

UCVTS New Club Proposal

If you want to start a new club on the UCVTS campus, you must follow the procedures indicated below in order for the club to be *considered* for official approval. **Filling out the paperwork doesn't guarantee that the club will be approved.** The process includes obtaining approval from the Activities Advisory Board, the building-level administration, the Superintendent, and the Board of Education. Upon approval, it would become a club for the following school year.

Procedures

1. Complete the attached form. Be thorough. The completed form with the additional requirements must be sent electronically to the District Extracurricular Activities & Events Coordinator by **December 1st** for consideration by the Activities Advisory Board.
2. If the Activities Advisory Board(AAB) decides that the club should be considered further, you will be invited to make a **presentation** regarding the proposed club to the AAB at its **next scheduled meeting**.
3. Shortly after the presentation, the AAB will make a recommendation as to whether the club should be considered for further approval. You will be notified.
4. If it is recommended by the AAB, then it must also be approved by the following:
 - Building-level administration
 - Superintendent
 - Board of Education

You will be **notified by April 1st**, as to whether your new club was approved.

New Club Proposal

Name of Club: _____

Population served (circle all that apply): AAHS AIT UCTech Magnet
(who will be eligible for participation?)

Objective/purpose of club:

How would it benefit the school community?

What activities do you plan on holding?

Any initial costs?

Are there any national/state/chapter requirements and/or dues?

Please create a student survey. Before distributing the student survey **it must be approved by a building administrator**. Once approved, distribute the student survey regarding this club. Attach the survey and summary of results.