Activity/Club Application

**Approval Process:**

**Step 1:** The Activity/Club Application is complete and submitted to Mr. Cooney in the Main Office.

**Step 2:** Student(s) and/or sponsor(s) meet with Mr. Cooney to review the application.

**Step 3:** The administration will consider the club/activity to be on probationary status for the following semester.

**Directions:** Please complete the following questions and return to the Student Activities Director. Forms are due by November 1st for second semester consideration and by March 1st for consideration for the following year.

*(Please note: Activities/Clubs will not be considered for the current semester.)*

Activity/Club Name: ____________________________

Activity/Club Purpose: ____________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

List contributions or benefits this club will make to the building or school community: ____________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

How is your activity/club different or unique from others at OHS? _______________

_____________________________________________________________________________________

_____________________________________________________________________________________

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_____________________________________________________________________________________

Activities and clubs at OHS need to align with the school and district mission statement. Please explain how this activity/club will align with the mission: ____________________________

_____________________________________________________________________________________

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_____________________________________________________________________________________

Activity/Club Details
Staff member status is required to sponsor an activity or club.

Sponsor’s name: ____________________________________________________________

Phone #: __________________________ Room #: __________________________

In order to be a club at OHS, your group will need to meet two times per month for the duration of the school year. Clubs/Activities may only meet on campus with the exception of approved, school-sponsored field trips. *(Please note: Any changes should be communicated by the sponsor to the Student Activities Director.)*

Meeting dates: __________________________________________________________

Meeting times (Start/End): ________________________________________________

Meeting location: _________________________________________________________

Please list proposed field trips, events, community projects, fundraisers, or any activity outside of a meeting that the club will sponsor at OHS or attend off-site:

1. ________________________________________________________________
2. ________________________________________________________________
3. ________________________________________________________________
4. ________________________________________________________________
5. ________________________________________________________________
6. ________________________________________________________________
7. ________________________________________________________________
8. ________________________________________________________________
9. ________________________________________________________________
10. ________________________________________________________________

Please propose a budget specifying sources of funding and expected expenditures: ________________________________

________________________________________________________________________

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If students are assessed a fee, please provide the amount and explain how the fees will be used:
Student fee amount: ____________________________________________________________
Explanation of fee usage: __________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

(Please note that any approved club must open an account with the bookkeeper and all funds must be deposited within 24 hours of collection. All checks need to be made payable to OHS and club sponsors are responsible for keeping detailed and accurate records of all funds collected and distributed.)

Sponsor Signature: ___________________________ Date: ______________

Club Officer(s) signature: ___________________________ Date: ______________
Club Officer(s) signature: ___________________________ Date: ______________
Club Officer(s) signature: ___________________________ Date: ______________
Club Officer(s) signature: ___________________________ Date: ______________
Club Officer(s) signature: ___________________________ Date: ______________

Office Use:

________ Yes, recommended for probationary status
Start date: ________________________________________________________________

________ No, not recommended
Explanation: ________________________________________________________________
_______________________________________________________________________________

Activities Director signature: ___________________________ Date: ______________

Principal signature: ___________________________ Date: ______________

Activity/Club Student Petition
Activity/Club Name: _____________________________________________________________
Sponsor Name: ________________________________________________________________

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