



# Starting Your Club

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Lake Mary High School Interclub  
Council



# Phase 1

Formation and  
Organization

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# Acquire Associates

The 1st step is to find a core group of people willing to help you start your club.

Either acquaintances/friends who want toget involved

They need to be passionate and committed

Should be no more than 5 or 6 people

They will eventually become your 1st Executive Board and help your club on its way



Ask around; surprisingly, some of the best input can come from friends or teachers.

Keep an open ear to student interest or start a club that interests you!

An active matrix of clubs can be provided to you upon request by the Director of Student Activities.

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What  
kind of  
club  
should I  
start?

# Find a Sponsor/Advisor

## For School Clubs

- Find a teacher who is willing to sponsor, or meets the clubs objectives within a respective subject area (ESU, History Club etc.)
- Approach him/her and see if he/she would be interested
- Make sure that you demonstrate strong student interest and emphasize the responsibility of you and your team.

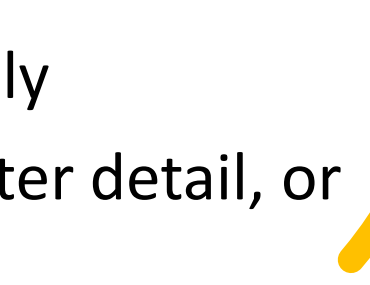



# Approaching a Possible Advisor

## **DO's:**

1. Come in with a plan for the club; be organized!
2. Be on time, appropriately dressed, and ready to answer questions in detail
3. Be humble and courteous

## **DON'Ts:**

1. Come in without any ideas of what you want to do
  2. Arrive late or dress inappropriately
  3. Be quiet, unwilling to talk in greater detail, or arrogant
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Once you've reached this point, you need a Constitution to legitimize your club

An example constitution can be emailed to you from The Director of Student Activities

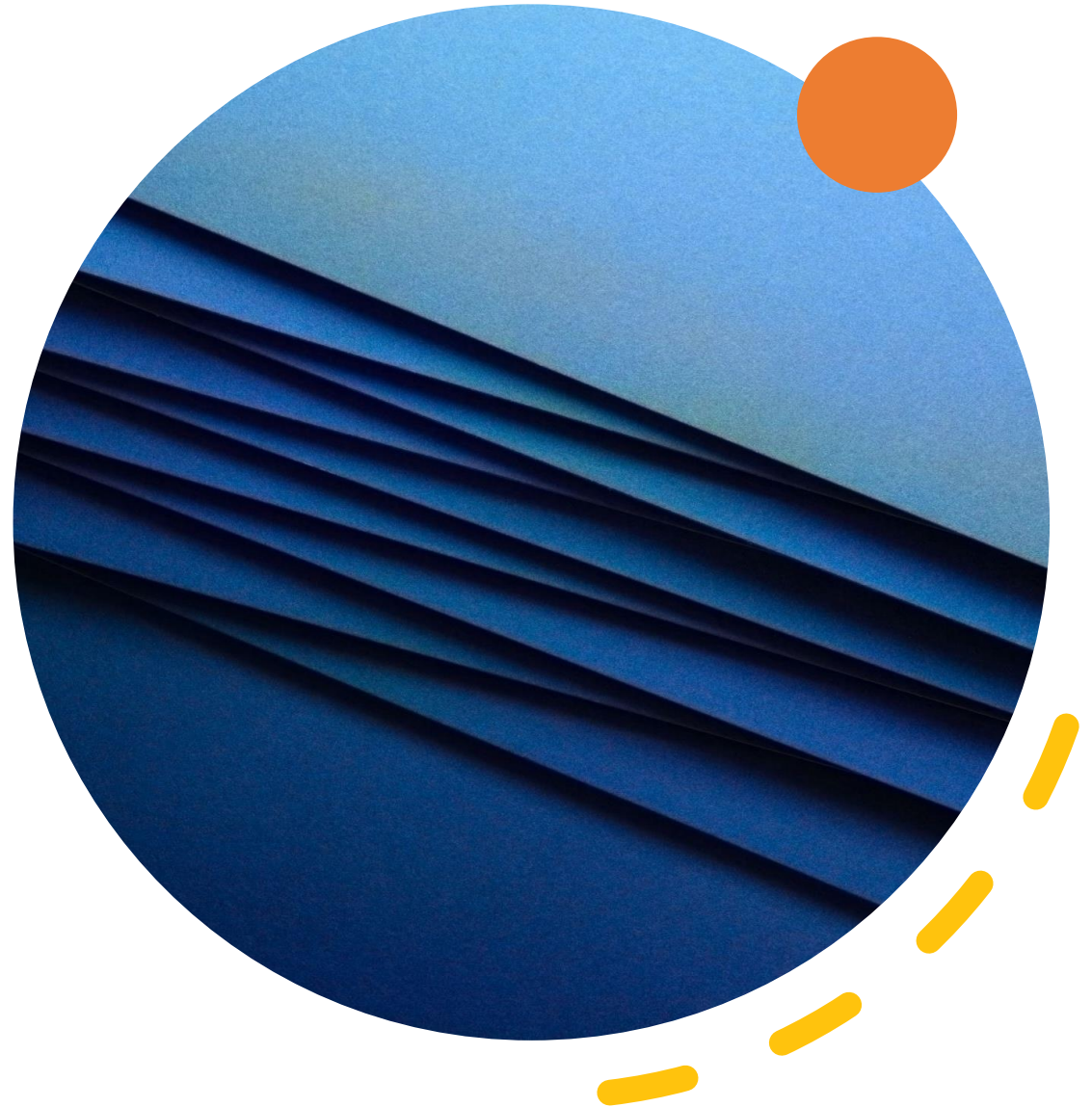
Per the ICC Constitution, it is required that a club have a Constitution on file with ICC



Your  
Constitution

# Things Your Constitution Needs

Name and Affiliations	Objectives	Club Incorporation and Membership Requirements
Executive Board (Positions and Responsibilities)	Critical Positions: Chairman, Vice Chair, Treasurer,	Secretary
Possible Positions: Communications Director, Student	Ambassador, Chief of Staff, Event Coordinator	Potential clause is a provision for the Chairman to create positions and appoint a person to it (w/Board Approval)
General voting procedure, qualifications for office and/or voting as a member	Amending the Constitution	2/3 vote recommended





# What are the next steps?

After submitting your Constitution for approval, make sure that you have:

- Club Information Form Completed
- ICC Membership Form Completed
- Notify the ICC President to add your sponsor to the Administrative Matrix
- Meet with the ICC President to introduce yourself and ask for a President's Packet for yourself as well as a Club
- Sponsor Packet to give to your club sponsor

# Phase 1 Checklist

A core group of associates.

Reliable, passionate, and willing to work.

A club advisor.

Teacher who will help your club.

A Constitution

Clear language and lending to your legitimacy.

Approval for your organization.

A go ahead from ICC, SGA and Administration.

All forms returned to Student Activities Director.