

# CHURCHILL HIGH SCHOOL CLUB FORMATION AND RENEWAL GUIDELINES

## CLUB GUIDELINES

1. Clubs must have at least five CHS students and one adult advisor.
2. Any club advisor who is not a current 4J School District employee must complete and submit the Volunteer Information and Confidential Information forms. Pick-up and return these forms to Deb Vobora in the front office. The Confidential Information form will be sent to the 4J Central Office for a criminal background check. This information is kept in strict confidence.
3. Money for clubs can come from allocations from the student body account, depending on the club's tier designation. Clubs formed after October deadline cannot request funds. Funds are limited and not all requests may be honored. Funds remaining in individual club accounts at the end of the school year from ASB will be transferred back to the ASB account, unless the club is an ongoing club historically. Fundraisers are also permitted, but any fundraisers conducted on the school campus must be approved by administration operations and supervised by the club advisor. Athletic fundraisers are authorized through the school Athletic Director, Kelly Bokn.
4. Most club funds are required to be handled and monitored through the school's finance office. Check your club's tier designation for specifics.
5. The club advisor is responsible for scheduling room use at CHS. This can be done by contacting the front office. Adult supervision is required for all meetings. If the club advisor is unable to meet with the club, another adult may substitute if they have been approved as a volunteer. Food and drink other than bottled water are not permitted in classrooms.
6. Any club that has physical contact or potential for injury must submit proof of club insurance. Check our club tier designation to determine if you will be required to submit proof of insurance. This can be obtained through Boy Scouts of America and other organizations.
7. Certain clubs carry too high risk of injury or even death and are therefore prohibited. The school administrator in charge of clubs will make this determination.
8. Any clubs wishing to be pictured in the yearbook must submit their request to Mr. Squires (Yearbook Advisor) **and** Ame Beard (Assistant Principal) by October 14!

If you have any questions, please contact Kelly Bokn, Athletic Director.

I have read and understand the Club Guidelines.

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Advisor Signature

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Date