

## Checklist for Registration and Recognition

**Official recognition of a student club is granted through the Principal's Office. Please use this checklist to help you complete the steps and gather documents needed for recognition.**

- 1. Fully read, download and print a copy of the Student Club Handbook, Policies and Recognition Process from <https://www.hobart.k12.in.us/studentclubs>. If you cannot print a copy, see the Principal for assistance.
- 2. Schedule an appointment with the Principal.
- 3. Seek out a Faculty or Staff Supervisor and obtain their signature on the Student Club Application (Form 7530 F1).
- 4. Recruit at least 5 students to join your club and fill out the Officer and Membership Roster (Form 7530 F4).
- 5. Hold a member recruiting event/meeting, by doing the following:
  - Choose a meeting date, time, and location
  - Fill out a Student Club Activity Request (Form 7530 F2), have your Supervisor sign it and turn it in to the Principal.
- 6. Create a flyer for your recruiting meeting/event and send a copy of it to the Principal for approval prior to printing/posting.
- 7. No later than TWO WEEKS after your recruiting meeting, turn in the following items to the Principal:
  - Student Club Application (Form 7530 F1) with signatures
  - Officer and Membership Roster (Form 7530 F4) with all Officers listed
- 8. Determine with your Officers and Supervisor when you will hold your ongoing regular meetings and then ask your Supervisor to submit a Facility Usage Request to reserve the room.
- 9. Submit your Constitution or Bylaws to the Principal. A sample Constitution/Bylaws is included in this handbook for your reference.