

NICOLET HIGH SCHOOL CLUB CONFIRMATION FORM

DEAR CLUB ADVISOR:

Please take a few minutes to complete this form as a confirmation your club will be active during the school year. Please return it to Mr. Krychowiak in the Athletic/Recreation Office as soon as possible.

Name of Club: _____

Name of Advisor and Signature: _____

Purpose of Organization: _____

Names of Officers: President _____

 Vice-President _____

 Secretary _____

 Treasurer _____

Our club meets: _____Weekly _____Bi-monthly _____Monthly _____ (other-specify)

Location/time of meetings: _____

If there is a membership fee or dues, please indicate the amount paid per student: \$ _____

Club Criteria and Important Notes:

- All Clubs must have an advisor who is a Nicolet Staff member.
- All Clubs must be open to all NHS students.
- All Clubs must be approved by the Athletic Director.
- All Clubs must have this form/roster on file in Athletic Office before any meetings or activities can take place.
- All promotional flyers need to be approved by the Principal/Athletic Director in advance of being posted.
- Advisors are responsible for requesting rooms/locations through the Recreation Department.
- Advisors are responsible for requesting set-up through School Dude system for meetings or club activities.
- All fundraising requests must be approved in advance by Superintendent/Athletic Director.
- All club activities must take place during non-instructional time (before or after school, and/or during lunch (this includes no meetings during resource period).
- An advisor must be present during all club activities.
- Accurate and up to date rosters must be communicated to the Athletic Secretary (entered into Skyward).

