

SY _____

Starting a Club or Activity

_____ Club name

Cover Sheet/Checklist

_____ School

A new club application packet must include the following:

- _____ 1. Cover Sheet
- _____ 2. Application (**typed**)
 - _____ Sponsor name typed on application
 - _____ DSA or MS A-S Specialist signature
 - _____ Principal signature
- _____ 3. Constitution (typed)
- _____ 4. Student Interest Names
- _____ 5. **Date** associated regulations/documents shared with sponsor(s)
 - 1375 – Charity Drives
 - 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
 - **SY 2017-2018 - the School Board has instituted a \$50 fee for all extracurricular activities.**
 - Any club activity off-campus becomes 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.
 - Note that if fundraising or financial donation is listed as a primary objective/activity of the club, the application will be returned for edits (due to regulations regarding fundraising and donations).
 - Do NOT list specific fund-raising activities or field trips on the application - be generic. Indicate that any/all fund-raising or field trips will comply with FCPS regulations and local school polices and approval processes. Applications with specifics listed will be returned for edits.
 - A club may NOT be a direct extension of an outside organization and no outside organization may have any authority over a FCPS club. 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.

To be reviewed 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