



The School District of Escambia County Club Procedures

Instructions for starting a club:

Step one:

The proposed club must secure a sponsor. Sponsors must be District employees, approved by the school principal/designee, and adhere to all The School District of Escambia County guidelines concerning club sponsors.

Step two:

The School District of Escambia County club information sheet must be completed and turned in to the principal/designee.

Step three:

The principal/designee will review the information sheet and will accept or deny the club application.

Step four:

The application will be returned to the club sponsor to notify the students of the club's status. Upon approval, the club will begin drafting its constitution and bylaws. Once the constitution is completed, it is to be submitted to the principal/designee for approval. Upon approval, the club sponsor will be notified.

Step five:

The principal/designee will notify the Student Government Association and/or the Inter Club Council (if applicable) of the formation of the new club.

Step Six:

The club will begin to recruit members and elect officers in accordance with the club constitution, District guidelines as listed in the *Rights and Responsibilities Handbook* and the District club procedures.

Step Seven:

The club sponsor and officers shall meet with the school financial specialist. The specialist will give the club a copy of the District guidelines for fundraising and establish a club internal funds account.

Step Eight:

The club shall schedule an annual service project.

Club Constitutions must include the following components:

- **The constitution must adhere to the principles stated in the *Rights and Responsibilities Handbook*.**
- **All club members must be in good academic standing as determined by the club sponsor and administration of each school.**
- **Each club shall create a set of disciplinary procedures for the removal of members.**
- **Every constitution should state that members are subject to voluntary drug screening per The School District of Escambia County Random Drug Screening Policy.**
- **Every club must have a minimum of four officers. They are president, vice president, secretary, and treasurer.**
- **All volunteers or chaperones must adhere to The School District of Escambia County guidelines.**
- **All activity requests must be submitted to and approved by the principal/designee.**