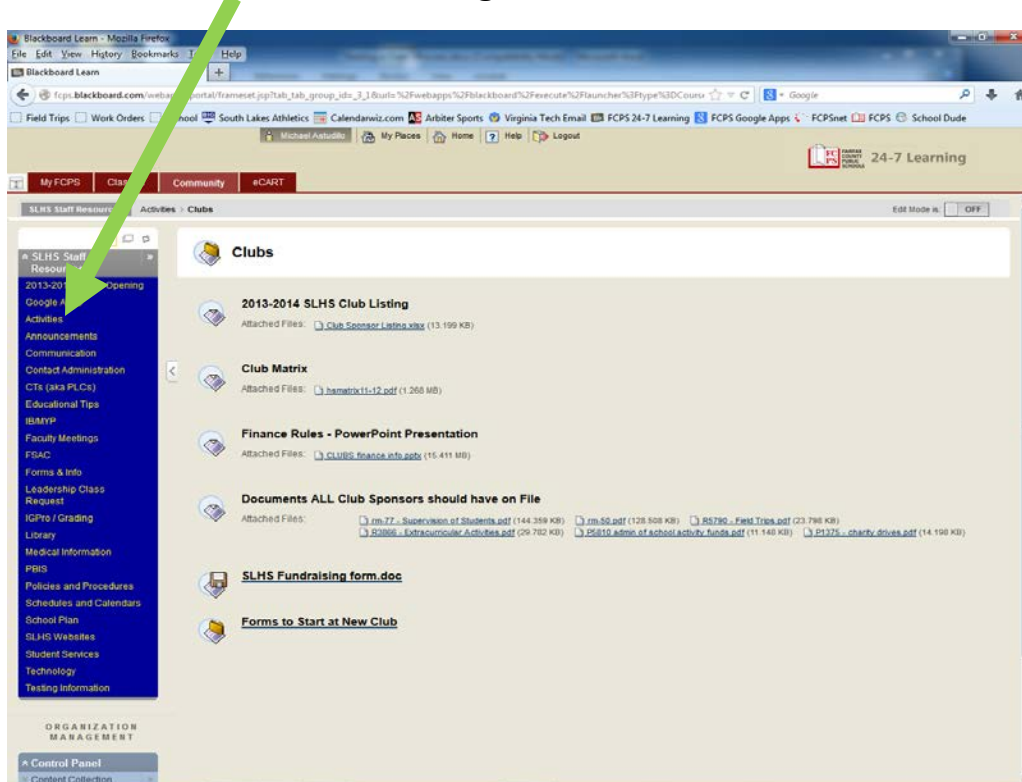


# Process for starting a New Club at South Lakes HS

1. Find an adult (teacher/staff member IN the building) that will be willing to be your sponsor.
2. With your sponsor, go to the SLHS Staff Resources site on Blackboard, click on the Activities Link, then go to CLUBS.



3. Click on “Forms to Start a New Club” and return completed forms to the Activities Office
4. Once received, your sponsor will receive an email from the Activities Office with the application status.
  - a. Once approved, setup and advertise a Club Interest Meeting
  - b. Ask Mr. Duggan for rules for flyers
5. Once the completed forms have been submitted to FCPS and approval has been given, the sponsor will be contacted with official FCPS approval and additional paperwork to keep on file.

*\*Please email Mr. Duggan ([amduggan@fcps.edu](mailto:amduggan@fcps.edu)) with questions!*