



## STUDENT CLUB PETITION

**STUDENT CLUB NAME:**

**SCHOOL NAME:** Buchanan High School

**STEP 1 - INITIAL REVIEW.** Any student group that wishes to form a new student club (club) or renew an existing club shall complete this Step 1 and submit it to the Activities Director at the School for processing and consideration for approval.

**Mark One:** ☐ **New Club/Transition** (Do not include a proposed Constitution and budget with this Step 1; after the initial review, the Activities Director will inform the student group whether to submit a proposed Constitution and budget)

☐ **Renew Existing Club** (Must include budget and copy of existing Constitution)

**1.1 Club Advisor (do no sign unless there are at least 15 students who have listed their names and signed in 1.4 below):**

Name

Signature \_\_\_\_\_

**1.2 Student Representative(s):** Name(s)

**1.3 New Club (complete the following if seeking approval for formation of a new club; do not complete for existing club):**

**A. Purposes.** Describe the purposes of the club:

**B. Objectives.** Describe the objectives of the club:

**1.4 Student Names and Signatures.** To be considered for approval to form a new club or renew an existing club, students who are currently enrolled in the School and in grades 7-8 for an intermediate school, grades 9 – 12 for a high school, or grades 7 - 12 for an educational center shall be listed and sign below *(if extra spaces needed, add additional page(s))*.

No.	Print Student Name	Signature	Student I.D.	Grade
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

**STEP 2 – CLUB DOCUMENTS.** To be considered for approval of a new club or renew an existing club, the following documents shall be submitted to the Activities Director at the School:

**2.1 Constitution.** For a new club, a proposed Constitution shall be submitted; the student group shall work with school staff to make appropriate adjustments to the proposed Constitution. For a renewal of an existing club, a copy of the existing Constitution shall be submitted. The Constitution shall be on the template provided by the School.

**2.2 Budget.** The Club Advisor for the club shall submit a budget for the club for each school year in which the club will operate.