

**Porter Ridge High School - New Club Application**

Directions: Please be sure all information is complete and concise before submitting the request form. Include: Petition of signatures from students interested in the club, Constitution/Ordinance, as well as Laws, Rules, etc.

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

**Faculty Advisor:** \_\_\_\_\_

**Advisor Contact Information:** \_\_\_\_\_

**Is this club affiliated with a national organization?** \_\_\_\_\_ Yes \_\_\_\_\_ No

**If yes, what is the name of the organization?** \_\_\_\_\_

**Will the club have a need to collect money? Create a bank account?** \_\_\_\_\_ Yes \_\_\_\_\_ No

Note: Approval of a bank account comes from Central Services.

**In a short paragraph, explain the purpose/vision, as well as activities for your club (be sure to include any community involvement):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Club Mission Statement:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Argument of Club Sustainability:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**# of Student Signatures Obtained:** \_\_\_\_\_

Attach the petition with signatures.

Approved or Denied Date: \_\_\_\_\_

## **New Club Formation Process**

### **Students interested in forming a new club must complete the following steps:**

1. Fill out the New Club Application form completely. Applications will not be accepted after the November SBMT meeting (11/28/18).
2. Meet with the administrator over the Site-Based Management Team (Mr. Ferron) to be placed on the agenda of the next SBMT meeting.
3. Present the following information to the SBMT and answer any questions:
  - What is the mission statement of your club? What is the value added to the school? Does it fit a need?
  - Describe the level of interest shown by the student body. Provide the SBMT with the signatures of potential student members.
  - Provide a constitution and organizational structure that is detailed and captures the purpose of the club. Describe the club's plan of action. What are your short-term and long-term goals? What challenges do you foresee and what plans do you have to address them?
  - How is the club setup to sustain the founder's graduation? How sustainable is club?
  - Arrange for a Porter Ridge staff member to be the advisor of the group. Bring the signed PRHS Club Advisory Guidelines form to the SBMT meeting.
4. The SBMT will use a scoring rubric to help determine whether the club will be formed. The SBMT will hold a discussion regarding whether or not the formation of the club is needed.
5. The SBMT will hold a private vote regarding the club formation.
6. Students will be informed of the SBMT's decision the following school day.

### **If approved by the SBMT, the following documents need to be turned into the administrator responsible for clubs (Dr. Radke):**

1. Signed copy of the PRHS Club Advisory Guidelines form
2. Copy of the roster of students in the club
3. Club Constitution
4. Copy of approved New Club Application form
5. Signed parent permission forms for non-curricular clubs
6. Selection of an available bulletin board. Location of bulletin board: \_\_\_\_\_

## PRHS Club Advisory Guidelines

- The club advisor/coach must assist club members with establishing a club constitution to include rules, regulations, duties of officers, and a definition of a member in good standing, as well as consequences of rule violations.
- As advisor/coach you must attend or have another teacher attend all meetings or activities
- As the principal's designee, you, the advisor, are responsible and accountable for reviewing and acquiring permission to sign all contracts or agreements pertaining to your club.
- You are responsible for all club activities or community involvement.
- No student or parent should purchase any items for the club and expect to be reimbursed; club expenditures should be pre-ordered and approved by the school's bookkeeper.
- All fundraisers must be approved and submitted by the advisor to an administrator with the proper form provided by the school.
- All club/organization money turned into the school must be receipted by the club advisor and turned into the school's bookkeeper by the end of each school day. Advisors should not keep any monies collected in their classroom or in their personal possession overnight.
- Field trips for clubs/organizations must be approved by the principal. The club advisor is responsible for correctly following the field trip process.
- All club advisors must supply the administrator responsible for clubs (Dr. Radke) with a list of club members, officers, meeting place, dates, and times by the end of the first school month each year.
- All non-curriculum based clubs must have a copy of the parent permission form on file.
- Any club that wishes to stake claim to a hallway bulletin board, needs to clear that claim with the administrator responsible for clubs (Dr. Radke). The club must keep that bulletin board updated periodically.

**Advisory Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Upon SBMT approval of the club, the following documents need to be turned into the administrator responsible for clubs (Dr. Radke):

1. Signed copy of the PRHS Club Advisory Guidelines form
2. Copy of the roster of students in the club
3. Club Constitution
4. Copy of approved New Club Formation and Proposal form
5. Signed parent permission forms for non-curricular clubs
6. Selection of an available bulletin board. **Location of bulletin board:** \_\_\_\_\_