

CREATING A NEW CLUB

Any student having an interest in starting a new club may obtain this Proposal Form from the curriculum or dean's office. After the completed form has been returned to the the Dean's Office, the application goes through the following process:

1. Review of application by the Administration in light of the criteria listed below for school-sponsored clubs and conditions for school-recognized club.
2. Meeting with potential sponsor and/or students and the Student Activities Director.
3. Written recommendation by the Activities Director 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 two full semesters and a specific plan to start as a school-sponsored pilot club will be developed by the sponsor, students, and School Administration.

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 Dean's Office. A meeting will follow to discuss the proposal.

PERSON PRESENTING THE PROPOSAL:

Name
Email Address
Phone #:

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/facilities do the students need to meet in (classroom, gym, etc.)

When and how often do you intend to meet?

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

NAME:

STUDENT ID#

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

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?

NEW CLUB CRITERIA

School-sponsored Clubs

To be eligible for consideration as a club sponsored by Saint Paul American School, 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, sex, religion, national origin, disability, etc.); and
4. No significant duplication of purpose, goals, or activities of an existing school-sponsored club.

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PROCESS

Step #1 _____ Application is filled out and submitted for review

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

Step #3 _____ Written recommendation to Principal to approve or not approve as pilot club

Step #4 _____ Final written decision by Principal

_____ **Approved** as a pilot for the _____ school year

Activities Director _____ Date: _____

Principal _____ Date: _____

_____ **Not Approved** as a pilot for the _____ school year

Activities Director _____ Date: _____

Principal _____ Date: _____