

Establishment of a New Club

Lockport Township High School

The following procedures must be followed and submitted no later than April 15, 2023 to be considered for the 2023-2024 school year.

- A. A LTHS Faculty member must be willing to sponsor the proposed club.
- B. The proposed club must start on a probationary/pilot status for at *least* the first year before being approved as an official club at LTHS.
- C. Requests must be made in writing to the Activities Director. The Activities Director and Building Principals must approve all probationary clubs. A submitted proposal may be denied by the administration.
- D. Provide a written report addressing each of the sub topics below: Send report to blessner@lths.org with request for establishment of new club application.
 - Rationale for club
 - Alignment with curriculum and or student development
 - Anticipated number of participants
 - Projected meeting place and schedule
 - Events to take place
 - Description of activities
 - Sign-up sheet to indicate student interest with names and ID numbers

Probationary Status

During the years as a probationary/pilot club the club must follow all guidelines for clubs and activities at LTHS. The sponsor must inform the Activity Director of all planned events and meetings. The following guidelines must also be adhered to:

- A. Demonstrate increased or consistent student participation from year 1 to year 2. A minimum number of 15 students must attend the club meetings/events on a consistent basis for the club to be considered an official club.
- B. Sponsor completes all preliminary and participation reports. An end of year report should include student feedback in March.
- C. Have a student sign-in sheet for attendance at all meetings and events.
- D. Report to Activities Director in April to review scope, sequence and growth of club.

**Request for Establishment of a New Club Application
Lockport Township High School**

1. Tentative name of organization: _____

Sponsor: _____ Co-Sponsor (if applicable) _____

2. Initiative by: Teacher _____ Student _____ Administration _____

3. Number of students interested in this organization: _____

4. Proposed meetings: Day _____ Time _____ # Per Month _____

5. Location of meetings: _____

6. Rationale for club: _____

7. Benefits of the proposed club: _____

8. Membership requirements: _____

9. Will there be any student cost? _____

10. What officers will the club elect? _____

11. Do you intend to raise money? _____ For what purpose? _____

I agree to serve as sponsor for the above group, without pay, for an indefinite time. I believe that such an activity/group is a necessity and will serve a useful educational purpose. In the event this activity/group becomes an official club the sponsor will receive appropriate co-curricular salary for the 1st year.

Sponsor Signature: _____ Activity Director Signature: _____

Principal Signature: _____ Date of Request: _____