



## Stiles Middle School Club Request Form

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

### **Club Request Checklist**

Please complete the required attached forms for approval. Initial each line when each form is completely filled out. Sign and date at the bottom. Final approval will be determined by Stiles Middle School Administration.

- \_\_\_\_ Club Information form is entirely completed
- \_\_\_\_ Contact Information form is entirely completed
- \_\_\_\_ Club Meeting Dates form is entirely completed and dates have been arranged and agreed upon by your advisor
- \_\_\_\_ Club leader, founding members, and advisor have read and understand the Club Guidelines and Responsibilities
- \_\_\_\_ Campus Faculty Advisor has fully reviewed all request forms
- \_\_\_\_ Campus Faculty Advisor and Club Leader has initialed, signed, and dated Club Agreement and all other appropriate materials
- \_\_\_\_ Club/Organization information has been submitted to FSMS administration for posting on campus web-site.

### **Club Agreement**

By signing this Club Agreement I agree that I fully understand the guidelines and responsibilities of an FSMS school sponsored club and that I am fully responsible for the actions and activities that take place by the club and its members.

### **Signatures:**

Advisor \_\_\_\_\_ Date \_\_\_\_\_

Club Leader \_\_\_\_\_ Date \_\_\_\_\_

Club Leader Initial \_\_\_\_\_ Campus Faculty Advisor Initial \_\_\_\_\_



**Stiles Middle School  
Club Request Form**

**Club Information Form**

Name of Club:

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Description:

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List three goals of the club:

1. 

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2. 

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3. 

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Frequency of Meetings: 

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Faculty Member/Advisor's Name: 

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Club Leader Initial 

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 Campus Faculty Advisor Initial 

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**Contact Information**

**Non-Faculty Advisor:**

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ (H)

\_\_\_\_\_ (C)

Email: \_\_\_\_\_

**Founding Student Member(s):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Club Leader Initial \_\_\_\_\_ Campus Faculty Advisor Initial \_\_\_\_\_



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**Club Rules/Meeting Norms**

List below club norms and rules each member will follow:

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**Meeting Dates**

Month	Day	Time	Place

Club Leader Initial \_\_\_\_\_ Campus Faculty Advisor Initial \_\_\_\_\_



## Stiles Middle School Club Request Form

### **Club Guidelines and Responsibilities**

*Announcements:* Announcements will be signed by the campus faculty advisor and approved by FSMS administrator or designee.

*Fees and Fundraising:* No fees will be collected for joining any club. If the club/organization chooses to fundraise, the campus faculty advisor MUST adhere to the LISD financial rules and MUST complete the LISD required budget training.

*Membership and Eligibility:* All club members must be currently enrolled at FSMS. All club advisors must be a faculty/staff member who has agreed to be responsible for all club activities and be present at all meetings. No club can possess rights or deal with private matters known only to one or a few members. All members will display good citizenship and will act within the policies contained in the Leander ISD: Student's Rights and Responsibilities Handbook which can be found at: [LISD Middle School Student Handbook](#) or as listed within the LISD student code of conduct found at: [LISD Student Code of Conduct](#).

*Advisor/Location:* All meetings must take place on school property unless prior written approval is received from FSMS Administration. A campus faculty advisor must be physically present at all meetings.

*Revocation of Club:* An FSMS sponsored club should coincide with the mission, values and beliefs of Leander ISD. FSMS administration can revoke sponsorship of a club at anytime and for any reason.

*Club Flyer:* Student Club Members will create an informational flyer including contact information, meeting dates, meeting location, and information about the club. This flyer will be posted on the school web-site for all students interested in participation.

Club Leader Initial \_\_\_\_\_ Campus Faculty Advisor Initial \_\_\_\_\_