**Masconomet School District New Club Proposal Form**

**Establishing a Student Activity Club**

At Masconomet, co-curricular clubs can be established by a group of students with a common interest and a faculty member who is willing to supervise the activity. To form a club, students must present a proposal to the School Committee for their approval. The proposal should include a club name, the purpose, and an overview of the types of activities the club members will engage in. It will also include a list of students who are interested in being members of the club and the name of the faculty advisor who has volunteered to oversee the clubs activities during the probationary period.

If the Club is approved by the School Committee and operates successfully for three years, the building principal can recommend that the club move to permanent status. This is done during the budget development season in the fall. The principal should include information about the clubs history of participation, the activities they have engaged in, a recommendation for any advisor stipend and club expenses that would be funded via the budget and the minimum number of participates to operate the club. The budget subcommittee will review the request and make recommendations to the full committee during the budget development process.

The School Committee must vote to allow a club to establish an account in the student activity fund. The purpose of the account is to deposit funds raised by the student organization to pay for their activities. A student organization can petition the School Committee for a student activity fund account through the Assistant Superintendent for Finance and Operations. Once approved, the club name will be included in this handbook and the Accountant will add an account to the appropriate Student Activity Fund ledger.

***STEPS FOR APPROVAL***:

1. *Fill out the form below and submit for consideration to the appropriate building principal.*
2. *The principal will inform the club members if he/she is going to support the club’s candidacy. If he/she does they will request that the club’s bid be heard at a School Committee meeting.*
3. *Members of the club will make a presentation to the School Committee, at which point the club will be approved or denied.*
4. *If the club is approved it is then subject to review after the first three years of its’ existence.*

Please fill out the following and submit it for consideration to HS Principal if this is for a high school club, or MS Principal if this is for a middle school club.

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Proposed Club Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club Purpose/Mission: ­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Are you seeking/do you want a Student Activity Account to deposit funds?\_\_\_\_\_\_\_\_\_\_\_\_

Founding Students: Faculty Advisor(s):

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anticipated # of dates club would meet throughout the year:\_\_\_\_\_\_\_\_

Anticipated Club In-school Activities: Anticipated Club Out-of-Masco Activities:

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 1 .\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

5.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interested student participants:

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6 .\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 8.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 10.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are there other important information/factors such as start up costs and how they will be funded, that you feel the Principal and School Committee should be aware of?

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