

# Timpview High School - Club Application Form

School Year: \_\_\_\_\_

Name of Club: \_\_\_\_\_

Faculty Advisor Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Student Representative: \_\_\_\_\_ Signature: \_\_\_\_\_

Student Representative Email: \_\_\_\_\_ Phone: \_\_\_\_\_

*I have agreed to attend all meetings and activities of the club. I understand that rooms for club meetings should be scheduled with the Main Office or with club advisors. Club Presidents must be able to meet once a month for Club President Meetings to go over upcoming school events and approval of service projects.*

Requirements for prospective clubs:

*All clubs must have:*

1. A **faculty advisor** to approve and supervise all club meetings and activities.
2. A **service project** to be completed within the school year. Please report the completion of this project to Annie Jacob, Student Body VP (anniejane27@gmail.com).
3. A **club constitution\*** which contains at least the following:
  - a. The purpose of the club
  - b. The method of selecting officers
  - c. The duties of officers
  - d. Club dues, if any
  - e. Details of club service project
  - f. When and where your club will meet
4. At least one **representative at Club Week** during lunch in the commons (detail below) (Club Week: September 5-9)
5. Club Presidents need to attend a monthly **Club President meeting**, first of which will be announced after Club Week

\*Failure to complete the above club requirements will result in possible probation of the club for the following school year.

*This paper and the club constitution (with this page stapled on the front) must be turned into the main office by : **Friday, September 1st for approval**. You may not have a booth and form a club without approval. We ask that even if you have ran a particular club for multiple years that you still re-apply as to keep our record accurate. **Club Week Information:** Sept 5-9, 2017 in the Common during lunch hours. Students participating in Club Week will not be called out early. Each club will be provided 1 table for clubs to use to advertise and collect student's name who are interested in joining the club. For questions, please contact Ms. Baker ([cassidyb@provo.edu](mailto:cassidyb@provo.edu)) or Annie Jacob ([anniejane27@gmail.com](mailto:anniejane27@gmail.com))*