

# Directions and Information about Starting a New Club at Walton High School 2024-2025

Club/Organization Administrator: Dr. Brown

Applications are available on the school's website - [www.waltonhigh.org](http://www.waltonhigh.org)

>Student's tab > Clubs and Organizations > Directions

**1. Requirements** - To start a new club, the students must currently be in 9<sup>th</sup>, 10<sup>th</sup>, or 11<sup>th</sup> grade. No physical/activity clubs like ping pong, mountain biking, crew, hockey, etc.

**2. Find a sponsor** - Before a new club may be formed, a school staff member must be chosen by the student starting the club. The staff member has to have at least one year of experience at Walton and must be willing to accept the following responsibilities:

- Must be present at all club meetings and sponsored activities both on and off campus
- Approve all notices concerning activities
- Account for all money through the bookkeeper
- Approve fundraiser proposals & submit them to Dr. Brown
- Must encourage member involvement

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

**3. Complete and turn in the application (through the faculty sponsor) by 4/10/24 - LATE APPLICATIONS WILL NOT BE ACCEPTED...NO EXCEPTIONS**

- A faculty committee will review applications to determine club viability.
- If the faculty committee approves your club, a club interview will be scheduled beginning the week of April 22nd.
- Remember: Students wishing to start a club must currently be 9<sup>th</sup>, 10<sup>th</sup>, or 11<sup>th</sup>-grade students, and the sponsor must have been at Walton High School for at least one year.
- Any missing information or failure to follow proper procedures will eliminate prospective clubs from consideration.

## Prospective Club Process:

The Executive Vice-President of SGA, his/her committee, and the club administrator will review all proposals and interview the selected new clubs. The committee interview should include the students wishing to create the club and the sponsor. **The interviews will begin the week of 4/22/24. Interviews will be scheduled before or after the school day.**

**Prepare for the interview.** In reviewing proposals for new clubs, the committee will consider the following:

- What is the club's purpose?
- Why do you want to start a new club?
- What is your club going to offer?
- How is your club different from the other clubs at Walton?
- Is there an existing group with the same purpose?
- Is this a community organization instead of a club idea? (Walton clubs are not just about fundraising for community organizations)
- How will this new group benefit the students, the school, and/or the community?
- What commitment do the creators of the new club have to make the group viable and long-lasting?
- Creating a club is not just for the college application. We want clubs that will be active, purposeful, and not a duplicate of a club that already exists.

### Club Expectations:

- Clubs have only four officers: president, vice-president, secretary, and treasurer.
- Clubs may not meet during school hours.
- Clubs may meet before and after school.
- **Clubs must have the sponsor present at all meetings and all club-sponsored activities.**
- **Clubs are not to participate in fundraisers without approval from Dr. Brown and their sponsor.**