

## New Club Form

**Name of Club:** \_\_\_\_\_

**Description of Club:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Student Organizer(s):** \_\_\_\_\_

**Advisor Signature:** \_\_\_\_\_

**Meeting Times and Location:** \_\_\_\_\_

**Administrator's Signature:** \_\_\_\_\_

Club and organization advisors are expected to abide by the following guidelines, whether it is a paid increment or volunteer effort:

1. Administrative approval must be secured for the organization of all clubs and organizations.
2. The club/organization advisor must be present at all club/organization events, whether in the school or in the larger community. This includes meetings, activities, and other announced events.
3. All school announcements/publications/web pages/emails/etc., must be approved by, and continually monitored by, the advisor.
4. A club/organization may only function under the supervision of a current faculty or staff member, or faculty or staff designee.
5. All fund raising activities must receive administrative approval. All activity funds must pass through a school/district activity account.
6. Each club/organization must provide the administration a statement of purpose.

**Please return this form to the MHS building secretary**