



Edina Senior High School Club Request Form

Club Name: _____ **Club Leader:** _____

Club Request Checklist

Please complete the required attached forms for approval. Initial each line when each form is completely filled out. Sign and date at the bottom. Final approval will be determined by Edina High School Administration.

_____ Club Information form is entirely completed

_____ Contact Information form is entirely completed

_____ Club Meeting Dates form is entirely completed and dates have been arranged and agreed upon by your advisor

_____ Club leader, founding members, and advisor have read and understand the Club Guidelines and Responsibilities

_____ Advisor has fully reviewed all request forms

_____ Advisor and club leader has initialed, signed, and dated Club Agreement and all other appropriate materials

_____ Info flyer has been submitted

Club Agreement

By signing this Club Agreement I agree that I fully understand the guidelines and responsibilities of an EHS school sponsored club and that I am fully responsible for the actions and activities that take place by the club and its members.

Signatures:

Advisor _____ Date _____

Club Leader _____ Date _____

Club Leader Initial _____ Club Advisor Initial _____



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Club Information Form

Name of Club: _____

Description: _____

List three measurable goals of the club:

- _____
- _____
- _____

State how each goal will be measured:

- _____
- _____
- _____

Frequency of Meetings: _____

Meeting Times: _____

Meeting Location: _____

Faculty Member/Advisor's Name: _____

Club Leader Initial _____ Club Advisor Initial _____



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Contact Information

Club Leader:

Name: _____

Address: _____

Phone: _____ (H)

_____ (C)

Email: _____

Advisor:

Name: _____

Founding Member(s):

Club Leader Initial _____ Club Advisor Initial _____



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Club Rules

List below club norms and rules each member will follow:

Meeting Dates

Month	Day	Time	Place

Club Leader Initial _____ Club Advisor Initial _____



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Club Guidelines and Responsibilities

Announcements: Announcements will be signed by the club advisor and approved by Edina High School (EHS) administrator.

Fees and Fundraising: No fees will be collected for joining any club and no fundraising will be allowed.

Membership and Eligibility:

- All club members must be currently enrolled at EHS.
- All club advisors must be a faculty/staff member who has agreed to be responsible for all club activities and be present at all meetings.
- No club can possess rights or deal with private matters known only to one or a few members.
- Inappropriate group and gang-like behavior is prohibited. Including, but not limited to, wearing, possessing, distributing, selling displaying or using any inappropriate symbols, or membership indicators. Such items might include, but are not limited to, jewelry, drawings, graffiti, or specific items of apparel.
- All members will display good citizenship and will act with in the policies contained in Edina Public Schools: Student's Rights and Responsibilities Handbook which can be found at <http://www.edina.k12.mn.us/parents/rightshandbook.pdf>

Advisor/Location: All meetings must take place on school property unless prior written approval is received from EHS Administration. An advisor must be physically present at all meetings.

Revocation of Club: An EHS sponsored club should coincide with the mission, values and beliefs of Edina Public School. EHS administration can revoke sponsorship of a club at anytime and for any reason.

Club Flyer: The club leader should create an informational flyer including contact information, meeting dates, meeting location, and information about the club. This flyer will be available in the activities office for students interested in participation.

Club Leader Initial _____ Club Advisor Initial _____



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Signage: The following directives relate to the distribution and display of posters by students and EHS-sponsored teams, clubs and activities.

Content and Review:

- Posters are intended to promote the efforts of the school and its organizations. The content of any poster should reflect the best educational interests of the school and its students.
- Posters may only be displayed after review and approval by a principal, assistant principal, or dean.
- An original should be submitted for approval prior to photocopying.
- Posters that are not approved will be removed.

Location:

- Posters may only be displayed in authorized posting areas. These areas are able to accept either taped and pinned posters. Posters are not to be displayed in unauthorized areas.
- Authorized areas:
 1. Tag board near the 2nd floor entrance to the door 5 staircase.
 2. Tag board near the 2nd floor entrance to the door 4 staircase.
 3. Tag board between the elevator and the Spirit Store in the cafeteria.
 4. Tag board between the door 11 staircase and room 228 on the 2nd floor.
 5. Tag board across the hall from room 124.
 6. Tag Board between the gym and the door 10 staircase on the 3rd floor.
 7. Small tag board on the 3rd floor at the top of the door 11 staircase.
 8. Tag board between the door 11 staircase and room 328.
 9. Tag board across from the Media Center windows near room 371.
- Posters displayed in other areas will be removed.
- Posters must be no larger than 2'x3' and no group may use more than 6 square feet of space on any authorized location.
- Posters may not cover up directional signage.
- Posters may not be adhered to glass.

Removal:

- Approved posters must be removed within one school day after the conclusion of an event.
- Failure to remove outdated posters in a timely manner may limit a group's ability to have future posters approved.

Adhesion:

- Posters may not be permanently affixed to any display area.
- Posters may be adhered using masking tape, scotch tape, or stick pins.
- Posters using glues, duct tape or any other adhesive that leave a residue, or that could harm the tag board, will be removed.

Club Leader Initial _____ Club Advisor Initial _____