

Directions and Information about Starting a New Organization at Pope High School

2025-2026

Club/Organization Administrator: [Mr. Fisher](#)

Application window open 4/1/25 – 5/2/25

Requirements for Application

1. **Members** – To start a new organization, the student applicants must be in 9th, 10th, or 11th grade.
 - Organizations must have 4 prospective officers: president, vice-president, secretary, and treasurer with signatures included.
 - Organizations must have at least 10 prospective members with signatures included.
2. **Find a sponsor** – Before a new organization may be formed, a school staff member must be chosen by the student(s) starting the club. The staff member must have at least one year of experience at Pope and must be willing to accept the following responsibilities:
 - Must be present at all organization meetings and sponsored activities both on and off campus
 - Approve all notices concerning activities
 - Account for all money through the school bookkeeper
 - Approve fundraiser proposals and submit them to [Mr. Fisher](#)

Remember to choose a staff member with the time and commitment to help make the group a viable and long-lasting club that benefits students, the school, and the community.

3. **Organization Purpose** – Forming a new organization must not just be for college applications. The creation of a new organization must benefit students, the school, and the community.
 - Must include a community service component
 - Must include written by-laws with your application
 - Must not be a duplicate of an already existing organization
4. **Complete and turn in the application, club by-laws, and organization membership form through your faculty sponsor by 5/2/25. LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED...NO EXCEPTIONS**
 - A faculty committee will review applications to determine the organization's viability.
 - If the faculty committee approves your organization, you will be notified the week of May 19. Approved organizations may begin meeting again at the start of the 2025-26 school year.
 - ***Any missing information or failure to follow proper procedures will eliminate prospective organizations from consideration.***

Name of the club: _____

Pope High School Organization Request Application 2025-2026

- Due May 2, 2025, **ALL ORGANIZATION APPLICATIONS MUST BE SUBMITTED BY THE STAFF SPONSOR. APPLICATIONS WILL NOT BE ACCEPTED DIRECTLY FROM STUDENTS.
- Applications that are late or incomplete will not be accepted.
- Organization decisions will be announced the week of May 19, 2025.
- Please email Mr. Fisher at Nate.Fisher@cobbk12.org with any questions.
- Approved organizations can begin meeting at the start of the 2025-26 school year.

Name(s) of student(s) wishing to create an organization: _____

Grade: _____ Homeroom: _____

CCSD Email Address: _____

Phone #: (Home) _____ (Cell) _____

Staff Sponsor: _____ Signature: _____

1. What is the purpose of your organization?

2. Why do you want to start a new organization?

3. What is your organization going to offer?

4. How is your club different from other organizations at Pope?

5. How will this new group benefit the school, students, and/or the community?

6. What commitment do the creators of the new organization have to make for the group to be viable and long-lasting?

7. Is there an existing organization with the same purpose? Yes__ No__ If so, what is the name of the organization? _____

Submit organization by-laws with sponsor and member input to include the following:

Article I: Name of Organization

The name should be representative of the organization's purpose.

Article II: Purpose of Organization

Include the vision, mission, goals, and objectives of the club. How will this club benefit the students, the school, and/or the community?

Article III: Powers

Include how the constitution may be changed and voting procedures to approve proposals. All changes are made with the approval of the sponsor.

Article IV: Meetings

Include the location, day (for example – the 1st Tuesday of the month), and scheduled meeting time. Consider meeting days of existing clubs.

Article V: Membership

Include membership, attendance, and financial requirements. Include reasons for dropping a member from the group, replacing an officer, and mandatory club requirements. Sponsor approval is required.

Article VI: Dues

Include the amount of dues and what the dues cover. Most dues cover a club T-shirt. If dues are collected, the sponsor must receive them. The sponsor must see the school bookkeeper to set up an account for the club. Checks should be made payable to Pope High School with the organization included in the memo line. All expenditures must have prior approval from the sponsor.

Article VII: Officers and Duties

Include the club officer titles and the specific duties of each officer. Organizations can only have one president, vice president, secretary, and treasurer.

Article VIII: Elections

Include the qualifications and procedures for electing officers.

Article IX: Activities, Projects, and Community Service

Provide a list of activities and projects of the organization. All organizations are encouraged to participate in at least one community service project per semester.