



How to Start Your Own Club

Sutherland offers a wide range of extra-curricular opportunities for students, but there is always room for more amazing clubs that offer unique experiences. 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 priority is to make sure what you are trying to start doesn't already exist. There may be a club or a class 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. Also, please ensure any new clubs do not overlap with the key learning outcomes and activities of a class that is running at Sutherland.

Next Step – Find a Staff Sponsor...

Once you are confident that nothing like your idea exists, you can begin the process of seeking club approval. The next critical step is ensuring there is a current Sutherland staff member who is willing to take responsibility for oversight and sponsorship which includes ensuring they are willing to be present during any and all club meetings and activities.

Prepare Documentation

Once you are sure this is a new idea and you have a committed staff member, you can begin the process of having a club endorsed by the Sabre Council and approved by the school administration.

Make sure you have:

- Two Club Applications – one to be submitted to the sponsor and one to the School Admin liaison (Ms. Smart)
- One year (& beyond) plan of intended activities, events, projects, ideas to discuss etc.
- Potential Members List
- Budget (At least a rough idea especially if there are costs associated)
- All the above summarized in a “Letter of intent” to go with the application

Present to School Administration

Submit the letter and application to Ms. Smart (who is the representative for the Administration.) If no revisions are necessary, you will be invited to a meeting to make a 5-minute presentation, followed by a short Q&A session. The Sabre Council may be asked to consider and provide their endorsement of the club as well. Some criteria being considered:

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

The Administration will consider club logistics and whether the Club fits in with the plans and vision of the Sutherland School Community and North Vancouver School District.

Please do not advertise or have any events, meetings, or activities with the club until it is approved.



Club Application Form

Club Name: _____

Applicant Name(s): _____

Email(s):

Staff Sponsor(s): _____

Proposed Time and Location of Club Meetings: _____

Club Mandate:

How is this club unique and distinct from existing clubs?

How will your club enhance student life at Sutherland?

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

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

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					

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, Health and Safety protocols, and the Code of Conduct, to work with a school sponsor/advisor, and to follow the guidelines for extra-curricular clubs.

_____ Print Student Full Name	_____ Student Signature	_____ Date
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Club Sponsor Section:

I am a staff member at Sutherland 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 Sutherland Sponsors Package. If I am unable to attend, I will be responsible to find a staff replacement.

_____ Staff Name	_____ Staff Signature	_____ Date
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Once approved clubs MUST ensure health and safety protocols are followed – including a sign in for all in-person meetings.