

## Starting a Club at SJPII

Students interested in starting a new organization should follow these steps to meet the requirements established by Saint John Paul II Academy:

### Step 1: Explore

1. Review our current list of clubs and organizations to see if any preexisting charters currently meet the needs you are looking to fill. Some clubs may benefit from an expansion of their mission that would encompass your proposal for a club.
2. Canvas the school to see if there is enough interest in your proposed club. You may find a co-president!
3. Consider that this organization should be able to outlive your time here at SJPII. Be sure to think about how the legacy of your organization would continue beyond members' graduation.
4. Think about the goals and objectives of this proposed club. Discuss with "to-be members" about the specific functions of the proposed club.
5. Lastly, be sure to consider what role will this organization will play in the SJPII Academy community. The purpose of the group needs to be well-defined, both for establishing the club and for the organization's own planning and recruiting.

### Step 2: Application Process

Once you have defined the above topics, begin by drafting your proposal.

1. Develop a Constitution or Mission statement: refer to other organizations as a guide. Items that must be included are:
  - Purpose of the organization
  - Procedure for electing and removing officers
  - Prerequisites for membership
  - Proposed means of financial support of the organization
  - Evidence of a "give back to the community" effort
2. You'll also need...
  - Two student officers (one officer must have completed at least half a year at SJPII Academy)
  - A faculty or staff moderator
  - A minimum of 10 interested student members
  - A list of proposed activities for the first semester

### Step 3: Submit Your Proposal to the Administration

1. Present the proposal with a teacher moderator signature to Office of Student Life ...
  - The Assistant Principal for Student Life will review the proposal and either approve or suggest changes to be made.
  - The club may be granted approved for a trial period, or full approval.