

# ***New Club Proposal***

*The club application process begins with the completion of this proposal.*

## **STEP ONE**

*PROPOSAL AND MEETING* - Prospective student leader(s) complete this “New Club Proposal” and return it to the Student Activities Office (W021D). Make an appointment to meet with the Activities Coordinator to review your proposal.

## **STEP TWO**

*CHARTER* - If approved, the Student Activities Coordinator will then provide you with an official club charter form. When complete, make a follow-up appointment with the Activities Coordinator for review.

## **STEP THREE**

*STUDENT ALLIANCE* - If no further clarification is needed, your charter will be passed on to the Student Alliance. The prospective student leaders will then present the proposal to the Student Alliance during period 3. You will be sent an excursion card via advisery.

## **STEP FOUR**

*TRIAL PERIOD* - Once passed, your club will then enter a 3-month trial period, after which time the Student Alliance will request three meeting summaries detailing the club meetings, activities, and number of active members.

## **STEP FIVE**

*ACTIVE STATUS* - The Student Activities Coordinator will meet with your club sponsor. If the club is determined to be viable, the Coordinator will then bring the club forward to the Stipend Review Committee. If approved, the club will officially move to active status.

**IMPORTANT:** Advertising and meetings may not take place prior to successful completion of all steps in the approval process. Please see the Activities Coordinator at any time with questions.

## GENERAL CLUB CRITERIA

Although clubs at New Trier come in all shapes and sizes, there are some general characteristics shared by all clubs. These include:

1. Clubs must be student-driven; students may not submit a new club proposal after their junior year;
2. Clubs must have at least 7 members that meet on a regular basis and all participants must be current New Trier students;
3. Clubs meet weekly all year long, apart from a few, seasonal exceptions;
4. With a few exceptions, the club is open to all students. Tryouts, applications and/or elections are acceptable if appropriate and approved by the Student Activity Coordinators;
5. A primary function of our clubs is that they are offered by NTHS and are therefore also housed at NTHS. Typically, club meetings take place on campus, unless we are not able to offer a comparable experience within our own facilities (i.e. Ski Club);
6. Clubs must offer a specific niche that is not already available to students at the school or in the community;
7. New Trier clubs are autonomous. If a group already exists in the greater community outside of the school, it is considered independent of the school and therefore typically not eligible to apply for club status.
8. Fundraising, drives and/or collections may not be the sole or primary focus of any new club's mission;
9. All clubs must have an adult sponsor. Ideally, this sponsor is a full-time, New Trier employee. Sponsors must be present at ALL club meetings, informal gatherings, events and competitions, excursions and activities.
10. A club may lose its charter if it does not comply with minimum membership and/or meetings, or if it does not act in accordance with school rules or its proposed mission.
11. In order to amend a club charter after it has been approved, a club must submit an "Amendment Form" to the Student Activities Office, which will be reviewed by the Student Activities Coordinator and the Student Alliance.

**CONTACT INFORMATION** - Please print clearly.

Name of Proposed Club: \_\_\_\_\_

Proposed Sponsor Name(s): \_\_\_\_\_

Proposed Student Leader Information:

Name(s)	ID(s)	E-mail Address
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**VERIFICATION**

I certify that my club proposal complies with all of the “General Club Criteria” outlined in this packet.

\_\_\_\_\_  
*(Student leader signature)*

\_\_\_\_\_  
*Today's date*

**PEER SUPPORT** - Please collect at least 12 signatures of students who may be interested in participating in the proposed club. A variety of students and grade levels may strengthen your proposal.

*(Do not exceed the spaces provided.)*

Name	Adviser	Student ID	Signature
1.			
2.			
3.			
4.			
5.			
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20.			

## **YOUR PROPOSAL** - *Who, What, Where, When, Why and How?*

Please type and submit the following information, along with the rest of this packet, to the Student Activities Office, Room W021D.

1. **What:** Name your club. What is the purpose of your club?  
How is this club different than the other clubs we already offer at New Trier?
2. **Who:** Who will this club serve? Be specific.
3. **Where:** Where will you meet? What space do you need?
4. **When:** When will you meet? How often? For how long?
5. **Why:** Does your club address a new need that is different from all other established clubs, student groups, activities, projects and other initiatives?
6. **How:** How does your club address our school motto?  
How do you plan to ensure continued viability and sustainability after you graduate?  
How do you plan to provide for startup costs considering that you will not be able to apply for funds for a full calendar year?

We look forward to learning more about your idea!  
**Student Activities Department - Winnetka Campus**