LHS New Club Proposal

Lincoln High School ASB clubs provide cultural, academic, athletic, recreational, and social opportunities and experiences. All Lincoln High clubs must be chartered and approved prior to any meeting and/or fundraising activities. The following steps will be involved in the charter process:

1. All clubs must complete a LHS New Club Proposal (see below and on reverse). The application may be obtained from the Activities Coordinator.
2. All clubs must complete a club constitution (sample attached). The constitution needs to be typed and emailed or printed out and given to the Activities Coordinator along with the New Club Proposal.
3. The completed application will be submitted to the activities coordinator
4. The application is reviewed by the Executive Board and the Activities Coordinator. A recommendation is then presented to the principal and the Student Council for approval.
5. The applicant is notified of the approval or denial of the request.

All clubs are expected to follow district and school policies. Clubs failing to adhere to these standards may have their charter revoked. To be chartered, a club will meet the following:

1. A minimum of 5 interested students committed to forming the club
    a. Students from at least three previous schools must be included
2. Must have an advisor who is a member of the LHS staff
3. Must be directly connected to the mission and purpose of Lincoln High School
4. All funds must be deposited and disbursed through the ASB accounts and the Fiscal Clerk
5. The advisor shall be in attendance at all school club meetings and club activities
6. Club membership shall be open to all LHS students

The Student Council will approve the club and their constitution
The Student Council has the right to disband the club if evidence is presented that makes that action necessary
To maintain active club status, all LHS clubs must meet the following expectations:

1. Meet a minimum of once per month
2. Accurate notes – including attendance and all decisions made – must be maintained by a designated club member. These notes must be kept by the advisor and designated club member, and submitted yearly to the ASB advisor and/or Fiscal Secretary.
3. On a yearly basis, the club constitution must be examined and any needed updates made before the end of the school year.

Return the New Club Proposal and the Club Constitution to the Activities Coordinator.

Lincoln High School Club Application

Proposed Name of Club: _____

Club members and previous schools: _____

_____

_____

_____

Main contact student for club:_____

Club advisor (staff): _____

Purpose of club: _____

_____

_____

_____

Connection to school mission (Learn with passion, Act with courage, Improve the world): ____

_____

_____

_____

_____

Proposed Fundraising Activities?: _____

_____

_____

_____

Funds raised will be used to: _____

_____

_____

_____

Meeting times: _____

Meeting locations: _____

ASB notes:_____

_____

_____

☐ Approved! Good luck!!

☐ Not yet approved; let's chat.

ASB Representative Signature:_____

ASB Advisor Signature: _____

ASB Administrator signature:_____