

HCS Club Proposal Process

1. Student(s) requests Club Application from building principal.
2. Student(s) completes Club Application and finds a staff member willing to sponsor the club.
3. Staff member completes Club Proposal Form or Proposal to Add Activity to Schedule B Form.
4. Staff member submits all documents to building principal.
5. Building principal schedules a meeting, if necessary, with staff member sponsor and student(s).
6. Building principal approves or denies club proposal prior to the start of the new school year.

Note: The staff members sponsoring a club must not have duties that conflict with time to sponsor the club (i.e. custodial, security, secretarial, maintenance, food service, etc.). Teachers, counselors, and social workers are the staff most likely to be able to schedule accordingly, as seminar time is built into the class schedule.

Timeline:

- All forms must be completed and submitted to the building principal before the last day of school for the next school year (i.e. May 2025 for the 2025-26 school year).
- Approval or denial will occur in August of the new school year.
- New clubs will only be added at the start of the school year if the completed proposal application meets the above timeline and expectations. All additional proposals will be considered for the following school year.

Club Proposal Application

New Club Name: _____

Student(s) Requesting: _____

Staff member willing to sponsor (printed name and signature required which indicates a willingness and commitment to sponsor the club for the entire school year): _____

Please write a brief description of the following:

- Who will be able to participate in the proposed club:

- What is the purpose of the proposed club:

- Why will the proposed club add value to the students and/or building:

- When and where will the proposed club meet:

- What activities will the club participate in or coordinate:

Club Proposal Form

Please submit this completed form to your building principal if not a Schedule B Club request. Forms must be submitted by the last day of school for consideration the following school year to give time to administration to set up expectations with the sponsor.

History of the activity, number of students involved and financial needs will be considered.

Staff Member Name: _____

Student(s) Requesting Club Name: _____

Proposed Club: _____

Length of Activity: Year-Long Semester Other: _____

Estimated Number of Hours Spent with Club Each Month: _____

Additional Information in Necessary:

Building Principal Decision:

Club Proposal Approved

Date: _____

Club Proposal Denied

Date: _____

Rationale: _____
