



Winston Churchill High School Clubs

In order to start or continue a club at WCHS, **students** are required to do the following:

Complete a New Club Request Form or a Club Renewal Form

1. **In the spring prior to the upcoming school year**, students must submit a New Club Request if they are interested in starting a new club. If students are presently a member of an approved and active club, they need to submit a Club Renewal form in the spring prior to the upcoming school year. Only one Club Renewal request form can be submitted for an already active club by the current student officer and teacher sponsor.
2. The forms are then posted on the WCHS website and are available in the Main Office for approximately one month before the deadline (April-May). Once posted, announcements are made and reminders are communicated weekly prior to the deadline.
3. Forms are not accepted without the signature of a committed teacher sponsor who is willing to work with and support the club.

Identify Club Goals and Description

4. Club goals must identify a specific purpose focusing on meeting a particular/identified need in the student body and in the community. On the application, club goals must be outlined with an agreement from the teacher sponsor first. The meeting day, time, and frequency must be noted, along with connections to specific outside organizations if applicable. If there are dues, this must also be identified. Agenda items for meetings, fundraising planning and ideas, identification of events that will occur outside of the school day, and member requirements and expectations must be clearly described.
5. Proposed club ideas should also be sustaining. Student officers should be able to frequently meet to identify and implement actionable steps towards meeting club outcomes and goals.



Receive Club Approval or Denial

6. In June, student officers will receive notification via email if their New Club Request for the upcoming school year was approved or denied. A form letter will be emailed identifying various reasons as to why it may have been denied. A form letter will also be emailed to student officers whose clubs were renewed for the upcoming school year in June.
7. If a student officer does not submit a Club Renewal form by the deadline, then that particular club will be removed from the next school year club brochure and cannot be an active club. It is not the responsibility of the teacher sponsor to submit the Club Renewal form.

Next Steps

8. Once a club has been approved or renewed, the club president and teacher sponsor will receive access to a Googledoc where they will include or update their club information to be displayed in the next school year club brochure.
9. The student president and teacher sponsor will also be added to a Club Contact List in order to receive email updates regarding Club Night which takes place in September, and other important items that club officers and sponsors must adhere to.
10. Teacher sponsors are required to attend two meetings in August presented by the school's Business Office Administrator regarding club procedures and expectations. Teacher sponsors will receive this information via email.
11. At the start of the school year in September, all clubs **have been finalized** for that school year. Students will begin to prepare to showcase their club at Club Night in order to have new members sign up.
12. If at any point during the school year it becomes known that clubs are not meeting and are not active, those clubs will be eliminated and removed from the club brochure. The Business Office will also be notified.

