

Forming a New Club Process

These are the steps involved in founding a new club.

Phase One

1. A student interested in forming a club should fill out the Found a New Club Internet Form. This student is called the Founder from here on.
2. The Activities Director will contact the Founder and give instructions to proceed with Phase 2.

Phase Two

1. The founder needs to find a minimum of 9 other interested students to sign the Demonstration of Interest Roster.
2. The Monitor must also sign this form.
3. The club must meet for 6 months, and keep an attendance roster.
4. The club must meet a minimum of 4 hours per month.

Phase Three – Official Club Status

1. Officers must be elected and names turned in to the Activities Director.
2. Members must come up with a mission statement, a set of three goals, and a fundraising plan.
3. A constitution or set of norms must be written, agreed upon and turned in to the Activities Director.
4. If the club is successful, the president and vice president (or equivalents) of the club make an appointment with the Activities Director and request official club status. Rosters/minutes of meetings and other documentation should be brought to this meeting.
5. If the club needs District approval, documentation is required from the monitor that is submitted on the students' behalf to the AAA committee. This committee meets in October, February and during the summer.

INTENT TO FOUND A NEW CLUB FORM

The ">" indicates the box for your answers. The box will expand as you write.

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|--|
| New Club Name |
| > |
| Full Name of student proposing new club. (From here called Founder) |
| > |
| Graduation year of Founder |
| > |
| CCSD directory name of founder (ex. abeaird) |
| > |
| Briefly describe the main purpose of the new club. |
| > |
| What will the new club need to function? (Cost, personnel, space, equipment, materials, etc.) |
| > |
| How does this club intend to improve the Activities Program at Grandview High School? |
| > |
| How will this club serve the school community at Grandview High School? |
| > |
| How will this club serve the community at large? |

