

## **2018-2019 How to Request a New Club at Apex Friendship High School**

**\*\*Applications are available on the Student Council Board in the commons and on the AFHS Website.**

-Deadline for requesting a new club for 2018-2019: 2:30 p.m. Monday, September 17<sup>th</sup>. All **Club Applications and Constitutions** must be completed and submitted to Mrs. Wooten, Room 2231, at the same time by Monday, September 17<sup>th</sup> at 2:30 p.m. Absolutely NO late club apps will be accepted. **This will be the ONLY opportunity for students to request a new club for the 2018-2019 school year.** Clubs cannot be created at any other time during the school year.

-Students returning applications must sign up for an interview time with the Student Council. Interviews will only be granted to those students who submit a **completed Application and Constitution.**

- Interviews will be held Wednesday, September 19<sup>th</sup>, and Thursday, September 20<sup>th</sup> in **Ms. Wooten's Room (Room 2231)** during STAR lunch.

- Interviews are for you to explain why your club is UNIQUE AND ESSENTIAL to our community. In other words, you must defend why your club is necessary to AFHS AND why clubs that may have similar interests, that already exist, are different from yours. This requires you to research all the clubs that are currently offered at our school.

-After interviews, the application information and the interview answers are brought before Student Council and voted on. Three decisions can be made: approved, denied, or a suggestion to combine with another club. **These decisions are then sent to administration who have the final decision.**

-The Student Council, Student Council Advisor, and the Administration will review all proposals for new groups for the 2018-2019 school year. There will be an end of year evaluation in June to determine the relevance of your club.

**In reviewing proposals for new clubs, the committee will consider the following:**

1. Is there an existing group that has the same purpose?
2. How will this new group benefit the students, the school, and/or the community?
3. What commitment do the creators of the new club have to make the group viable and long-lasting?

**Before a new club may be formed, a school staff member must be willing to accept the following responsibilities as an advisor:**

- 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).
- Monitor any social media that represents this club and AFHS.
- Approve all notices concerning activities.
- 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.

**\*No clubs can be submitted without an advisor who has signed off saying they understand the roles of an advisor**

#### **Club Expectations:**

- Clubs preferably meet during STAR Lunch, but they may also meet after school between the hours of 2:30 p.m. – 4:00 p.m.
- Clubs must have the sponsor present at all meetings and club-sponsored activities.
- Presidents of clubs are expected to attend Inter-Club Council meetings.
- Club approval is for one year only. Clubs must submit a renewal application for the next school year at the end of the current school year.
- Student-initiated clubs must meet in January with Student Council for a mid-year review and share artifacts.