



Liberty Charter High School

Club Application

Detach the Club Requirements sheet to keep for your reference and return the application to Mrs. Beyer's box in the office. If approved, this document will also serve as your Club's Constitution.

Type or print neatly in blue or black ink.

Name of Club: _____ Date ____/____/____

Advisor: _____
(Must be a Liberty Charter High School staff member or Liberty Charter High School approved adult)

Student Info:

Club Leader Phone Number Email

Names of Student Officers/Positions:

Table with 4 empty rows for listing student officers and positions.

Purpose: Write a 2-3 sentence description about your goals & the types of activities in which the club will engage.

Table with 4 empty rows for describing the club's purpose.

Meetings: Clubs are required to meet on campus with the advisor present on the days, times & locations listed on this application. Clubs may be disbanded for meeting without a sponsor.

Day(s) of the Week Time of Month Location Time
(Mon, Tues, etc) (Once every 3rd week of the month, etc.) (Must be a specific room)

Membership Criteria:

Are there any special criteria to be eligible for this club? (GPA, application, tryouts, interview, etc)

Table with 4 empty rows for listing membership criteria.

I have read and agreed to uphold the Club Requirements attached to this application (pg 3-4):

_____ Club Leader's Signature

I have read and agreed to uphold the Club Requirements attached to this application and agree to meet the responsibilities of being a Club Advisor:

_____ Advisor's Signature

Financial Information

Estimating the expenses of your club is an important part of ensuring that the club is sustainable.

1. Do you anticipate a cost for membership to the club? Y / N

If so, what will membership monies be used for?

2. Will there be a cost for uniforms or equipment? Y / N

If so, what is the anticipated cost?

How will this money be acquired?

3. Will you seek endorsements or outside financial support? Y / N

Ideas from whom you will seek support?

4. Who will be responsible for collecting monies and seeing that they are deposited and used appropriately?

Below, please estimate the expenses that are projected for the club:

Expense	Projected Cost
	Total \$

Liberty Charter High School Club Requirements



To Form a Club:

- 1) The club must have an advisor who is a teacher at Liberty Charter High School OR is an approved LCHS adult club sponsor.
- 2) The club must complete an application that is available in the office. Applications may be submitted any time during the school year for approval by the administration. This application will also serve as your Constitution.
- 3) All previously existing clubs must complete a new application each school year for the purpose of updating information.

Membership

- 1) Only current Liberty Charter students may be members of the club or participate in any club activity/event.
- 2) No student who meets all requirements for membership as described on the Club Application may be denied entry into the club.
- 3) Under no circumstances may clubs participate in “initiation” or hazing activities. This may result in suspension, police notification, arrest and/or possible expulsion from school.
- 4) A current list of all club officers and members must be maintained and kept on file with the advisor.

To Maintain Active Status:

- 1) **Clubs are required to meet on campus with the advisor present on the days, times and locations indicated on the application.** The purpose of this is to provide accurate information to the student body about joining clubs. Additional meetings may certainly be held as well, on or off campus, but they too must have the advisor or an adult chaperone present.
- 2) All club events and activities are expected to follow Liberty Charter High School policies.

Detach this sheet to keep for your reference!

Planning Events and Fund Raisers

- 1) Any club wishing to organize an event or fund raiser (on or off campus) must submit an **Event Request Application** ahead of time (available in the Office). If the event is approved, it will be placed on the school master calendar in the Office.
- 2) All events, socials, fund raisers, etc sponsored by a club which occur on or off campus must have the advisor present the entire time.
- 3) All club events that involve traveling must have the trip approved ahead of time by the Vice Principal and every participating club member must complete and turn in the appropriate field trip paper work to the advisor. Transportation costs will not be covered by the school. It is the responsibility of the club to absorb all costs.
- 4) Reminder notices and other deliveries to students are to be sent through teacher boxes and must be approved by the advisor.
- 5) Any club wishing to put-up posters, fliers, etc. must have all items approved in advance by the office. and follow Liberty Charter poster guidelines.
- 6) ALL money raised or collected is to be deposited into the club account through the Office that same day or if the Office is closed, the very next school day. This includes donated money. Do not use collected cash to make purchases.

Approved Liberty Charter Clubs shall receive the following benefits:

- may have a group photo of all club members appear in the yearbook
- may hold approved fund raisers
- may plan approved school-wide events, lunch time activities, etc.
- may request assistance from the Boosters or Student Council in any events you plan
- may have an account through the Activities Office (once money is raised to deposit)
- may have notices to advertise meetings, events, etc. published in the announcements (with advisor's approval)
- may have a club web page (created by the club)
- may request the use of the sound system for an event
- may have a representative seat on the Student Senate

For questions, speak with Mrs. Beyer or Mr. Robinson