

New Student Club Proposal

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

1. Review of application by the Student Activities Director considering the above criteria for school-recognized clubs.
2. Meeting with potential sponsor and students and the Student Activities Director.
3. Written recommendation by the Student Activities Director to the Principal for acceptance or rejection of the club as a school-recognized club.
4. Final written decision by the Principal.
5. If a club is accepted as a school-recognized club, the club will be on "pilot" status for two full semesters and a specific plan to start as a school-recognized pilot club will be developed by the sponsor, students, and Student Activities Director.

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 Ms. Lynae in the Registrar's Office. A meeting will follow to discuss the proposal.

PERSON PRESENTING THE PROPOSAL:

Name: _____

Email Address: _____

Contact Number: _____

NAME OF PROPOSED CLUB/ACTIVITY:

GENERAL DESCRIPTION OF PURPOSE OF PROPOSED CLUB/ACTIVITY:

GOAL(S) OF PROPOSED CLUB/ACTIVITY:

1. _____

2. _____

3. _____

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

1. _____ 4. _____

2. _____ 5. _____

3. _____ 6. _____

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

When and how often do you intend to meet?

List at least 10 students who will be members of the proposed club/activity.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Have you contacted a sponsor? _____ YES _____ No

Name of Proposed Sponsor: _____

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 LYNAE BROWN - STUDENT ACTIVITIES DIRECTOR

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PROCESS

Step #1 _____ Application is filled out and submitted to Student Affairs Coordinator for review

Step #2 _____ Meeting with Student Affairs Coordinator; potential sponsor, and/or students proposing new club

Step #3 _____ Written recommendation by Student Affairs Coordinator to Principal to approve or not approve as pilot club

Step #4 _____ Final written decision by Principal

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| _____ Approved as a pilot for the _____ school year. |
| _____ Not Approved as a pilot for the _____ school year. |

Student Affairs Coordinator _____ 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-recognized club upon application to the Student Affairs Coordinator demonstrating that it has:

1. Been in existence at least one school year (two consecutive semesters);
2. Maintains a membership of at least 10 students;
3. Has a constitution describing the purpose, goals, and structure of the club;
4. Has identified activities;
5. Has an identified meeting structure; and
6. Has an adult sponsor.

NEW CLUB CRITERIA

School-recognized Clubs

To be eligible for consideration as a club recognized by National Christian Academy, a club must meet the following criteria:

1. Evidence of sufficient student interest (i.e., 10 or more students);
2. Availability of an appropriate adult sponsor;
3. Inclusiveness (i.e., the degree to which the club is designed to appeal to and include students regardless of race, gender, religion, national origin, disability, etc.); and
4. No significant duplication of purpose, goals, or activities of an existing school-recognized club.