



## Student-Initiated Club Process

**Directions:** To start the club approval process, please complete all parts of this club proposal.

*Note: Your proposed club may not meet or organize before receiving confirmation that your club has been approved. Submit completed form to the assistant principal for review by the administrative team. Once approved you must have a staff member present at all meetings/events. Once all the items below are completed, please initial next to each item, sign the bottom of this form, and return a hard copy to the assistant principal for review by the administrative team. Your proposed club may not meet until approval has been granted.*

Read [WCPSS Board Policy 6800: Student Activities](#).

Read [WCPSS Board Policy 6830: School-Sponsored, Fund-Raising Events](#).

Read [WCPSS Board Policy: 6820D: Soliciting, Selling, or Borrowing \(Student](#)

[Activities\)](#). Complete and submit the Wake STEM New Club/Organization Proposal

Form on page 2.

By initialing each item above and signing below, you state that you have completed each of the items required for review of your proposed club.

Printed Name Date Signed Name

Wake STEM ECHS



## New Student-Initiated Club/Organization Proposal Form All

areas of this form must be filled out and submitted for the club/organization to be considered for approval.

Primary student making request \_\_\_\_\_ Email address \_\_\_\_\_

Staff Advisor \_\_\_\_\_

Staff Advisor signature \_\_\_\_\_

Name of club/organization

*(The name of the club should be representative of the club's purpose.)*

**school?** *(Circle meeting time)* **Attach or email the following**

Is this club/organization a chapter of a national organization?

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Yes No

Will this club meet during **SMART lunch** or **after**

- Purpose of the club: *(Include vision, mission, goals and objectives. Describe how the club will benefit the students, the school, and/or the community.)*
- A list of major proposed activities for the club/organization to this document (Examples: guest speakers, service projects, field trips, etc).

**Signatures are required of at least eight potential students interested in being a member of this**

**club.** 1. \_\_\_\_\_ 5. \_\_\_\_\_

2. \_\_\_\_\_ 6. \_\_\_\_\_ 3.

\_\_\_\_\_ 7. \_\_\_\_\_

4. \_\_\_\_\_ 8. \_\_\_\_\_



***Administrative use only***

Approved for establishment at Wake STEM Early College High School **(Note: student leader must email assistant principal when the club is no longer functioning.)**

Not approved for establishment at Wake STEM Early College High School. See reason(s) below:

Administrator Signature Date