Checklist for Starting a Club

**\*\*\*All elements of the club packet must be typed (with the exception of signatures on the Student Interest Form).**

The Club Packet Includes:

* Cover Sheet/ Checklist
	+ Make sure the top portion (club name and school) is typed before submitting to the activities office.
* Club Application Contact Information Sheet
* Club Registration Application
	+ Make sure the name of the club sponsor is typed, and have him/her initial by his/her name
	+ Club purpose may not be fundraising
* Constitution
	+ Must indicate that the club is open to all Lake Braddock Secondary School students
	+ Indicates how to join the club
	+ Explains how officers are chosen
	+ Explains how officers can be removed from office
	+ Explains the duties of each officer
* Student Interest Form
	+ 25 signatures of current, interested students

Other things to know:

* Clubs may not be an extension of an outside organization. They must be a result of student interest.
* Money may not be collected to be sent to outside organizations.
* Do not list specific fundraising or field trips in the application.
* Indicate in your constitution that all fundraising and field trips will comply with FCPS rules and regulations.
* The FCPS office no longer approves physical activity clubs. Students may start an “interest-only” club that meets in a classroom to discuss a particular activity, but they may not actually engage in that activity.