

LINCOLN HIGH SCHOOL
Club/Organization Application

Club/Organization/Activity Name: _____

Faculty Advisor: _____

Student Leaders: _____

Must have five (5)

Mission Statement:

Meeting Place/Room: _____

Meeting Time: _____

Meeting Day(s): _____

1. Obtain a club form from the Activities Director
2. Find a teacher to be an advisor for the club – must be present at all club meetings
3. Find some students who would like to be part of the club
4. Write a brief description of what the club will be doing and/or why you are forming this club
5. Get club approved by the Activities Director
6. Create posters to generate interest
7. Have posters approved by the Activities Director
 - a. All posters must have the signature of the Athletic Director
 - b. All posters will have the date of approval and an expiration date
 - c. Following the expiration date all posters need to be taken down by the organization
8. Once posters are approved then you can only hang them in the following areas:
 - a. On either side of the library
 - b. By the lunchroom
 - c. Rotunda (glass staircase)
9. Any poster in a non-approved area will be taken down

Faculty Advisor Signature

Date

Student Advisor Signature

Date

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Office Use Only

Approved Yes No

Administrator Signature

Date

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