

## 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).

