

Starting a High School Club Cover Sheet/Checklist

School Year: _____ School Name: _____
Club Name: _____

A new club application packet **must include the first 4 items** listed below and this cover sheet (completed).

1. **[REQUIRED]** Cover Sheet
2. **[REQUIRED]** Application (typed)
Sponsor named typed on application, DSA signature, Principal signature
3. **[REQUIRED]** Constitution (typed)
4. **[REQUIRED]** Student Interest List, include FCPS email address of each student on list
5. Confirmation that associated regulations/policies were shared with sponsor(s)
 - 1370 – Fundraising
 - 1375 – Charity Drives
 - 3280 – Controversial Issues
 - 3866 – Extracurricular Activities – High School and Middle School Clubs and Non- VHSL Activities
 - 5790 – Field Trips – Planning, Conducting, Financing
 - 5810 – Administration of School Activity Funds
 - RM-50 – Prohibited Activities
6. Important Notes
 - All FCPS student interest clubs must have open membership opportunity to every student enrolled at that school who is in good standing.
 - Ensuring that clubs operate according to their constitution/by-laws is local school responsibility.
 - Any club activity off-campus is a field trip with all associated FCPS requirements.
 - Clubs athletic in nature are not approved. We do not have the personnel or processes in place to support that.
 - Fundraising or financial donation is allowed in the application or in the constitution. There must also be a statement to the effect that all fundraising activities are subject to local school administration approval.
 - It is not necessary to list specific fund-raising activities, field trips, performances, etc. on the application or in the constitution; it is best to be generic. If you choose to be specific, you must indicate on the application/constitution that any/all activities will comply with FCPS regulations and local school polices and approval processes.
 - If planned activities of the club do not appear to be able to be accomplished during regular club meeting time (45 minutes after school), you must indicate on the application/constitution that any/all activities will comply with FCPS regulations and local school polices and approval processes.
 - A club may NOT be the direct extension of an outside organization and no outside organization may have any authority over a FCPS club or students. Once a club has met the requirements and has been approved centrally, working with an outside agency is possible under the approval/supervision of the local school and any necessary FCPS offices.

To be reviewed/approved as a new club for the current school year, the application packet must be received by the Student Activities and Athletics Programs Office NLT the first Friday in March.

Date Approved: _____

Category: _____

Distribution:

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