

## Procedure For Organizing a New Club

Students are encouraged to be involved in school sponsored activities and clubs. We support the addition of responsible, new clubs as long as the goals and objectives of the club are not in conflict with school board policy or local, state and federal law. In order for students to begin a new club at Hawthorn Academy, they must produce documentation that they are in compliance with the following charter prerequisites and regulations.

1. All clubs must apply for permission to start at least SIX WEEKS before a proposed start dates. Approved clubs will be approved at administrative meetings each month.
2. The club must have a willing advisor who is a member of the Hawthorn Academy Faculty. The advisor must be approved by the school administration.
3. A written constitution must be submitted with the club proposal. The proposal must be approved by the administration.
4. Organizers must sign a statement of guarantee that all club activities will comply with school policy and will not conflict with school board policy or local, state and federal law. Clubs promoting hate, racism, or persecution and clubs deemed disruptive to the educational environment will not be considered.
5. All clubs must keep on file a signed parental permission form for each member of the club.
6. Any fee for club must be approved by the Board before the club may begin.