



Woodstock North High School

New Club/Co-Curricular Proposal Procedures

School-Sponsored Club Eligibility:

A proposed club needs to meet the following criteria to be considered a North sponsored pilot club:

- **Evidence of sufficient student interest (i.e. 10+ students committed)**
- **Congruence with D200's purpose for its co-curricular programs**
- **Availability of an appropriate adult advisor**
- **Inclusiveness (i.e. the degree to which the club is designed to appeal to and include students regardless of race, sex, religion, disability, etc.)**
- **No significant duplication of purpose, goals, or activities of an existing school-sponsored club**

Process for Creating a New Club:

Any interested North staff member or student interested in starting a new club will need to adhere to the following process to be considered as a possible pilot club for the upcoming school year:

1. **Complete the New Club Proposal Form, adhering to the criteria listed above.**
2. **Submit the form to an assistant principal for review.**
3. **Participate in meeting with proposed club advisor, assistant principal or activities director**
4. **Recommendation by assistant principal or activities director to the principal for acceptance or rejection of the club as a pilot club.**
5. **Final decision of principal**

If your proposal is approved, the club will need to successfully complete the following to be considered a school-sponsored, school-recognized club following its pilot year:

- **Completes two consecutive semesters of existence**
- **Maintains a student membership of at least 10 students**
- **Creates and implements a club constitution describing the purpose, goals, and structure of the club**
- **Identifies, plans and conducts activities (preferably at least 1 per month)**
- **Holds organized meetings with documentation**
- **Has consistent full support of a district-paid adult supervisor**
- **Completes an evaluation with the activity director or other administrator at the end of the 2 semesters to determine a specific plan to be recognized as a school-sponsored, school- recognized club**

NORTH HS - New Club Proposal Form

The following form must be filled out in order to start a new club or activity. The completed form should be presented to an assistant principal or the activity director to begin the approval process. A meeting to discuss the proposal will be scheduled with the student(s), potential advisor(s), and assistant principal or activity director.

Person presenting the proposal:

Name: _____

Email Address: _____

Contact phone number(s): _____

PROPOSED CLUB/ACTIVITY NAME: _____

General description of purpose or proposed club/activity:

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

Goals of proposed club/activity:

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

Potential activities or events students will participate in or sponsor:

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

Type(s) of facilities (classroom, gyms, etc.) group would need access to throughout the year:

Meeting plans (day/time of week, how often, etc.):

Current students interested who will commit to being active members of proposed club/activity:

- | | |
|----|-----|
| 1. | 7. |
| 2. | 8. |
| 3. | 9. |
| 4. | 10. |
| 5. | 11. |
| 6. | 12. |

Name of Proposed Advisor: _____

Has this person agreed to advise club? YES NO Hasn't been contacted yet

Cost of Club/Activity Operation: What will it cost to operate this proposed club/activity? Describe possible fundraising ideas and how/where those monies will be used.

Return this form to an assistant principal or the activity director.

_____ **Approved as a pilot club/activity for the _____ school year.**

Assist. Principal/Activity Director Signature/Date: _____

Principal Signature/Date: _____

_____ **Not Approved as a pilot club/activity for the _____ school year.**

Assist. Principal/Activity Director Signature/Date: _____

Principal Signature/Date: _____