

## Starting a High School Club Cover Sheet/Checklist

School Year: \_\_\_\_\_ School Name: \_\_\_\_\_  
Club Name: \_\_\_\_\_

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A new club application packet **must include the first 4 items** listed below and this cover sheet (completed).

- 1. **[REQUIRED]** Cover Sheet
- 2. **[REQUIRED]** Application (typed)  
Sponsor named typed on application, DSA signature, Principal signature
- 3. **[REQUIRED]** Constitution (typed)
- 4. **[REQUIRED]** Student Interest List, include FCPS email address of each student on list
- 5. Confirmation that associated regulations/policies were shared with sponsor(s)
  - 1370 – Fundraising
  - 1375 – Charity Drives
  - 3280 – Controversial Issues
  - 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
  - All FCPS student interest clubs must have open membership opportunity to every student enrolled at that school who is in good standing.
  - Ensuring that clubs operate according to their constitution/by-laws is local school responsibility.
  - Any club activity off-campus is 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.
  - Fundraising or financial donation is allowed in the application or in the constitution. There must also be a statement to the effect that all fundraising activities are subject to local school administration approval.
  - It is not necessary to list specific fund-raising activities, field trips, performances, etc. on the application or in the constitution; it is best to be generic. If you choose to be specific, you must indicate on the application/constitution that any/all activities will comply with FCPS regulations and local school polices and approval processes.
  - If planned activities of the club do not appear to be able to be accomplished during regular club meeting time (45 minutes after school), you must indicate on the application/constitution that any/all activities will comply with FCPS regulations and local school polices and approval processes.
  - A club may NOT be the direct extension of an outside organization and no outside organization may have any authority over a FCPS club or students. 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/approved 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:

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