

# VAHS NEW CLUB CRITERIA

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## School-Sponsored Clubs

To be eligible for consideration as a club sponsored by Verona Area High School, a club must meet the following criteria:

1. Evidence of sufficient student interest (i.e., 20 or more students)
2. Availability of an appropriate adult sponsor;
3. Inclusiveness (i.e., the degree to which the club is designed to appeal to and include students regardless of race, sex, religion, national origin, disability, etc.); and
4. No significant duplication of purpose, goals, or activities of an existing school-sponsored club.

## School-Recognized Clubs

1. Student clubs which Verona Area High School determines not to sponsor may nonetheless be recognized by the school consistent with the District's efforts to encourage the emotional, cultural, mental, physical, and social growth of its students, and subject to the following conditions:
  2. Meetings or activities are voluntary and student-initiated;
  3. There is no sponsorship of meetings or activities by Verona Area High School, the government, or its agents or employees;
  4. Meetings or activities do not materially and substantially interfere with the orderly conduct of educational activities within the school, nor are they unlawful or otherwise contrary to the mission of the school;
  5. Employees or agents of Verona Area High School or the government must be present at meetings or activities.
  6. Non-school persons may not direct, conduct, control, or regularly attend meetings or activities unless approved by VASD;
  7. Meetings and activities must occur during non-instructional time;
  8. Verona Area High School expends no funds beyond the incidental cost associated with providing the space for student-initiated meetings; and
  9. All literature, signs, or other publicity of school-recognized clubs shall include a disclaimer provided by the District stating that the club is not school-sponsored or endorsed and must be approved by the Student Activities Director or his/her designee before posting or broadcasting.

## CREATING A NEW CLUB AT VAHS

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Any teacher or student having an interest in starting a new club may obtain a Proposal Form (see following pages) in the Student Activities Director or Main High School office. **New Clubs are reviewed twice during the school year and must be submitted by September 30 and/or January 30.** After the completed form has been returned to the Activities Director's office, the application goes through the following process:

1. Review of application by the Student Activities Director considering the above criteria for school-sponsored clubs and conditions for school recognized club.
2. Meeting with potential sponsor and/or students and the Student Activities Director.
3. Written recommendation by the Student Activities Director to the Principal for acceptance or rejection of the club as a school-sponsored club or school-recognized club.
4. Final decision by Activities Director and Principal.
5. If a club is accepted as a school-sponsored club, the club will be on "pilot" status for two full semesters and a specific plan to start as a school-sponsored pilot club will be developed by the sponsor, students, and Student Activities Director.

## SUCCESSFUL COMPLETION OF First Year STATUS

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A group initially approved as a pilot club may be approved for full status as a school-sponsored club upon application to the Student Activities Director demonstrating that it has:

1. Been in existence at least one school year (two consecutive semesters);
2. Maintains a membership of at least 20 students;
3. Has a constitution describing the purpose, goals, and structure of the club;
4. Has identified activities;
5. Has an identified meeting structure; and
6. Has a District-paid adult sponsor or provides plan for funding sponsor or secures adult volunteer sponsor.

# VAHS NEW CLUB/ACTIVITY PROPOSAL

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The following form must be filled out to start a new club or activity. The completed form should be presented to Mr. Zimba in the Student Activities Office, Room D139. A meeting may follow to discuss the proposal.

## PERSON PRESENTING THE PROPOSAL:

**NAME:**

**EMAIL ADDRESS:**

**PHONE #:**

## NAME OF PROPOSED CLUB/ACTIVITY

**CLUB NAME:**

**DESCRIPTION OF  
CLUB/ACTIVITY:**

**GOAL(S) OF PROPOSED CLUB/ACTIVITY:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**LIST AT LEAST SIX ACTIVITIES OR EVENTS STUDENTS WILL PARTICIPATE IN:**


**What type of area do the students need to meet in (classroom, Sports Center, etc.)**

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**When and how often do you intend to meet?** \_\_\_\_\_  
\_\_\_\_\_

**List at least 20 students who will be members of the proposed club/activity.**

**NAME and STUDENT ID#**

1.	11.
2.	12.
3.	13.
4.	14.
5.	15.
6.	16.
7.	17.
8.	18.
9.	19.
10.	20.

**Have you contacted a supervisor?** \_\_\_\_\_ **YES**                      \_\_\_\_\_ **No**

**Name of Proposed Supervisor/Sponsor (If not on staff and VAHS, please supply contact information:**

\_\_\_\_\_  
\_\_\_\_\_

What will it cost to operate the proposed club/activity? Describe where the money will come from and how the money will be used.

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Why do you think there is an interest in this proposed club or activity?

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**RETURN COMPLETED FORM TO Joel Zimba - STUDENT ACTIVITIES DIRECTOR**  
**\*\*\*CLUBS PROPOSALS ARE REVIEWED TWICE PER SCHOOL YEAR**  
**and must be submitted by September 30 or January 30 \*\*\***

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**PROCESS**

- Step #1 \_\_\_\_\_ Application is filled out and submitted to Student Activities Director for review
- Step #2 \_\_\_\_\_ Meeting with Student Activities Director; potential supervisor, and/or students proposing new club
- Step #3 \_\_\_\_\_ Presentation to Activities Director and Principal
- Step #4 \_\_\_\_\_ Final written decision by Activities Director and Principal

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**Recommendation by Student Activities Director**

\_\_\_\_\_ for acceptance of the club as a school-sponsored pilot club school-recognized club.

\_\_\_\_\_ for rejection of the club as a school-sponsored pilot club or school-recognized club.

**Signature: Activities Director** \_\_\_\_\_ **Date:** \_\_\_\_\_

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\_\_\_\_\_ **Approved** as a new pilot / school recognized club for the \_\_\_\_\_ school year.  
*(circle appropriate club)*

**Signature: Activities Director** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature: Principal** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_ **Not Approved** as a new pilot / school recognized club for the \_\_\_\_\_ school year.

**Signature: Activities Director** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature: Principal** \_\_\_\_\_ **Date:** \_\_\_\_\_