

Student Body Council

Club Requalification Guidelines

****Please keep this form for reference and only turn in the attached qualification form.****

- All clubs (new and old) applying for the Spring 2011 semester must complete and submit a Club Requalification Form (see attached) in order to receive credit as an official club.
 - When filling out “Meeting Room,” you must go to Ms. Tiffany Adams in the main office during school hours to confirm that your room is available. **Don't forget to get her signature!**
 - If the club is new, you may not have officers yet. Put the name of the person founding this new club as “President” and the name of one member (with 14/15 off this semester) interested as “Club Rep.” You can change the positions later.
- If your club existed during the Fall 2011 semester, your club must have completed the mandatory number of service hours (25) for the Fall 2011 semester in order to qualify for the Spring 2012 semester. You can check your status on the “club status” page of the club website at <http://www.lhsstugov.com/clubs>.
- The deadline for the Club Requalification Form is **Friday, January 13, 2012 by 3:30pm**. Make a copy of your completed form and keep it safe until you receive an approval or rejection e-mail (see fourth bullet point). Submit the original completed form to Christie Cheung in **mailbox #63**, no later than 3:30 p.m.
- If forms are completed incorrectly or illegibly, they will be sent back to the Club President to make changes and must be turned in again. In order to avoid delaying your approval, please have someone with neat handwriting fill out the form and double-check your form before you turn it in.
- As soon as the form is submitted and reviewed, the club name will be listed on the SBC Club Website (**http://www.lhsstugov.com/clubs**) on the club list page. There will be an e-mail sent out by the end of January to let clubs know if they were denied or approved.
- With the supervision of your sponsor, your club meetings may begin upon approval. If you have not received an approval or rejection notice by the end of January, please contact Christie Cheung, the SBC Club Coordinator, by emailing her at **christiewcheung@gmail.com**.
- Once meetings begin, please hold elections to determine this semester's club officials.
 - Each club must have at least a President, a Club Representative, and an alternate club representative (to appear in the case of the other club rep's absence).
- The Club Representative listed on the following form **MUST** have mods 14/15 off in order to attend the meetings, which are held every Tuesday in room 71(orc/band room) beginning at 1:00pm. Your club rep's attendance to these meetings is **mandatory**. Failure to be represented at the meetings can lead to your club not receiving the proper paperwork which can lead to your club being penalized and/or disqualified.
 - The first Club Rep Meeting will be held on **Tuesday, January 24, 2012** during **mods 14/15 in Room 71 (beginning at 1pm)**.
- Each Club must have at least 10 members and the support of at least 10 additional students for having the club. (See the attached form).
- All clubs **must** complete a *minimum of 25 service hours* in order to receive credits for the Spring 2012 semester and re-qualify for the Fall 2012 semester.
- All clubs must abide by the SBC Club Policies, which you can print out online on the SBC Club Website (<http://lhsstugov.com/clubs>).

If you have any questions or suggestions, feel free to send an email to Christie Cheung at christiewcheung@gmail.com or leave a message in box #63. Don't forget to include your name and reg. or e-mail so that I can contact you! You may also visit <http://lhsstugov.com/clubs> for more club-related information.

Student Body Council

Club Requalification Form

Please read the first page Guidelines before completing this form with **neat** writing!
Remember to make a copy of your completed form for yourself before turning this one in.

Name of Club: _____
If your club existed last semester and you would like to change its name, please make that clear.

Club President (tentative): _____ **Registry:** _____
Club President's e-mail: _____

Club Representative (tentative): _____ **Registry:** _____

Alt. Representative (tentative): _____ **Registry:** _____

Club Sponsor (please PRINT): _____ **Box #:** _____

Meeting Days: _____

Meeting Room #: _____

Room Confirmation by Ms. Tiffany Adams (initial and date): _____

(You can find Ms. Tiffany Adams in the main office during school hours)

Below, please list 20 students who support having this club at Lowell. In the same list, include at least ten students who will be members. (Indicate members with a star next to the number.)

Students' Full Names and Registries:

- | | |
|-----|-----|
| 1. | 11. |
| 2. | 12. |
| 3. | 13. |
| 4. | 14. |
| 5. | 15. |
| 6. | 16. |
| 7. | 17. |
| 8. | 18. |
| 9. | 19. |
| 10. | 20. |

(Feel free to use the backside of this page or additional paper if necessary.)

Is this a brand new club? _____Yes _____No

What is the club's purpose, objective, and/or goals?

What happens at regular meetings?

How can this club contribute to Lowell High School? Why should we, the Student Body Council, approve your club?

Do you have any comments, concerns, suggestions, or final thoughts? (Feel free to be creative. Do not write "none" or leave the question unanswered.)

Please write a short sentence (10 words maximum) describing what your club does. This sentence will go under the "description" column of the full club list on the club bulletin board (next to the attendance office) as well as on the club website (<http://lhsstugov.com/clubs>). (Example: "Plays tag.")

All clubs are required to do 25 community service hours per semester. If you believe that your club should be exempt from doing community service outside of your regular club meetings, please explain what form of community service your club does during regular meetings. (You will be notified if you are exempt through your club rep.)

*This form needs to be completed and turned in to Christie Cheung (mailbox #63) by Friday, January 13, 2012. If you have any questions or concerns, feel free to email Christie Cheung at christiewcheung@gmail.com.