Direct any questions to Ms. Brown in Pod F

***Apex HS Club Application and Approval Process***

**For Prospective Clubs**

To successfully apply for Club status, a representative from the prospective club must:

* Come to a short meeting on **Monday September 12 in Pod F at 2:30 pm.**
* Return this form to Ms. Brown in POD F by: **Tuesday, September 27, 2016**
* Email the completed constitution to [cbrown10@wcpss.net](mailto:cbrown10@wcpss.net) by the date above.

***Prospective Club Name:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Name of Requesting Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Homeroom: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

*List of Prospective Members – you must have 5 in addition to the student applicant with a variety of grade levels.*

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| --- | --- | --- | --- |
| *Prospective Member Name* | *Grade* | *Homeroom Teacher* | *Student Signature* |
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**I. Questions to Representatives**: Answer these questions briefly. Be prepared to elaborate on your responses at your approval meeting with Student Council.

1. What is the purpose of your club? How is it different from existing clubs?
2. Identify 1 goal that your club will work towards and accomplish that will benefit AHS and/or the community. How will you achieve this goal?

**II. Club Expectations:** The student requesting the club should initial next to each expectation to indicate the club’s understanding and acceptance of expectations. Provide appropriate information where needed.

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| --- | --- |
|  | Day of week/time/location of meetings: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Clubs preferably meet after school between the hours of 2:30-4.) Let the Student Council Advisor know. |
|  | The advisor must be present at all meetings, practices, and club sponsored activities. |
|  | Write a constitution (see sample below) and send a digital copy to the Student Council Advisor. |
|  | The club will be sustainable – have a strong membership with a variety of grade levels so that the club leadership will continue year to year. |
|  | The club will raise funds as dictated by Wake County School Board Policy (see Lorrie Leonard, bookkeeper). Advisors are responsible for all documentation/receipting. |
|  | Club members will create a display for Club Fairs (during Parent Open House Night) and have members to advertise and recruit. |
|  | Club members will strongly consider participating in the Homecoming Parade, including making a float. |
|  | The club will contribute to the culture of AHS – be a club dissimilar to any other clubs and be of academic, athletic, or educational merit (i.e. the club does not exist solely for college applications). |

**III. Checklist for Advisor’s Responsibilities:** Before a new club maybe formed, a school faculty member must be willing to accept the following responsibilities. The advisor must initial next to each responsibility, indicating their understanding and acceptance of responsibilities.

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| *Advisor Name:* |  |
|  | Be present at all club meetings – do not leave your students unattended. |
|  | Be sure each student has transportation for afterschool activities. |
|  | Approve all announcements concerning activities (announcement form in the office or email to Leigh Tomlinson). |
|  | Account for all money through the bookkeeper according to Wake Country School Board Policy |
|  | Help get permission and access for use of AHS facilities/security/materials/etc. |
|  | Encourage member involvement using posters, announcements and other marketing. |
|  | Keep a current roster with contact information and monitor attendance during meetings and events. |
|  | Maintain a constitution in electronic format, preferably a Microsoft Word Document that is sent to the Student Council Advisor. |
|  | Supervise field trip permission slips and other forms for any off-campus activities with prior approval, including the Homecoming Parade. |
| *Advisor Signature:* |  |

***Sample Constitution***

**Article I: Name of Club and Sponsor -** The clubs name shall be: \_\_\_\_\_\_\_\_\_\_\_\_\_ and its faculty sponsor is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Article II: Purpose of Club -** Describe the vision, mission, goals and objectives of the club. How is this club going to benefit the students, the school, and/or the community? Is the club academic in nature, such as the science club? Is the club oriented toward a game, such as the chess club? Is the club strictly athletic, such as a shuffleboard club?

**Article III: Powers -** Describe how the constitution may be changed and voting procedures to approval proposals. No changes can be made without the advisor’s approval. For example, in student council, any changes to its by-laws must be voted in by a 2/3 majority for the full council and only officers and representatives that have attended 3 meetings may vote.

**Article IV: Meetings -** Include the location, day and time for scheduled meetings.

**Article V: Membership -** Include membership, attendance and financial requirements. Include reasons for dropping a member from the group, replacing an officers, and mandatory club requirements. Sponsor approval is required.

**Article VI: Dues -** Wake County only allows dues of $1 for clubs

**Article VII: Officers and Duties -** Describe each club officer titles and specific duties for each one. Most clubs have: President, Vice-President, Secretary and Treasurer.  
**Article VIII: Elections** - Include qualification for each office, for example, the president must be a senior. Also include the procedure for electing officers, how nominations will be accepted, how will ballots be collected, etc.

**Article IX: Activities, Projects and Community Service-** List major activities and projects. All clubs should participate in community service such as campus beautification day and also participate in the wider school culture during homecoming events (a float is recommended)