**How to Start A New Club**

**New Club Guidelines:**

1. Must have an on-campus sponsor. The sponsor is required to attend all meetings and events.
2. Membership should be open to the entire student body with exceptions noted in the bylaws.
3. Before being approved by the Activities Committee, you must provide a list of at least 30 interested students with 40% underclassman.
4. Club financial accounts will be a part of RHS and operate through the bookkeeper. Upon club approval an RHS account needs to be set-up with the bookkeeper.
5. Must follow all guidelines established by the Riverview High School Activities Committee.
6. Before the club can begin operation, the president and sponsor must meet with the Executive Council of Student Activities for final approval. This meeting should be scheduled with Mr. Smith at least one week ahead. This meeting will be held on Wednesday mornings at 7:00 in room 5-304.
7. If at any time during the school year a sponsor resigns, the club will be considered inactive until another sponsor is obtained.
8. Club **must** have at least one large-scale event in which they can report back to Student Council by April 1. This event should be discussed at the Executive Council presentation.

**Creating A New Club Checklist**

Check off each item as you complete them.

* Sponsor read and signed the “Sponsor Requirements” form.
* Club proposal form is filled out.
* Must have a set of bylaws which express your philosophy, purpose, and operational guidelines. (example provided)
* Must have at least one large-scale event in which you can report back to Student Council by April 1. This event should be discussed at the Executive Council presentation.
* Return all forms to Mr. Smith in room 5-304 and schedule a time to present at an Executive Council meeting.