

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

2024-2025

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

Application window open 12/2/24 – 12/20/24

### Requirements for Application

1. **Members** – To start a new organization, the student applicants must be in 9<sup>th</sup>, 10<sup>th</sup>, or 11<sup>th</sup> 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 12/20/24. 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 January 6. Approved organizations may begin meeting in January 2025.
  - ***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 2024-2025

- Due December 20, 2024, \*\*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 January 6, 2025.
- Please email Mr. Fisher at [Nate.Fisher@cobbk12.org](mailto:Nate.Fisher@cobbk12.org) with any questions.
- Approved organizations can begin meeting in January of 2025.

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 1<sup>st</sup> 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.