

NEW CLUB PROCEDURES

SCHOOL SPONSORED CLUBS

To be eligible for consideration as a club at Marist High School, a club must meet the following criteria:

1. Evidence of sufficient student interest (i.e., 20 or more students);
2. Congruence with mission of Marist High School as a coeducational, Catholic institution.
3. Availability of an appropriate adult sponsor on staff at Marist High School.
4. No significant duplication of purpose, goals, or activities of an existing school-sponsored club.
5. Approved by the Director of Student Activities.

CREATING A NEW CLUB

Any teacher or student having an interest in starting a new club may obtain a Proposal Form (see following pages). After the completed form has been returned to the Director of Student Activities, the application goes through the following process:

1. Review of application by the Director of Student Activities in light of the above criteria for school-sponsored clubs.
2. Meeting with potential sponsor and/or Director of Student Activities.
3. Written recommendation by the Director of Student Activities to the Principal for acceptance or rejection of the club as a school-sponsored club or school-recognized club.
4. Final written decision by the Principal.
5. If a club is accepted as a school-sponsored club, the club will be on “pilot” status for its first year and a specific plan to start as a school-sponsored pilot club will be developed by the sponsor, students, and Director of Student Activities.

NEW CLUB/ACTIVITY PROPOSAL

The following form must be filled out in order to start a new club or activity. The completed form should be presented to the Director of Student Activities.

PERSON PRESENTING THE PROPOSAL:

Name _____

Address _____

Phone # _____

NAME OF PROPOSED CLUB/ACTIVITY

GENERAL DESCRIPTION OF PURPOSE OF PROPOSED CLUB/ACTIVITY

GOAL(S) OF PROPOSED CLUB/ACTIVITY

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

LIST AT LEAST FIVE ACTIVITIES OR EVENTS STUDENTS WILL PARTICIPATE IN:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | |

What type of area do the students need to meet in (classroom, theatre, gym, etc.)

When and how often do you intend to meet?

List at least 20 students who will be members of the proposed club/activity and their homerooms.

(i.e. 1A, 2B, 3G, 4F)

1. _____ Homeroom _____
2. _____ Homeroom _____
3. _____ Homeroom _____
4. _____ Homeroom _____
5. _____ Homeroom _____
6. _____ Homeroom _____
7. _____ Homeroom _____
8. _____ Homeroom _____
9. _____ Homeroom _____
10. _____ Homeroom _____
11. _____ Homeroom _____
12. _____ Homeroom _____
13. _____ Homeroom _____
14. _____ Homeroom _____
15. _____ Homeroom _____
16. _____ Homeroom _____
17. _____ Homeroom _____
18. _____ Homeroom _____
19. _____ Homeroom _____
20. _____ Homeroom _____

Have you contacted a faculty member to serve as a moderator? _____ YES _____ NO

Name of moderator _____

What will it cost to operate the proposed club/activity? Describe where and how the money will be used.

Why do you think there is an interest in this proposed club or activity?

RETURN TO THE DIRECTOR OF STUDENT ACTIVITIES

Process

Step #1 ____ Application is filled out and submitted to Director of Student Activities for review.

Step #2 ____ Meeting with Director of Student Activities; potential sponsor, and/or students proposing new club.

Step #3 ____ Written recommendation by Director of Student Activities to Principal to approve or not approve as pilot club.

Step #4 ____ Final written decision by principal.

_____ **Approved** as a pilot

Director of Student Activities _____ Date _____

Principal _____ Date _____

_____ **Not Approved** as a pilot

Director of Student Activities _____ Date _____

Principal _____ Date _____

SUCCESSFUL COMPLETION OF PILOT STATUS

A group initially approved as a pilot club may be approved for full status as a school-sponsored club upon application to the Director of Student Activities demonstrating that it has:

1. Been in existence at least one school year (two consecutive semesters):
2. Maintains a membership of at least 20 students;
3. Has a club profile describing the purpose, goals, structure of the club, activities, and calendar.
4. Has a member of the faculty/staff serving as a moderator.