



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



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.)

Is this club/organization a chapter of a national organization? _____ Yes _____ No

Will this club meet during **SMART lunch** or **after school**? *(Circle meeting time)*

Attach or email the following:

- 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