

## Garces Memorial High School

### CLUB CRITERIA

**Clubs and Interest Groups at Garces Memorial are a vital part of our community. They provide students an opportunity to explore topics that interest them, connect with students both at school and throughout the community, and engage in activism and volunteerism. We have clubs that engage with national organizations, compete throughout the region, and clubs that gather just to have a good time exploring an interesting topic or activity.**

**All Clubs and Interest Groups at Garces are:**

- 1) Non-disruptive of educational environment – Clubs with a purpose, intent or activities that have the likely effect of disrupting the educational environment may be denied ASB recognition.
- 2) Legal purpose and conduct – Clubs with a purpose, intent or activities involving advocacy or participation in illegal conduct will be denied ASB recognition.
- 3) Clubs engaged in activities, which have a high probability of student injury, may be denied ASB recognition. [Determination to be made by the Diocese.]
- 4) No hazing, harassment, intimidation or bullying – Clubs will not engage in any activities which violate these rules. Clubs must promote open participation for all students.
- 5) Organization – Club must have a constitution, by-laws and officers.
- 6) Advisor – Student Clubs must designate a staff moderator who has agreed to be responsible for supervision/monitoring of student club activities.
- 7) Minimum membership & Meetings – at least **8** active members, meeting at least **9** times per year. Minutes must be taken and turned in to Ms. Witwer.
- 8) Club’s focus/mission cannot duplicate an existing club’s purpose.

**To start a Club:**

First, review the club policies and criteria displayed in the chart below:

<b>Clubs</b>
<ul style="list-style-type: none"><li>- Meet regularly as a group</li><li>- <b>MUST</b> have a staff advisor present at all meetings</li><li>- Must maintain accurate meeting minutes, recorded and organized by the club secretary</li><li>- Must maintain accurate budget records recorded and organized by the club treasurer</li><li>- Can fundraise and spend money</li></ul>

**Instructions to Start a Club:**

1. Print and fill out the New Club Proposal.
2. Attach a list of interested students' names and signatures to the application. A minimum of 8 student names are required to be considered for a club
3. Submit the application to Ms. Witwer
4. Your application will be reviewed
5. Once approved, you will receive an email from Ms. Witwer requesting the following:
  - a) Club constitution
  - b) List of Club Officers with contact information
  - c) The following information is due within 1 week of approval
6. Begin meeting, have fun!