Updated June 2020

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 include student FCPS email addresses on 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 actually 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.
- If planned activities of the club do not appear to be able to be accomplished during regular club meeting time (45 minutes after school), you must indicate on the application/constitution that any/all activities will comply with FCPS regulations and local school polices and approval processes.
- 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.

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:
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DSA
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