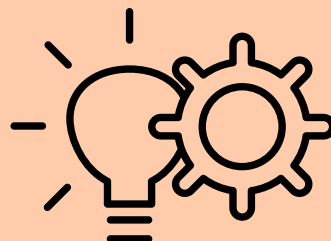


CLUBS

PROCESS FOR PROPOSALS

1. PRE-SEARCH

Review the list of existing clubs and clarify how yours avoids repeating or significantly overlapping with other clubs' missions/visions.



2. MEET

Meet with advisor(s) of those clubs that might be doing similar work and/or have shared missions/visions.



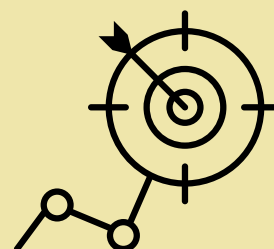
3. CONSIDER

Remember it is fine - and encouraged! to bring/start a **new initiative** within an existing club - you will already have support!



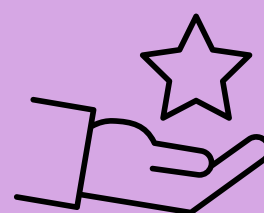
4. MEET

Meet with Ms. Lockwood to review your pre-search and advisor meeting(s)



4. CLARIFY INTEREST

Clarify interest by collecting 25 signatures of students who would likely attend your meetings and be part of your club
If you would like to have an interest meeting, contact Ms. Lockwood



5. SUBMIT PROPOSAL

Complete a proposal for a new club



6. COMMITTEE REVIEW

The Student Activities Committee, composed of teachers and administrators, review proposals once a month



8. NOTES:

Student Council/Class Officers & SGA are groups of student leaders who will help you execute initiatives and events - you do not **have** to start a new club to bring new ideas and events to our school community!



SPFHS Student Activities Committee

Club Proposal Process and Form

1. Pre-Search - List clubs that you considered may have shared mission/vision as your proposed club.

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Potential advisor of proposed club initial indicating you have discussed or completed this step with student(s): _____

2. Meet - List advisor(s) that you met with and a brief description of the discussion(s):

Advisor Name	Brief description

Potential advisor of proposed club initial indicating you have discussed or completed this step with student(s): _____

3. Consider the results of pre-search and advisor meeting(s). If you decide to move forward with your proposal, continue to #4:

4. Meet with Ms. Lockwood, Student Activities Coordinator; Ms. Lockwood will complete this section upon submission of this form

5. Clarify scope of student interest: Obtain 20-25 signatures of interested students; you will attach this to your completed form; please see Ms. Lockwood if you would like assistance having an interest meeting

6. Submit proposal - you are here!

Name of club: _____

Advisor: _____

Meeting frequency: _____

Mission statement of club: _____

Describe the new initiative/events/ideas/spaces that your club will bring to the school community:

If you need more space, please attach a separate sheet of paper.

The Student Activities Committee meets once a month, typically in the third week of the month. Your proposal will be put on the agenda for the next meeting.

→ Student Council/Class Officers & SGA are groups of student government leaders who are here to support you in executing new initiatives - you do not *have* to start a new club to propose, plan, and execute new ideas and events in our school community! Are you interested in having your initiative supported by SC and/or SGA?

Yes _____

No _____