Willowbrook High School

How to Start a Club

Don’t see anything that interests you?
Want to start something new at Willowbrook?
Here’s how!

- Review and complete all the requirements listed in the attached documents.
- Find a staff member that is willing to volunteer as your club’s sponsor.

Once everything has been approved, you’re free to start the club on a temporary basis. Throughout the school year, your volunteer sponsor must prove that your club has been active in the school by turning in a roster, monthly minutes, a constitution or rules of the club, what you’ve done throughout the school year, and a mid-year and end-of-the-year report detailing the club’s events.

If you have any questions, please make an appointment to see Mr. Daly in the Main Office.

Name of CLUB you are interested in starting:

Please return this entire packet along with all other required documentation to Mr. Daly in the Main Office.
**Willowbrook High School**  
*Procedures for establishing a club*

**Step 1:**
- Obtain an application and petition (requires 25 student signatures) for club recognition and Charter (if affiliated with a nationally recognized organization) from the Activity Director. Be prepared to provide a name of a potential faculty advisor(s).

**Step 2:**
- The faculty advisor and/or interested students should meet to discuss and formulate:
  a. Club name  
  b. Set of objectives  
  c. Tentative lists of activities the club plans to sponsor and dates of those activities  
  d. Plans and purposes for club financing  
  e. A time and place for club meetings

**Step 3:**
- Upon receipt of the application and petition, the Activity Director/Assistant Principal will schedule a meeting involving the club’s faculty advisor and interested students. The purpose of this meeting will be for the Activity Director/Assistant Principal to assist and inform the club applying for recognition about its responsibilities and opportunities and to discuss the club’s constitution and by-laws (if affiliated with a nationally recognized organization).

**Step 4:**
- The club will construct goals and a mission statement, which will conform to the guidelines in the Willowbrook Activities and Clubs Handbook, and submit a copy to the Activity Director/Assistant Principal for approval.

**Step 5:**
- Immediately upon approval of the club’s goals and mission statement, the club will be placed on probationary status for at least one semester to who stability within their respective club.

**Step 6:**
- Once a club has shown stability, the respective club will be an officially recognized school organization.
Willowbrook High School
Request for permission to start a new club

Your club’s goal and mission statement (or constitution and by-laws) should be attached to this petition.

The following points must be included in your constitution for club approval:

1. Purpose of the club

2. The number of meetings per year

3. Individual attendance requirements to maintain active membership

4. Each club with the provision that no club shall have less than 15 members shall determine minimum active membership.

5. To maintain an active status, each club must not have less than the minimum attendance for two consecutive meetings.

6. Regulations on office holders:
   a. Offices will be divided into major and minor offices.
   b. Major offices include presidents of all clubs having membership of 40 or more or of service clubs.
   c. Minor offices include:
      i. All officers of honorary clubs (NHS, Thespians, etc.)
      ii. All class officers
      iii. All club presidents except those classified as major: vice-presidents, secretaries, treasurers, and any other elected officer of clubs.
   d. No person shall hold more than four minor offices during one school year.

7. All activities including meetings, social functions, and projects must be terminated prior to the final two weeks of the second semester.
Willowbrook High School
Request for permission to start a new club

To start a new club, three things are required:

1. A petition that is properly signed.

2. Goals and mission statement or constitution and by-laws
   (if affiliated with a nationally recognized organization).

3. An activity outline with the sponsor’s signature.

All forms must be completed before submitting a request to the Activity Director/Assistant Principal.

This petition is only a request to start a new club. The Principal makes the final decision to establish a new club. For student signatures to be valid, student class year must also be written on the petition.

The rules for petitioning a new club include:

1. All students affixing their signature to this petition must realize by so doing they are pledging active membership in said club for the present school year (this includes payment of dues, regular attendance, participation in activities and events, etc.).

2. For this petition to be considered, it must have a minimum of twenty-five student signatures.

Student(s) responsible for circulating this petition

Print Name Clearly: _______________________ Signature: ______________________ ID#_______________

Print Name Clearly: _______________________ Signature: ______________________ ID#_______________

Print Name Clearly: _______________________ Signature: ______________________ ID#_______________

Staff Member willing to volunteer as sponsor while club remains in temporary status:

Print Name Clearly: _______________________ Signature: ______________________

Date _______________
Willowbrook High School  
Request for permission to start a new club

Petition: We, the undersigned, do hereby request that ________________________________ (Name of Club)
be activated for the present school year and realize that by making this petition, we are pledging active
membership to said club.

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To be completed by administration:

Date confirmed with volunteer sponsor: ___________________________
Date discussed with Admin. team: ___________________________
Approved: yes_______ no_______
Admin. Signature: ____________________________