

CREATING A NEW CLUB

Any teacher or student having an interest in starting a new club may obtain a Proposal Form (see following pages) in the from the Student Senate board outside Room 334.

After the completed form has been returned to the Student Senate mailbox outside Room 334, the application goes through the following process:

1. Review of application by the UAIS Student Senate, Coordinator, and Head of School in light of the above criteria for school-sponsored clubs and conditions for school-recognized club.
2. Meeting with potential sponsor and/or students and the UAIS Student Senate.
3. Written recommendation by the UAIS Coordinator to the Head of School for acceptance or rejection of the club as a school-sponsored club or school-recognized club.
4. Final written decision by the Head of School.
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 UAIS Student Senate Coordinator.

NEW CLUB/ACTIVITY PROPOSAL

The following form must be filled out in order to start a new club or activity. The completed form should be presented to Student Senate and placed in the mailbox in by Room 334. A meeting will follow to discuss the proposal.

PERSON PRESENTING THE PROPOSAL:

Name _____

Email Address _____

Phone #: _____

NAME OF PROPOSED CLUB/ACTIVITY:

GENERAL DESCRIPTION OF PURPOSE OF PROPOSED CLUB/ACTIVITY:

GOAL(S) OF PROPOSED CLUB/ACTIVITY:

1. _____

2. _____

3. _____

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

1. _____

4. _____

2. _____

5. _____

3. _____

6. _____

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

When and how often do you intend to meet?

List at least 15 students who will be members of the proposed club/activity.

Name of Student	E-mail Address
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

Have you contacted a sponsor? _____ YES _____ No

Name of Proposed Sponsor: _____

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

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

RETURN TO Student Senate

PROCESS

- Step #1 _____ Application is filled out and submitted to the UAIS Student Senate and Coordinator for review
- Step #2 _____ Meeting with UAIS Student Senate and Coordinator ; potential sponsor, and/or students proposing new club
- Step #3 _____ Written recommendation by UAIS Student Senate and Coordinator to Head of School to approve or not approve as pilot club
- Step #4 _____ Final written decision by Head of School

_____ **Approved** as a pilot for the _____ school year

UAIS Coordinator _____ Date: _____

Head of School _____ Date: _____

_____ **Not Approved** as a pilot for the _____ school year

UAIS Coordinator _____ Date: _____

Head of School _____ Date: _____

SUCCESSFUL COMPLETION OF PILOT STATUS

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

1. Been in existence at least one school year (two consecutive semesters);
2. Maintains a membership of at least 15 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 an adult sponsor.

NEW CLUB CRITERIA

School-sponsored Clubs

To be eligible for consideration as a club sponsored by the Utica Academy for International Studies, a club must meet the following criteria:

1. Evidence of sufficient student interest (i.e., 15 or more students);
2. Congruence with Board Policy 1:10 and the District's purpose statement for its co-curricular program;
3. Availability of an appropriate adult sponsor;
4. 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
5. No significant duplication of purpose, goals, or activities of an existing school-sponsored club.

School-recognized Clubs

Student clubs which the Utica Academy for International Studies determines not to sponsor may nonetheless be recognized by the school, in accordance with the federal *Equal Access Act*, 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:

1. Meetings or activities are voluntary and student-initiated;
2. There is no sponsorship of meetings or activities by the Utica Academy for International Studies, the government, or its agents or employees;
3. 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;
4. Employees or agents of the Utica Academy for International Studies or the government are present at religious meetings or activities only in a non-participatory capacity;
5. Non-school persons may not direct, conduct, control, or regularly attend meetings or activities;
6. Meetings and activities must occur during non-instructional time;
7. The Utica Academy for International Studies expends no funds including incidental cost associated with providing the space for student initiated meetings; and
8. 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 UAIS Coordinator or Director or before posting or broadcasting.