

WEDDINGTON HIGH SCHOOL CLUB REQUEST FORM

Please be sure all information is complete and concise before submitting the request form. Include: Roster, Constitution/Ordinance, as well as Laws, Rules, etc. *One very important part of the process (if the club will be involved in activities that require money exchange) is that approval from UCPS Central Office has to occur prior to in-house approval.* Once the club request has been approved, there must be an account set up with the school bookkeeper.

NAME OF CLUB: _____

FACULTY ADVISOR: _____

ADVISOR CONTACT INFORMATION (email/phone): _____

IS THIS CLUB AFFILIATED WITH A NATIONAL ORGANIZATION? _____ YES _____ NO

IF YES, WHAT IS THE NAME OF THE ORGANIZATION? _____

In a short paragraph, explain the purpose and vision, as well as activities for your club
(Please include your community involvement):

WEDDINGTON HIGH SCHOOL'S
CLUB ADVISOR GUIDELINES

- The club advisor/coach must assist club members with establishing a club constitution to include rules, regulations, duties of officers, and a definition of a member in good standing, as well as consequences of rule violations.
- As advisor/coach you must attend or have another teacher attend all meetings or activities
- As the principal's designee, you (advisor) are responsible and accountable for reviewing and acquiring permission to sign all contracts or agreements pertaining to your club
- You are responsible for all club activities or community involvement
- No student or parent should purchase any items for the club and expect to be reimbursed; club expenditures should be pre-ordered and approved by the school's bookkeeper
- All fund-raisers must be approved and submitted by the advisor to an administrator with the proper form provided by the school
- All club/organization money turned into the school must be receipted by the club advisor and turned into the school's bookkeeper by the end of each school day- advisors should not keep any monies collected in their classroom or in their personal possession overnight
- Field Trips for clubs/organizations must be approved by the principal, and the club advisor is responsible for getting the signed permission slips for all students collected and a copy placed in the main office on the day of the field trip – the advisor/coach is responsible for getting an activity bus and driver (which must be paid) for that field trip
- All club advisors/coaches must supply the administrator responsible for clubs with a list of club members, officers, meeting place, dates, and times by the end of the first school month each year
- All non-curriculum clubs/organizations must have a copy of the parent permission form on file
- Any club that wishes to stake claim to a hallway bulletin board needs to clear that claim with the administrator responsible for clubs – the advisor and club/organization must keep that bulletin board updated periodically
- If you are a chartered club, a copy of the charter must be submitted with this paperwork

Advisor print name_____ Signature_____

Please attach the following:

- Copy of roster from the first interest meeting Yes__ No__
- Club Constitution Yes__ NO__
- Also attach a copy of the non-curriculum parent permission form which must be signed in order for students to be involved in the organization Yes__ No__

Select an available bulletin board for postings and advertisement.