



# How to start your own club at Argyle

Argyle offers a wide range of extra-curricular opportunities for students, but there is always room for more amazing clubs that offer even more.

So if you have an idea for a new club that you think others would be interested in, here is what you need to do:

## Does the club already exist?

The first step is to make sure what you are trying to start doesn't already exist. There may be a club that has very similar goals, issues and topics that you could join. If you are unsure what an existing club does, contact the club staff sponsor, club president or student council.

## Prepare documentation

Once you are confident that nothing like your idea exists, you can begin the process of having a club endorsed by the student council and approved by the school administration. First things first, we need to prepare all the documents.

- Club Application to be submitted to Student Council and School Admin (Mr. Ireland)
- One year (& beyond) plan of intended activities, events, projects, ideas to discuss etc.
- Potential Members List
- Draft Club Constitution / Rules - a final version will need to be passed by club members once the club is approved (this does not need to be overly complex)
- Budget (a rough idea - if there are costs associated)
- All the above summarized in a "Letter of intent" to go with the application

## Present to Student Council and School Administration

Submit the letter and application to the Student Council. The Student Council will discuss and share with Mr. Ireland (who is the representative for the Administration.) If no revisions are necessary, you will be invited to a Student Council meeting to make a 5 minute presentation, followed by a short Q&A session. The Student Council will consider and provide their endorsement of the club. Some criteria being considered:

- If the club's mandate is consistent with the values of the Argyle School Community and the strategic plan of the North Vancouver School District
- If the club's mandate does not overlap with the mandates of an existing Argyle club
- If there is sufficient membership and sponsorship
- The feasibility of the one year and beyond plan.
- Other Criteria as determined by Student Council and/or School Administration.

Once endorsed by the Student Council – the application will be given to the School Administration for final approval. The Administration will consider club logistics and whether the Club fits in with the plans and vision of the Argyle School Community and North Vancouver School District.

# Club Application Form



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

Applicant Name(s): \_\_\_\_\_

Email(s): \_\_\_\_\_

Staff Sponsor(s): \_\_\_\_\_

Proposed Time and Location of Club Meetings: \_\_\_\_\_

Club Mandate:

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How is this club unique and distinct from existing clubs?

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How will your club enhance student life at Argyle?

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Explain the physical, financial and other potential risks associated with the club?

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Does your club have any affiliations with an external organization(s)?

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Does your club have students interested in joining your proposed club? Please have at least 10 of them fill their info in below:

**Please print: STUDENT FULL NAME, GRADE, EMAIL, and SIGNATURE**

#	Name	Student ID#	Grade	Email	Signature
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

This application must be submitted to both:

- Student Council (via Ms. Owens)
- Argyle Administration (via Mr. Ireland in the Main Office)

**Club Student Leadership Section:**

*On behalf of the club members, I apply for recognition, endorsement, and approval for our proposed club. As Club Leader, I agree to work within the school's policies and Code of Conduct, to work with a school sponsor/advisor, and to follow the guidelines for extra-curricular clubs.*

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**Print Student Full Name                      Student Signature                      Date**

**Club Sponsor Section:**

*I am a staff member at Argyle and agree to serve as a sponsor / advisor to this proposed student Club. As a club advisor I agree to attend and supervise all events (be physically present at all meetings, excursions and events created by this club) and to follow the policies and procedures set in the Argyle Sponsors Package. If I am unable to attend, I will be responsible to find a staff replacement.*

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**Staff Name                                      Signature                                      Date**