

SY \_\_\_\_\_

# Starting a Club or Activity

\_\_\_\_\_ Club name

## Cover Sheet/Checklist

\_\_\_\_\_ School

A new club application packet must include the following:

\_\_\_\_\_ 1. Cover Sheet

\_\_\_\_\_ 2. Application (**typed**)

\_\_\_\_\_ Sponsor name typed on application  
\_\_\_\_\_ DSA or MS A-S Specialist signature  
\_\_\_\_\_ Principal signature

\_\_\_\_\_ 3. Constitution (typed)

\_\_\_\_\_ 4. Student Interest Names

\_\_\_\_\_ 5. **Date** associated regulations/documents shared with sponsor(s)

- 1375 – Charity Drives
- 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

- Any club activity off-campus becomes 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.
- Note that if fundraising or financial donation is listed as a primary objective/activity of the club, the application will be returned for edits (due to regulations regarding fundraising and donations).
- Do NOT list specific fund-raising activities or field trips on the application - be generic. Indicate that any/all fund-raising or field trips will comply with FCPS regulations and local school polices and approval processes. Applications with specifics listed will be returned for edits.
- A club may NOT be a direct extension of an outside organization and no outside organization may have any authority over a FCPS club. 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 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:  
DSA  
HS Club Contact  
HS Finance Tech  
Sandy Grimes  
Melody Modell