

2018-2019 Apex Friendship High School Club Application
Application deadline: Monday, September 17th, 2018, 2:30 p.m.

Club applications and Constitutions must be returned to Ms. Wooten (Room 2231) by 2:30 p.m. on Monday, September 17th. Applicants should sign up for an interview time when returning the club request. Club interviews will be conducted on September 18th and 20th during STAR Lunch in Room 2245 (Near Mr. Wilson's office). **This will be the ONLY opportunity for students to request a new club for the 2018-2019 school year.**

Name of club: _____

Name of student wishing to create a club: _____

Purpose of club: _____

Grade: 9 10 11 12 Homeroom Teacher: _____

E-mail Address: _____

Cell Phone: _____

Advisor (Teacher and Room Number): _____

Advisor Email: _____

Advisor Signature: _____

****Teachers:** Please make sure that you have read your responsibilities as an advisor that are listed below.

- Be present at all club meetings and sponsored activities.
- Disagreements between club advisers and officers that may arise must be worked out between all parties. Student Council advisers and administration do not get involved. If club officers would like new advisers, they can resubmit the club application under a new adviser the next time club applications are accepted (typically at start of each semester).
- Approve all notices concerning activities.
- Monitor all social media accounts associated with this club.
- Account for all money through the bookkeeper.
- Approve all activities and submit activities that will take place on Apex Friendship's campus to Student Council for initial approval. If Student Council supports the activity, the proposal will be submitted to the appropriate administrator for final approval. Student Council will notify the club advisor concerning approval status.
- Encourage member involvement.
- A staff member should not agree to sponsor a new club unless he/she has the time and commitment to help make the group become a viable and long-lasting one that benefits the students, school, and/or the community.

Things to Consider For Approval

- All decisions will be sent to advisers listed on the application. Please do not email Student Council advisers or administration to find out. All communication should go through the adviser.
- DECISIONS ARE NON-NEGOTIABLE. If your club is denied, then a simple explanation will be sent with the denial to your advisor. (Please note: all clubs requiring students to travel off campus as an entire group or participate in sports/physical activities will be denied due to county regulations with transportation and liability.
- If your club is advised to combine, the decision will sent to your adviser along with the title and advisor your club is suggested to combine with. It is up to you and the other club to make the combination happen. Otherwise, your club does not exist.
- If you do not renew your club at the end of each school year, then your club does not exist for the following year and you must resubmit an application during the application period.

Include a list of prospective members. They must sign the list.

Prospective Member	Grade	Homeroom Teacher	Signature

☐

By checking this box, I have read and understand how to apply for a club at AFHS.

☐

By checking this box, I understand the role my advisor has in the club I am creating.

☐

By checking this box, I understand the decision making process when applying for a club.

☐

By checking this box, I understand the importance of an interview.

Signature of applicant

Date

Before final approval of the establishment of a club, the prospective club leader must be prepared to answer questions regarding each of the following mandatory constitution sections at the time of his/her assigned interview on Tuesday or Friday (September 18, 20) in the Conference Room, Room 2245, during STAR lunch. **There will be an end-of-year review to evaluate relevance of your club. Remember, the prospective club leader must submit a formal club constitution with their club application at the same time OR THE APPLICATION CANNOT BE ACCEPTED.**

Article I: Name of Club

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

Article II: Purpose of Club

(Include the vision, mission, goals, and objectives of the club. How is this club going to benefit the students, the school, and/or the community?)

Article III: Powers

(Include how the constitution may be changed and voting procedures to approve proposals. No changes are ever made without the approval of the sponsor.)

Article IV: Meetings

(Include the location, day – example, 1st Tuesday of the month – and time of scheduled meetings. Consider the meeting days of existing clubs.)

Article V: Membership

(Include membership, attendance, and financial requirements. Include reasons for dropping a member from the group, replacing an officer, and mandatory club requirements. Sponsor approval is required.)

Article VI: Dues

(Wake County only allows dues of \$1.00.)

Article VII: Officers and Duties

(Include the club officer titles and the specific duties of each officer. Most clubs have a president, vice-president, treasurer, and secretary. Additional officers should be added to meet the specific needs of individual clubs. The president of the club is required to attend the Student Council's Inter-Club Council meetings.)

Article VIII: Elections

(Include the qualifications and procedures for electing officers.)

Article IX: Activities, Projects, and Community Service

(List activities and projects of the club. All clubs are encouraged to participate in at least one community service project per semester.)