**YORK MILLS C.I. - POTENTIAL CLUB REQUEST FORM 2017-2018**

* All clubs **MUST** have a Staff Advisor
* All club meetings/events **MUST** have a Staff Advisor present
* All clubs **MUST** have a student head/co-head/executive of the club
* Club heads **MUST** provide an updated membership list when requested
* Club posters may only be placed on the **bulletin boards**, not randomly around the school
* Club Heads/Staff Advisors should attend the **monthly calendar planning sessions** if they wish to book dates for Titan Hall and/or Foyer and/or Caf and showcases outside the double gym for the upcoming month
* **NO** food sales other than the 10 food sale dates
* Staff Advisors are responsible for allocating gold and silver points accurately and fairly
* For any other concerns, contact Student Council’s Club Heads at ymclubs@gmail.com

**\*\*\*DETACH BELOW. POTENTIAL CLUB HEAD, PLEASE RETAIN THE PORTION ABOVE.\*\*\***

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**CLUB NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student name (Club Head): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Grade:\_\_\_\_\_\_\_ Home Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cell Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Names of 4 Members (print neatly): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**When/ Where / How often will this club be meeting? (check all that apply)**

**weekly monthly at lunch after school**

**Which day of the week will the club be meeting?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Where will this club be meeting?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Purpose of this Club (please list the main reason for your club):**

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**How can your club better the community?**

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**If approved, will you be attending Club Fest on Thurs. Oct. 5 at lunch in Titan Hall to promote your club? Circle your answer. Yes No**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*Staff Advisor, please fill in the last two sections\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**As a staff advisor, how do you plan on supporting your club?**

* I will be present at all of their meetings
* I will attend all of their events
* I will communicate with the club head(s) to plan meetings and events
* I will take responsibility for any funds they raise and make sure they are deposited in a school account
* I will notify the attendance secretary in advance if any members need to be excused from class for an event
* I will allot their gold and silver points in accordance with Student Council policy
* I will submit all forms required by Student Council
* I will assure there are club heads in place for the next school year
* I recognize that I am making a major commitment and will not be a “phantom” advisor
* I will notify Student Council If the club ceases to exist
* Other:

**Staff Advisor Name(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Staff Advisor Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Student Council will probably contact the Staff Advisor to further discuss this potential club. There is no automatic approval.*