

SY _____

Starting a HS Club

Cover Sheet/Checklist

_____ Club name

_____ School

A new club application packet **must include the first 4 items** listed below and this cover sheet (completed).

_____ 1. Cover Sheet

_____ 2. Application (typed)
 Sponsor named typed on application
 DSA signature
 Principal signature

_____ 3. Constitution (typed)

_____ 4. Student Interest List

_____ 5. Confirmation that associated regulations/policies were shared with sponsor(s)

- 1370 – Fundraising
- 1375 – Charity Drives
- 3280 – Controversial Issues
- 3866 – Extracurricular Activities – High School and Middle School Clubs and Non- VHSL Activities
- 5790 – Field Trips – Planning, Conducting, Financing
- 5810 – Administration of School Activity Funds
- RM-50 – Prohibited Activities

_____ 6. Important Notes

- Any club activity off-campus is a field trip with all associated FCPS requirements.
- Clubs athletic in nature are not approved. We do not have the personnel or processes in place to support that.
- Fundraising or financial donation is allowed in the application or in the constitution. There must also be a statement to the effect that all fundraising activities are subject to local school administration approval.
- It is not necessary to list specific fund-raising activities, field trips, performances, etc. on the application or in the constitution- it is best to be generic. If you choose to be specific, you must indicate on the application/constitution that any/all activities will comply with FCPS regulations and local school polices and approval processes. Additionally, if the planned activities of the club do not appear to be able to be accomplished during regular club meeting time, the same statement is needed. If said statement is not included, the application packet will be returned for edits.
- A club may NOT be the direct extension of an outside organization and no outside organization may have any authority over a FCPS club or students. Once a club has met the requirements and has been approved centrally, working with an outside agency is possible under the approval/supervision of the local school and any necessary FCPS offices.

9/19
update
to
P1375

To be reviewed/approved as a new club for the current school year, the application packet must be received by the Student Activities and Athletics Programs Office NLT the first Friday in March.

Date Approved _____
 Category _____

Distribution:
 DSA HS Club Contact
 HS Finance Tech
 Sandy Grimes Melody Modell