**Protocols for starting a new club or student organization in Pike County Schools (Grades 6-12)**

Pike County Schools encourage students to become active in the life of the school. Pike County offers many clubs and student organization opportunities for students. When a student or staff member recognizes the need for a new club or organization the following actions will be required.

1. Student or staff member prepares a one paragraph brief describing the club or student organization. The brief will be submitted to the principal. If the club or student organization is affiliated with a national organization the appropriate literature will be included with the brief. The brief needs to include the following:
	1. Proposed name
	2. Purpose
	3. The goals of the club/organization
	4. What will members do during meetings
	5. How often and where will the club/organization meet
	6. Projected cost associated with membership in the club/organization
	7. Who is allowed to join
2. Within 10 (ten) school days of receiving the brief the principal will approve or deny the request.
	1. If **denied**, the student or staff member may appeal the decision to the Deputy Superintendent. The Deputy Superintendent will provide a response within 10 (ten) school days of the appeal. The decision of the Deputy Superintendent is final. A similar proposal will not be considered during the same school year.
	2. If **approved**, the student or staff member that submitted the request will complete the following action items:
		1. Secure at least one faculty or staff sponsor
		2. Secure the signatures of five other faculty members who agree that this club or student organization would fulfill a positive purpose for the members and for the school.
		3. Secure the signatures of at least 10 students who either wish to be in the club/organization or who support having the club/organization at the school.
		4. Submit all of these items to the principal.
3. Within 10 (ten) school days of receiving the materials the principal will approve or deny the request.
	1. If **denied**, the student or faculty member may appeal the decision to the Deputy Superintendent. The Deputy Superintendent will provide a response within 10 (ten) school days of the appeal. The decision of the Deputy Superintendent is final. A similar proposal will not be considered during the same school year.
	2. If **approved**, the club or organization is free to organize and meet according to a timeline and schedule approved by the principal.