

# How to Pass a New Club

Email [lynbrookclubs@gmail.com](mailto:lynbrookclubs@gmail.com) with any questions!

**Step 1—ADVISOR:** Kindly ask a faculty member to advise your club. Being a club advisor could be a big job, and we will be checking with your advisor regarding the status of your club. Therefore, ask someone who is just as passionate about your club as you are!

**Step 2—PROPOSAL FORM:** A typed proposal for your club using the attached form must be completed. Make sure to get your proposal signed by your advisor.

**Step 3—TURN IT IN:** Turn in your proposal form with signatures to the Assistant Principal of Activities, Ms. Salazar in the office (or email). The sooner you turn it in, the sooner the ASB Vice Presidents and Community Link commissioners can evaluate it and pass it on to the Legislative Council. Club proposals may be submitted between September 1st and November 12th, 2021.

**Step 4—DELIBERATION:** The ASB Vice President will look over your club proposal and determine whether the proposal is ready to be presented to the Legislative Council. The point of this deliberation is to ensure that you have a complete plan for your future club. This process will take a maximum of two weeks.

- The Vice President will email you the results of this meeting and give you feedback regarding your proposal. If your club did not pass and you wish to try again, then address the concerns by making substantial changes to your proposal form and answer the following question: What were the concerns of the ASB Officers and what have you changed with your proposal? The email will also include your club's presentation date if passed by the Vice President.

**Step 5—PRESENT TO LEGISLATIVE COUNCIL:** If your club was approved by the ASB Officers, the next step is to present your proposal to the Lynbrook Legislative Council. Legislative Council meetings are held every other Tuesday.

- Club Introduction:
  1. You, who have modified your proposal with ASB Executive Council feedback, will have exactly 5 minutes to present.
  2. Also include a 100 word platform giving a basic introduction to what your club is; this will be sent out to Legislative Council the Wednesday before your presentation and provided as a resource for a student interest form to be filled out during Homeroom (the results will also be provided to Legislative Council).
    - a. Proposed clubs are eligible to move onto the next step if at least 15% of all form respondents say they are interested in the club and are available on proposed club meeting days.
      - i. The percentage above shall be established by the ASBO team prior to the start of every school year
  3. Both the presentation slides and 100 word platform need to be emailed to the ASB Vice President the Friday before your presentation date.
- Move to Approve
- Second the Motion
- Question Time -- 5 minutes
- Discussion Time -- 5 minutes (small groups -- 2 minutes, full group -- 3 minutes)
- Legislative Council Vote -- You need at least a 3.8 average overall score and 2.75

average category scores based on the Club Proposal Rubric in order to be passed. In order for a club to be voted on, there must be a minimum number of Legislative Representative voters present. Clubs will only have one opportunity to present per school year.

**Step 6—GET INVOLVED:** A club that is passed will only be effective starting the following grading period. If a club starts before the designated start time, it will be disbanded and required to restart the proposal process. As a Lynbrook High School Club, you must participate in at least one Lynbrook-sponsored event per semester. You may either:

- Participate in Club Info Day or Food Club Day
- Hold a school event open to the student body (e.g. Awareness week, Valentine grams).

**GOOD LUCK!**

# Club Proposal

**Club Name:** \_\_\_\_\_

**Advisor:**  
Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

- By checking this box, I agree to be the advisor of this club. As advisor, I agree to supervise *all* club events and meetings. Therefore, the club must gain my approval *prior* to any event or meeting.**

**Primary Student Contact (You):**  
Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

**Secondary Student Contact (Other Proposed Club Officer):**  
Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

**Signature of Advisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of AP of Activities:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Name of Proposed Club: \_\_\_\_\_

Date: \_\_\_\_\_

Type of Club (Service, Interest, or Competition): \_\_\_\_\_

How often will you hold club meetings? (ex. Weekly, twice a week): \_\_\_\_\_

**Application Questions:**

Type your responses on a separate document and staple to the back of this form. Each question has a 150 word minimum, except for #6 and #7

1. What is your club's purpose?
2. Why should people join your club?
3. List clubs that are similar to your club and how you are different from them.
4. List the regular activities your officers and members would be doing at your meetings, along with agendas for the first five member meetings.
5. Provide a promotional plan that you will use to recruit members.
6. Provide a calendar with all of your meetings and events for the next semester. Please provide any necessary explanations or descriptions.
7. List **exactly 4** potential officers for your club (include name, position, and graduating year). *If you have a structure different than the normal Secretary(1), Treasurer (1), Vice-President(1), and President (1), please provide a justification for the proposed officer structure, however it may remain no more than 4. Please check section 1C of the Club Handbook for more information.*

Name	Position	Graduating Year

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**FOR ADMIN AND ASB USE ONLY**

Received and approved by Mrs. Boehm:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_