

## UAIS/ Student Senate Approval Process for Students Initiated Clubs & Events

**Step 1: Determine requirements:** If the event/club takes place outside the school or offered only to members of a currently active club, no Senate approval is needed; however, speak to your advisor, club sponsor, or Mr. Spear about proper supervision.

**Step 2: Choose the correct form:** If the event/club will be advertised or hosted to students in the building, review the appropriate form located outside room 334. Allow three (3) weeks for the remainder of this process.

**Step 3: Initiate search for adult supervisor:** For new clubs or events, students must provide Mr. Spear a description, preferable meeting dates/times/location, and supervisor duties, which he will forward to the staff to find you a possible supervisor.

**Step 4: Complete the appropriate form:** Carefully read and complete all requirements on the appropriate Senate form. Gather signatures of interest, but you may not publicly advertise your event or club via school email until Senate has given you final approval.

**Step 5: Complete CAS proposal, if necessary:** DP students wishing to propose this as a CAS project should build the proposal into Managebac.

**Step 6: Meet your supervisor:** Once Mr. Spear confirms a supervisor that meets your needs, arrange an in-person meeting to discuss your proposal in more detail. If necessary, bring a CAS supervisor form to the meeting to be signed.

**Step 7: Submit the appropriate form to Student Senate:** Allow up to two (2) weeks for the next Senate meeting to review and approve your proposal. If your event is approved, your application process is complete. If you are proposing a club, go to #8.

**Step 8: Understand the club's pilot process:** All approved clubs are temporary and must meet the following requirements:

- Submit to Senate an attendance roster of three consecutive meetings with 15+ members
- Establish by-laws by the end of the third club meeting
- Have an available, sponsoring adult
- Be inclusive to all UAIS students

The Senate vice president will request information on these club requirements periodically. It is the responsibility of you and/or your board to provide this information for your club to remain in good-standing.