



Edina Senior High School Club Request Form

Club Request Checklist

Please complete the required attached forms for approval. Initial each line when each form is completely filled out. Sign and date at the bottom. Final approval will be determined by Edina High School Administration.

- _____ Club Information form is entirely completed
- _____ Contact Information form is entirely completed
- _____ Club Meeting Dates form is entirely completed and dates have been arranged and agreed upon by your advisor
- _____ Club leader, founding members, and advisor have read and understand the Club Guidelines and Responsibilities
- _____ Advisor has fully reviewed all request forms
- _____ Advisor and club leader has initialed, signed, and dated Club Agreement and all other appropriate materials

Club Agreement

By signing this Club Agreement I agree that I fully understand the guidelines and responsibilities of an EHS school sponsored club and that I am fully responsible for the actions and activities that take place by the club and its members.

Signatures:

Advisor _____ Date _____

Club Leader _____ Date _____

Club Leader Initial _____ Club Advisor Initial _____



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Club Information Form

Name of Club: _____

Description: _____

Goals of the Club:

- _____
- _____
- _____

Frequency of Meetings: _____

Meeting Times: _____

Meeting Location: _____

Faculty Member/Advisor's Name: _____

Club Leader Initial _____ Club Advisor Initial _____



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Contact Information

Club Leader:

Name: _____

Address: _____

Phone: _____(H)

_____ (C)

Email: _____

Advisor:

Name: _____

Founding Member(s):

Club Leader Initial _____ Club Advisor Initial _____



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Club Guidelines and Responsibilities

Announcements: Announcements will be signed by the club advisor and approved by Edina High School (EHS) administrator.

Fees and Fundraising: No fees will be collected for joining any club and no fundraising will be allowed.

Membership and Eligibility:

- All club members must be currently enrolled at EHS.
- All club advisors must be a faculty/staff member who has agreed to be responsible for all club activities and be present at all meetings.
- No club can possess rights or deal with private matters known only to one or a few members.
- Inappropriate group and gang-like behavior is prohibited. Including, but not limited to, wearing, possessing, distributing, selling displaying or using any inappropriate symbols, or membership indicators. Such items might include, but are not limited to, jewelry, drawings, graffiti, or specific items of apparel.
- All members will display good citizenship and will act with in the policies contained in Edina Public Schools: Student's Rights and Responsibilities Handbook which can be found at <http://www.edina.k12.mn.us/parents/rightshandbook.pdf>

Signage: All signs will be approved by both the club's advisor and by EHS Administration. A maximum of 15 signs will be allowed. Signs will be informational in nature and can include club name, description, purpose, and times and location of meeting. It is the clubs responsibility to remove the signs after 10 school days.

Advisor: All meetings must take place on school property unless prior written approval is received from EHS Administration. An advisor must be physically present at all meetings.

Revocation of Club: An EHS sponsored club should coincide with the mission, values and beliefs of Edina Public School. EHS administration can revoke sponsorship of a club at anytime and for any reason.

Club Leader Initial _____ Club Advisor Initial _____