



# Club Information

Many opportunities for involvement exist through membership and participation in student clubs and organizations. At Earl Wooster High School we take pride in our clubs on campus. This packet will provide you with information to start your own club at Wooster High School.

## **How to Start a Club:**

1. Find a faculty advisor at Earl Wooster High School who will be interested in supporting your club
2. Find at least 10 current students to serve as founding members
3. Write a constitution using the Sample Constitution Guideline as an example
4. Complete the Club Information Form and the Club Advisor Duties Form
5. Submit the two forms along with one copy of the constitution to the Activities Secretary
6. Follow up on the status of the submitted forms to receive approval to begin meeting

## **Club Requirements:**

1. Have a faculty advisor who is a Wooster staff member.
2. Ensure that, in order to guarantee equal human rights for every student at Wooster High School, equal opportunities are afforded to all students with regard to race, color, religion, creed, gender, sexual orientation, age, ethnic origin, citizenship, nationality, or physical disability.
3. Accept any person attending Wooster High School and fulfilling the membership requirements as a member of the organization.
4. Clubs must meet on campus unless special permission is obtained from the administrator in charge of activities.
5. Club members must meet on a regularly scheduled basis.
6. All things dealing with money and budgets MUST be handled through the Wooster High School bookkeeper.
7. All clubs events must be approved and placed on the Master Calendar prior to the event.



# Club Information: Sample Constitution

**PURPOSE:** *List reason for forming this organization, as well as organizational goals.*

## Article I - **NAME**

*State the name of the organization in full, including the name of any affiliate organization (national, state or local)*

## Article II - **MEMBERSHIP**

Section 1: Any person attending Wooster High School and fulfilling the membership requirements of the organization may be a member.

Section 2: *Type any Membership Requirements such as dues, academic standing, etc.*

Section 3: In order to guarantee equal human rights for the student body of Wooster High School, equal opportunities shall be afforded all students without regard to race, color, religion, creed, gender, sexual orientation, age, ethnic origin, citizenship, nationality, or physical disability.

Section 4: Classification: *State any classification categories that apply to your group (i.e. active, inactive, honorary, etc.)*

Section 5: Privileges of membership: *Specify by classification, privileges of membership (i.e. to attend meetings, to speak at meetings, to vote, to hold an office, to nominate, to be a candidate for office, etc.)*

## Article III - **OFFICERS & ADVISORS**

Section 1: *List the titles of officers who shall serve the organization (i.e. President, Vice President, Secretary, Treasurer, Club Council Rep etc.)* **NOTE:** *All clubs and organizations must have a President*

Section 2: *Qualifications for holding office*

Section 3: *State length of term for officers*

Section 4: Duties of officers: *List specific duties of officers listed in Section 1 above.*

Section 5: *The executive board shall include the following officers.*

Section 6: Advisor: *List the faculty advisor for the club.*

## Article IV - **ELECTIONS**

Section 1: *Time of elections*

Section 2: *Election procedures*

## Article V - **MEETINGS**

Section 1: *The time, date, and place of regular meetings shall be determined by the majority of the membership at the first regular meeting of the term.*

Section 2: *Frequency of meetings*

## Article VII - **FINANCES**

Section 1: *List any possible fundraisers that you may plan on doing throughout the year. Each fundraiser must be approved, and required a fundraising request form.*

Section 2: Dues of Membership: *If any*

Section 3: Account number and information regarding Wooster High School bookkeeping

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Club President / Organizer

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Date

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Club Advisor

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Date



# Club Information Form

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

Date Club Established: \_\_\_\_\_ Current School Year: \_\_\_\_\_

Purpose of Club: \_\_\_\_\_

Club Advisor: \_\_\_\_\_

Club Officers:	<u>Position</u>	<u>Name of Person &amp; Phone #</u>
	<b>Club President</b>	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

Club Members (please name at least 10):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

Membership Requirements (e.g. academic standing, dues, etc.):

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

**Elections:**

Frequency of Elections: \_\_\_\_\_

Length of Term for Officers: \_\_\_\_\_

**Meetings:**

Frequency of Meetings: \_\_\_\_\_

Day, Time & Location of Meetings: \_\_\_\_\_

Activities Admin Approval to form/renew this club: \_\_\_\_\_



# Club Advisors Form

Serving as a club advisor is a wonderful opportunity to get to know and work with students outside of the classroom, and to support them in worthwhile activities that will help them learn and grow. These expectations are designed to support you in your role as an advisor and to clearly communicate the expectations of you as an advisor.

## **Duties of the Club Advisor:**

1. Allow students to "run" their own meetings, but also guide them in the proper use of basic parliamentary procedures, keeping records, etc.
2. Follow up with the club treasurer (if applicable) and the Wooster High School bookkeeper regarding the club finances. You **MUST** be familiar with fundraising guidelines.
3. See that the club secretary (or one club member) keeps an attendance list for meetings and an ongoing list of members of the club.
4. Firmly insist that students assume responsibility for their club.
5. Attend all club-related events, including meetings.
6. Be familiar with the club members and their individual positions.
7. Ensure that the club is a welcoming, safe place for all students who choose to participate in the club.
8. Be familiar with the requirements of a club and support the students of the club in fulfilling these requirements.

Thank you for agreeing to the expectations and for serving in this role. By signing, you understand your responsibilities as a club advisor for the \_\_\_\_\_ school year.

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

Advisor Name (printed): \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_