

SY \_\_\_\_\_

# Starting a Club or Activity

\_\_\_\_\_ Club name

## Cover Sheet/Checklist

\_\_\_\_\_ School

A new club application packet must include the following:

\_\_\_\_\_ 1. Cover Sheet

\_\_\_\_\_ 2. Application (**typed**)

\_\_\_\_\_ Sponsor name typed on application

\_\_\_\_\_ DSA or MS A-S Specialist signature

\_\_\_\_\_ Principal signature

\_\_\_\_\_ 3. Constitution (typed)

\_\_\_\_\_ 4. Student Interest Names

\_\_\_\_\_ 5. **Date** these associated regulations/documents were shared with sponsor(s)

➤ 1375 – Charity Drives

➤ 3280 – Controversial Issues

➤ 3866 – Extracurricular Activities – High School and Middle School Clubs and Non- VHSL Activities

➤ 5790 – Field Trips – Planning, Conducting, Financing

➤ 5810 – Administration of School Activity Funds

➤ RM-50 – Prohibited Activities

\_\_\_\_\_ 6. Important Notes

➤ **SY 2017-2018 - the School Board has instituted a \$50 fee for all extracurricular activities.**

➤ Any club activity off-campus becomes a field trip with all associated FCPS requirements.

➤ Clubs athletic in nature are not approved. We do not have the personnel or processes in place to support that.

➤ Note that if fundraising or financial donation is listed as a primary objective/activity of the club, the application will be returned for edits (due to regulations regarding fundraising and donations).

➤ Do NOT list specific fund-raising activities or field trips on the application - be generic. Indicate that any/all fund-raising or field trips will comply with FCPS regulations and local school policies and approval processes. Applications with specifics listed will be returned for edits.

➤ A club may NOT be a direct extension of an outside organization and no outside organization may have any authority over a FCPS club. Once a club has met the requirements and has been approved centrally, working with an outside agency is possible under the approval/supervision of the local school and any necessary FCPS offices.

**To be reviewed as a new club for the current school year, the application packet must be received by the Student Activities and Athletics Programs Office NLT the first Friday in March,**

Date Approved \_\_\_\_\_

Category \_\_\_\_\_

Distribution:

DSA

HS Club Contact

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