



**STUDENT CLUB PETITION**

**STUDENT CLUB NAME:**  
**SCHOOL NAME:**

**STEP 1 - INITIAL REVIEW.** Any student group that wishes to form a new student club (club) or renew an existing club shall complete this Step 1 and submit it to the Activities Director at the School for processing and consideration for approval.

**Mark One:**  **New Club/Transition** (Do not include a proposed Constitution and budget with this Step 1; after the initial review, the Activities Director will inform the student group whether to submit a proposed Constitution and budget)

**Renew Existing Club** (Must include budget and copy of existing Constitution)

**1.1 Club Advisor (do no sign unless there are at least 15 students who have listed their names and signed in 1.4 below):**

Name \_\_\_\_\_ Signature \_\_\_\_\_

**1.2 Student Representative(s):** Name(s) \_\_\_\_\_

**1.3 New Club (complete the following if seeking approval for formation of a new club; do not complete for existing club):**

**A. Purposes.** Describe the purposes of the club:

**B. Objectives.** Describe the objectives of the club:

**1.4 Student Names and Signatures.** To be considered for approval to form a new club or renew an existing club, students who are currently enrolled in the School and in grades 7-8 for an intermediate school, grades 9 – 12 for a high school, or grades 7 - 12 for an educational center shall be listed and sign below *(if extra spaces needed, add additional page(s))*.

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No.	Print Student Name	Signature	Student I.D.	Grade
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

**STEP 2 – CLUB DOCUMENTS.** To be considered for approval of a new club or renew an existing club, the following documents shall be submitted to the Activities Director at the School:

**2.1 Constitution.** For a new club, a proposed Constitution shall be submitted; the student group shall work with school staff to make appropriate adjustments to the proposed Constitution. For a renewal of an existing club, a copy of the existing Constitution shall be submitted. The Constitution shall be on the template provided by the School.

**2.2 Budget.** The Club Advisor for the club shall submit a budget for the club for each school year in which the club will operate.

**STUDENT CLUB PETITION – SCHOOL APPROVAL**  
**(FOR SCHOOL STAFF USE ONLY)**

Name of Student Club: \_\_\_\_\_

**STEP 1 - INITIAL REVIEW.** This step is to be completed by the Activities Director at the school on which the student club (club) intends to operate.

Date Petition Received: \_\_\_\_\_ Mark One:  New Club  Existing Club

Student Club Petition may proceed to Step 2 review (*mark one*):

- Yes (go to Step 2)
- No (check one of the following and complete as appropriate):
  - Does not meet requirements to form or renew a club (see Requirements for Formation and Renewal of Student Clubs in school handbook)
  - Incomplete School Club Petition
  - Other: \_\_\_\_\_

Activities Director: Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name \_\_\_\_\_

**STEP 2 – CLUB DOCUMENTS.**

**Required Club Documents:** The following documents shall be completed, submitted, and approved by the Activities Director at the school on which the club intends to operate (**mark Yes or No for each below**):

Club Documents	Yes	No
a. <b>Constitution.</b> For a <u>new club</u> , a proposed Constitution shall be submitted. For a <u>renewal of an existing club</u> , a copy of the existing Constitution shall be submitted. The Constitution shall be on the template provided by the School.		
b. <b>Budget.</b> A budget for the school year has been prepared, submitted, and validated.		

Student Club Petition may be considered for approval (*mark one*):

- Yes (*requires “Yes” in a. and b. above; if yes, go to Step 3*)
- No (*if “No” in a. or b. above, check one of the following and complete as appropriate*)
  - Constitution does not meet requirements or is incomplete (see Requirements for Formation and Renewal of Student Clubs in school handbook)
  - Budget does not meet requirements or is incomplete
  - Other: \_\_\_\_\_

Activities Director: Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name \_\_\_\_\_

**STEP 3 - APPROVAL OF PETITION (SIGNATURES).** To form or renew a club, the following approvals are required:

1. **ASB Member:** Signature \_\_\_\_\_ Date \_\_\_\_\_  
Print Name \_\_\_\_\_
2. **Student Activities Director:** Signature \_\_\_\_\_ Date \_\_\_\_\_  
Print Name \_\_\_\_\_
3. **Principal or Designee:** Signature \_\_\_\_\_ Date \_\_\_\_\_  
Print Name \_\_\_\_\_

DATE PETITION APPROVED: \_\_\_\_\_