023

**Please return only this page to Mrs. Claudio (G208) no later than Friday, May 13th by 3:00pm. Applications will not be taken after that time.**

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

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

**Working phone number of student:** \_\_\_\_\_

**Vision and mission of the club:**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

**Membership Dues (If any) :** \_\_\_\_\_

\_\_\_\_ **Approved** \_\_\_\_ **Denied**

**Comments:**

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