**Logo

Description automatically generated**

**[Name of club]**

***Student-Run Club Proposal***

Authors: [Author of the proposal]

# Introduction

[

This section should have a short introductory paragraph. Use these questions as a guideline:

* What is the main aim of your club?
* What are the reasons behind your proposal?
* What motivates you to propose this club?

]

# Goals

[

This section should include the aims/goals of the club. List of 3 to 4 aims of the club. Please keep them short and concise. Keep in mind which qualities you would like members to have when leaving the club. Try to avoid benefits of a generic club, like the possibility to meet new people. Focus on what is special about your club.

]

# Organisers

[

This section should include a list of students who will be responsible for running the club. Their names should be accompanied by the year and section they are currently in. If each organiser will have certain responsibilities, you can outline them here. The organisers can range from a single student to a small group. It is recommended that the organisers be composed of more than one student and that the workload be divided to ensure the best organisation possible.

]

# Needs

[

This section should outline the needs of the club. Use these questions as a guideline:

* What will you need to run your club?
* Is there a specific room or place in the school where you would like your activities to take place?
* Do you need the school to provide any type of materials or equipment?

]

# Programme

[

This section should include information about a typical meeting of your club and a draft plan for the year. Use these questions as a guideline:

* What would you like to do at the meetings?
* Would you like to teach something at your club? If so, what?
* What experiences/insights/skills would you like members to take away from the meetings?
* Will the club change throughout the year? If so, how?

]

# More Club Information

[

This section should include information about club meetings and members. It should include answers to the following questions:

* When will the club members meet?
* What will the duration of meetings be?
* How often will the meetings take place?
* Who can be a member?
* How can students apply?
* Will all membership requests be accepted or will there be a selection procedure?

]

# [Other Section]

[

If you feel like you are not able to fully explain your proposal, you can add more sections like the ones above, and add the information you would like to present in them.

]