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: _____________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

☐ Approved! Good luck!!

☐ Not yet approved; let’s chat.

ASB notes:______________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

ASB Representative Signature: __________________________________________________

ASB Advisor Signature: __________________________________________________________

ASB Administrator signature: _____________________________________________________