

### **Club/Organization Formation**

**Intent to Form:** Any faculty advisor or group of students wishing to form a new club on campus that is curriculum-related should submit a letter of application to the student council and administration. This is basically a notification to the student council of the possibility of a new club and for conditional review.

**Club/Organization Approval:** Within two months after submitting a letter of application, a new curriculum-related club must submit the following information for review by the student council and administration and apply for membership in the associated student body organization:

1. Purpose and Intent of the Club;
2. Curriculum Connections;
3. Faculty Advisor;
4. Organizational Bylaws; and
5. ASB Account Intent Form.

Within two months after submitting the letter of application, a voluntary student-initiated club must submit the following information for review by the student council and administration:

1. Purpose or intent of the group;
2. Organizational Bylaws (if any); and
3. Name of faculty member or other adult that will be responsible for the supervision of the students in the building.

The student council and administration will review all petitions for club formation.