

Sand Creek High School Club Application

Detach the Club Requirements sheet to keep for your reference and return the application to Mr. Knoche's box in the faculty work room. If approved, this document will also serve as your Club's Constitution. Type or print neatly in blue or black ink.

Name of Club : _____ **Date** _____ / _____ / _____

Advisor : _____ (must be a Sand Creek High School staff member)

Student Info :

Club Leader	Phone Number	Email	AAP Teacher
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Names of Student Officers/Positions:

Purpose : Write a 2-3 sentence description about your goals & the types of activities you will engage in.

Meetings : Clubs are required to meet on campus with the advisor present on the days, times & locations listed on this application. Clubs may be disbanded for meeting without a sponsor.

<u>Day(s) of the Week</u> (Mon, Tues, etc)	<u>Time of Month</u> (once every 3rd week of the month)	<u>Location</u> (must be a specific room)	<u>Time</u>
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Membership Criteria:

Are there any special criteria to be eligible for this club? (GPA, application, tryouts, interview, etc)

I have read and understand the Club Requirements and Advisor Responsibilities sheets (found in the Faculty Handbook) and agree to meet all the responsibilities of being a Club Advisor:

Advisor's Signature

I have read and agreed to uphold the Club Requirements attached to this application:

Club Leader's Signature

Sand Creek High School

Club Requirements

To Form a Club:

- 1) The club must have an advisor who is a teacher at Sand Creek High School.
- 2) The club must complete an application that is available in the Activities Department. Applications may be submitted any time during the school year for approval by the Student Council and Activities Director. This application will also serve as your Constitution.
- 3) All previously existing clubs must complete a new application each school year for the purpose of updating information.

Membership

- 1) Only current Sand Creek students may be members of the club or participate in any club activity/event.
- 2) No student who meets all requirements for membership as described on the Club Application may be denied entry into the club.
- 3) Under no circumstances may clubs participate in “initiation” or hazing activities. This may result in suspension, police notification, arrest and/or possible expulsion from school.
- 4) A current list of all club officers and members must be maintained and kept on file with the advisor.

To Maintain Active Status:

- 1) Clubs are required to meet on campus with the advisor present on the days, times and locations indicated on the application. The purpose of this is to provide accurate information to the student body about joining clubs. Additional meetings may certainly be held as well, on or off campus, but they too must have the advisor or an adult chaperone present.
- 2) Clubs must send at least one representative to every Club Council meeting (about 3 times a semester during lunch). The meeting to participate in the Club is the first Club Council meeting.
- 3) All club events and activities are expected to follow Sand Creek High School policies.

Detach this sheet to keep for your reference !

Planning Events and Fund Raisers

- 1) Any club wishing to organize an event or fund raiser (on or off campus) must submit an **Building Event Request Application** ahead of time (available in the Activities Office). If the event is approved, it will be placed on the school master calendar in the Activities Office.
- 2) All events, socials, fund raisers, etc sponsored by a club which occur on or off campus must have the advisor present the entire time.
- 3) All club events that involve traveling must have the trip approved ahead of time by the Athletic Director and every participating club member must complete and turn in the appropriate field trip paper work to the advisor. Transportation costs will not be covered by the school, it is the responsibility of the club to absorb all costs.
- 5) Reminder notices and other deliveries to students are to be sent through teacher boxes and must be approved by the advisor.
- 6) Any club wishing to put-up posters, fliers, etc. must have all items approved in advance by the Activities Director and follow the Sand Creek poster guidelines.
- 7) ALL money raised or collected is to be deposited into the club account through the Activities Office that same day or if the Activities Office is closed, the very next school day. This includes donated money. Do not use collected cash to make purchases.

Approved Sand Creek Clubs shall receive the following benefits:

- may have a group photo of all club members appear in the yearbook
- may hold approved fund raisers
- may plan approved school-wide events, lunch time activities, etc.
- may request assistance from the Boosters or Student Council in any events you plan
- may have an account through the Activities Office (once money is raised to deposit)
- may have notices to advertise meetings, events, etc. published in the announcements (with advisor's approval)
- may have a club web page (created by the club)
- may sign-up to use one of the display cases (if available) around campus or request a message be posted on the marquee in the Cafeteria to promote your club or an event.
- may request the use of the sound system for an event
- may have a representative seat on the Student Senate

Talk to Mr. Knoche in the Activities Office for all requests or questions!