

## **CREATING A NEW CLUB**

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

1. Review of written proposal will be completed by the Principal or a member of the building administrative team.
2. A meeting to discuss the club will be arranged by the Principal with the potential sponsor.
3. If warranted, the Principal will present proposal to the BFA Board of Directors for consideration.
4. If the 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 club will be developed by the sponsor and students.

## **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 Principal. A meeting will follow to discuss the proposal.

Activity Advisor for Proposed Club: \_\_\_\_\_

Name of Proposed Club/Activity: \_\_\_\_\_

General Description of Purpose of Proposed Club/Activity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Goal(s) of Proposed Club/Activity:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

List Activities or Events Students will participate in. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What area/room will you require for this club/Activity? \_\_\_\_\_

When and how often do you intend to meet? \_\_\_\_\_

List at least 15 students who will be members of the proposed club/activity.

Name:		

Where would the money come from for start-up costs, fees (if applicable) activities? Describe where and how the money will be used and what will it cost to operate the proposed club/activity?

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

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## **PROCESS**

Step #1: \_\_\_\_\_ Application is filled out and submitted to school administration for review

Step #2: \_\_\_\_\_ Meeting with member of the Administrative Team; potential advisor and/or students proposing  
new club

Step #3: \_\_\_\_\_ Presented to Board of Directors for consideration

Step #4: \_\_\_\_\_ Final decision by Board and Principal

\_\_\_\_\_ Approved as a pilot for the \_\_\_\_\_ school year

\_\_\_\_\_ Not approved as a pilot for the \_\_\_\_\_ school year

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

**Once approved, a copy of this document must be given to the Student Activity Treasurer.**