

# STARTING A CLUB AT YOUR SCHOOL



There are many benefits to starting a club at your school.

This section will help outline what some positive aspects are  
as well as important tips and guidelines  
for starting your own club.



## WHY START A CLUB?

- Make an impact on a cause that you're passionate about  
Feel good about making a difference in your school and community and watch your club grow over the years
- It can help you take action  
A club provides the infrastructure necessary to make change under a name and with a team of support
- You will build vital skills in organizing and advocating  
This type of experience is attractive to employers and colleges that are looking for students who can lead
- Explore career opportunities  
Who knows, you may learn about a new interest that you have or something that you didn't know you were good at!
- Have fun making a difference with friends!  
You'll get to prepare and carry out weekly meetings with people passionate about the same cause and making a difference together is the best way to build friendships.



## HOW TO START A CLUB

Follow these 5 critical and fairly simple steps in the creation of a club at your school

1. Establish your club objective: Why do you want to start this club? If there is a cause or issue that you feel passionate about, you may want to consider why it is important for your school/community.
2. Find a support team! Gather together a group of like-minded peers and create a mission statement that will determine the goals and direction of the club. This can be as simple as talking to a few friends and listening to their take on similar topics.
3. Reach out to an advisor: It is important to connect with a teacher who can help serve as a mentor and has access to domains such as meeting areas, funding, ability to create field trips, etc.
4. Acquire permission from the school: Each school is different, but there is most likely paperwork to complete in the founding of a club. This way your team can be formally recognized on campus.
5. Establish an organizational structure: Clubs work best when there is an arrangement of leadership.

## Typical roles include:

### **President**

Plan and lead the meetings and ensure that the group completes the agenda

### **Vice President**

Is well informed and aware of all club logistics so that they may step in for the president and aid in important events



### **Secretary**

Take notes and keep track of ideas, supplies, and dates

### **Treasurer**

Handle the group's funds

### **Public Relations**

The middleman between the club and the community who may post fliers and make announcements about events

### **Committee Leaders**

Used to divvy up responsibility when carrying out various projects. This gives more members the chance to hold leadership positions.

## MAINTAINING AND BUILDING FOR THE FUTURE

It is important that as members and founders of the club graduate, the club does not fizzle out.

There are two things to do in order to maintain the club over the years.

First, ensure that the teacher advisor is going to continue with the group. This will help to keep the base of the club intact with a faculty member that already has experience with the club.

Second, each year be sure to give a leadership position to a junior so that there is always a member who has been involved with the major organizational aspects of the team.

By doing these things, transitions year-to-year will run smoothly!

## FURTHER INSURANCE FOR THE FUTURE

There are certain things that a club can do to promote a future *partnership within the school* such as integrating your club into academic classes: If students are learning about certain actions that the club does, not only will it draw in more members, it will also build a base of faculty support and interest.

What you want to do is present to faculty members a short blurb of what your club's mission is (perhaps in the form of a brochure) and then continue to update them on any exciting happenings that the club is carrying out. Likewise, a good relationship with staff members will lead to a strong lobby for your club with the school administration.



## KEYS TO SUCCESS

- Involve the greater community – partner with local businesses/restaurants who want to support community action.
- Keep it fun! It's important to complete tasks and be organized, but you also want to encourage people to come back. You might try integrating ideas such as having snacks at meetings, having a themed meeting, holding the meeting outdoors, and starting team building activities.
- Establish a communication system – use a Facebook group or email thread in order to keep everyone in the loop and discuss business.
- Create a success plan – draft a statement or purpose that notes the key reasons behind the formation of the club, then make a timeline, and ensure that if you are graduating, the club is all set to carry on the torch. (See maintaining and building for the future.)

## ADDITIONAL RESOURCES

Fundraising ideas: <http://www.dosomething.org/clubs/fundraising-ideas>

Benefits/Challenging to Having an Advisor:

<http://www.dosomething.org/clubs/resources/advisor-tips>

## ORGANIZATION SKETCH SHEET

CLUB NAME \_\_\_\_\_

PRESIDENT/VP \_\_\_\_\_

ADVISOR \_\_\_\_\_

ANTICIPATED MEETING SPOT \_\_\_\_\_

SHORT STATEMENT ABOUT CLUB'S MISSION

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FIRST MEETING TIME/PLACE/AGENDA

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