

CHAGRIN FALLS HIGH SCHOOL
CLUB APPLICATION AND
GUIDELINES

STEPS FOR ESTABLISHING A NEW CLUB

IMPORTANT NOTE: New clubs must follow the process outlined below in order to be recognized as an official Chagrin Falls High School Club.

1. Gather at least 5-10 student members willing to participate in club activities.
2. Obtain an advisor.
 - a. Advisors must be employees of Chagrin Falls Exempted Village Schools.
 - b. Advisors must be consulted on the activities of the club, attend official meetings and events, and approve club expenditures.
 - c. Advisor approval is necessary before any event may be scheduled on or off campus.
3. Submit completed New Club form, including all necessary signatures, to Ms. Rassi. If the New Club form is submitted in the spring semester by May 1st and is approved by Ms. Rassi, the new club will begin the fall semester as a probationary approved club.
4. Review the CFHS handbook for guidelines and policies related to clubs (available online)
5. Schedule a meeting with Ms. Rassi no less than two weeks after submitting this paperwork.
6. Hold a club meeting with new members and advisor.
7. Write Club mission and guidelines within 20 academic days of completing the New Club form.

Student club leaders are responsible for upholding the Chagrin Falls High School Handbook policies related to student clubs. All new clubs will be on a probation period for the first year of its establishment.

NEW CLUB REGISTRATION FORM

Please be advised of the following Approval Process (approximately 2 weeks):

1. Submit this form to Ms. Rassi's office by **September 30th**. Any forms received after that date will be submitted for approval the following semester.
2. After being approved by Ms. Rassi, a new club must submit a copy of its mission and club guidelines to the office.

NEW CLUB REGISTRATION FORM FOR: **FALL** **SPRING** **(circle one)**

Club Name:

Club President:

Email:

Phone:

Purpose of Club:

Anticipated club activities for this semester:

Club Members Section:

We know that we are responsible for ensuring that our club knows and adheres to CFHS policies and procedures, and relevant District policies as stated in the Chagrin Falls High School Handbook and Board Policies.

Please print: NAME, GRADE, EMAIL, and then add your SIGNATURE

#	Name	Grade	Email	Signature
1				
2				
3				
4				
5				

Club President Section:

On behalf of the club members, I apply for recognition for our club.

Club President (signature):

Date:

Club Advisor Section:

I am an employee of Chagrin Falls Exempted Village Schools and agree to serve as advisor to this Chagrin Student Club. As a club advisor I agree to attend and be physically present at all meetings, excursions and events created by this club and to abide by the Chagrin Falls policies and procedures.

Club Advisor (print name):

Please check one of the following:

☐ Faculty

☐ Staff

☐ Administration

Email:

Phone Number/Extension:

Signature, Advisor:

Student Activities Department Section:

Chagrin Falls High School recognized this new Student Club and has granted them recognition on said date.

Approved by Assistant Principal
(Print Name)

Date:

Signed & Dated:
(by Assistant Principal)

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