



South County Secondary School Club Registration Procedure

1. **All clubs must have a sponsor; club sports must have a coach. Sponsors/coaches must be approved by the Activities Office and must attend all club activities.**
2. **Please fill out ALL information and PRINT NEATLY, and in INK!**
3. Complete the attached forms ('Registration of Student Activity' and 'Club and Activity Declaration') and return them to the activities office.
 - a. The request will then be reviewed by the activities director and forwarded to the Principal for approval.
 - b. After Principal approval, the request is forwarded to the Director of Student Activities for Fairfax County.
 - c. The County DSA reviews the request to make sure it meets county guidelines and makes any changes necessary.
 - d. The form is then returned to the school and the sponsor is notified of approval.
4. After approval, the organization must turn in the following items to the activities office:
List of organization officers and members
 - a. Meeting dates, times and locations
 - b. Organization Constitution
 - c. Organization Budget
 - d. Request for Fundraisers
 - e. Request for Activity dates
 - f. Request for Field Trips
5. The organization will not be considered an official South County organization until these items have been completed.
6. Following final approval organization officers should keep minutes and accurate financial records for each meeting or activity held.
7. The following School Board Regulations may apply:
 - a. 1370 "Fund Raising"
 - b. 1375 "Charity Drives"
 - c. 5790 "Field Trips & Prohibited Student Activities"
 - d. Awards

**Registration Application for an Extracurricular Student Activity
High and Middle School**

Please print all information.

Check one as appropriate-

- request to registrar club or activity
- request to registrar a VHSL activity
 - activity-forensics, debate, scholastic bowl, one-act play
 - sport
 - club sport-crew, rifle, boys' volleyball

Name of Club/Activity: _____

Name of School _____

Name of faculty sponsor/coach _____

1. Brief description of club/activity/sport

2. Purpose of club/activity/sport

3. Membership size-estimate

4. Grade levels

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4. Number of meetings per year-estimate

5. Meeting place

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6. Activities the club/activity or sport anticipates for the coming year

7. Modes of transportation if travel is involved in club/activity/sport

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Application reviewed and supported by (signature as appropriate):

Director of student activities (signature) _____
 or
 After-school program specialists (signature) _____
 Approval of principal _____
 Date of submission _____

NOTE-

For a club or activity to be considered for approval, the following criteria must be met:

- Provide to school administration a written list of potential members
- Provide to school administration draft club constitution and by-laws

For an interscholastic sport activity, the sport must be recognized by the VHSL and listed on the membership form.

PLEASE RETURN THIS COMPLETED FORM BY PONY TO: DIRECTOR, STUDENT ACTIVITEIS AND ATHLETIC PROGRAMS, SUITE 5100, GATEHOU ROAD

For central office only:

_____ Approved _____ Not approved Reason(s): _____

 Director of student activities and athletic programs Date

Please note the following regulations:
 5790.2 Field Trips – Planning, Conducting, Financing
 5810.7 School Activity Funds Management



CLUB AND ACTIVITY DECLARATION

Club Name:

Sponsor Name:

Sponsor Signature:

Primary Student Contact (name, phone, email):

Students should have a *minimum* of 20 interested students fill out the form below and return with the Registration of Student Activity Form. Please remember that the club is not official until all the paperwork is processed and approved.

	Printed Student Name	Signature	Student Number	Grade level
1.				
2.				
3.				
4.				
5.				
6.				
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17.				
18.				
19.				
20.				