

PROCEDURE FOR FORMING A NEW CLUB

Forming a new club provides you with the opportunity to share a common interest with friends and faculty, and to serve as an advocate for other students. By starting a club, you serve as the primary officer for the organization and are required to work with the advisor to plan meetings, arrange activities, send proposals to student council for expenses, communicate with other members, etc. All of these experiences will help you to gain leadership qualities that will benefit you in the future.

Please make sure to follow the steps below to form a new club. The proposal form is the last page of this document.

1. Plan an informal meeting with the advisor and those interested. During this meeting, you will need to discuss the goals and objectives of the club, whether or not you will charge a membership fee, what activities the club will participate in, the mission for the club, and when, where and how often the club will meet.
2. Decide on the positions you will need: president, vice-president, treasurer, etc. and what roles those positions will have.
3. Confirm with the faculty or staff member his/her commitment to the club and have them sign the proposal form.
4. Complete the proposal form and return the form to Mrs. Sponseller. Proposals will be turned into the administration for approval. Then Mrs. Sponseller will inform you through your BWHS email of approval or denial of the formation of the club.

NEW CLUB PROPOSAL

Name _____ Date _____

CLUB NAME: _____

CLUB ADVISOR: _____

SIGNATURE OF ADVISOR: _____

CLUB PURPOSE: Mission statement (1-2 sentences)

CLUB DESCRIPTION: (3-5 sentences)

MEMBERS INTERESTED: You must list at least 5 students interested in the club.

MEETING DATES AND TIMES: (if known)

FEES:

FUNDING / FUNDRAISING: YES or NO

If so, what for?

Fees/funding/fundraising will be used to...

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FOR OFFICE USE ONLY

APPROVAL: _____ YES _____ NO

SIGNATURE:

_____ DATE _____