



# Club Information

Many opportunities for involvement exist through membership and participation in student clubs and organizations. At Earl Wooster High School we take pride in our clubs on campus. This packet will provide you with information about starting your own club at Wooster High School.

## Club Requirements:

1. Have a faculty advisor who is a Wooster staff member.
2. Ensure equal opportunities for all students, regardless of race, color, religion, creed, gender, sexual orientation, age, ethnic origin, citizenship, nationality, or physical disability.
3. Accept any eligible Wooster High School student as a member.
4. Meet on campus unless special permission is granted.
5. Hold regular meetings.
6. Handle all finances through the Wooster High School bookkeeper.
7. Get approval and place events on the Master Calendar.

## Duties of the Club Advisor:

1. Guide students in running meetings and using parliamentary procedures.
2. Monitor club finances and follow fundraising guidelines.
3. Ensure the secretary keeps attendance and membership lists.
4. Insist students take responsibility for their club.
5. Attend all club meetings and events.
6. Know club members and their roles.
7. Ensure the club is welcoming and safe for all.
8. Support students in fulfilling club requirements.

**Thank you for agreeing to the expectations and for serving in this role. By signing, you understand your responsibilities as a club advisor for the \_\_\_\_\_ school year.**

Name of Club: \_\_\_\_\_

Advisor Name (printed): \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Club Information Form

Name of Club: \_\_\_\_\_

Date Club Established: \_\_\_\_\_ Current School Year: \_\_\_\_\_

Purpose of Club: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Club Advisor: \_\_\_\_\_

Club Officers:	Position	Name of Person & Phone #
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

Club Members (please name at least 10):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

Membership Requirements (e.g. academic standing, dues, etc.):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Elections:** Frequency of Elections: \_\_\_\_\_  
Length of Term for Officers: \_\_\_\_\_

**Meetings:** Frequency of Meetings: \_\_\_\_\_  
Day, Time & Location of Meetings: \_\_\_\_\_

Activities Admin Approval to form/renew this club: \_\_\_\_\_