MARKHAM D.H.S

MDHS SAC Extracurricular Club Charter

The following club charter is mandatory when starting a club at MDHS

Markham District High School continually strives to support student engagement in the areas of mental health, equity and inclusivity, and identity affirmation.

PLEASE NOTE: *This document can be used as a collaborative planning workspace for students and teacher advisors to prepare their charter details prior to final submission via Google Form.* *The final submission must be through the appropriate Google Form.*

DEADLINES:

EXISTING CLUBS*: please submit a club charter by* ***Friday, October 2nd 3:00 PM***
NEW CLUBS: *Club Charter Applications can be submitted at any point up until* ***Monday, March 1st, 2027.*** *After this date, no new clubs can be formed for the 2026-2027 school year.*

GENERAL INFORMATION

Club Name:

Date (MM/DD/YYYY):

Teacher Advisor(s):

Teacher Advisor(s) Email:

Club Representative Name:

Club Representative Email:

Club Rep Phone Number:

Day(s) of the Week the Meetings are being Held:

How Often the Meetings are:

Purpose of Club:

Location of Meetings/Room Number:

Will your club be connecting with community partners? Global organizations? If so, list the names of the partners and/or organizations and have a brief description of the purpose.

COMPLETE CLUB MEMBER LIST

Please note that there must be at least 5 members, and all members must have a Student Card

	NAME	STUDENT NUMBER

FUNDRAISING & CLUB SPENDING

1. Is your club interested in fundraising in the 2026-2027 school year?

2. Will your club be partaking in Semester #1 Club Fair to fundraise?

3. Will your club be partaking in Semester #2 Club Fair to fundraise?

4. Will your club be fundraising outside of the two options above, via School Cash Online? If so, give a brief overview of ideas.
Ex. Krispy Cream Sales done by Best Buddies to fundraise for prom

5. If you will be collecting money as a club, describe in detail what your club plans on using the funds for in the 2026-2027 school year.

SUBMISSION & REGULATION DETAILS

By submitting this club charter, your club understands that the 2026-2027 collected funds must be spent within the school year, by June 2027. There is no carrying-over process of funds to future years.

Note: SAC will be hosting a school-wide carnival event where clubs can collaborate together with any remaining funds.

This submission will be reviewed by the school administration and Student Council.

The following are the rules and regulations for maintaining a club. Please get comfortable with the information below:

1. All clubs must complete the MDHS SAC Extra Curricular Club Charter in order to be recognized by SAC.
2. The club may request funds from Student Council at any time by:
    1. submitting a written proposal;
    2. giving an oral presentation at any regularly scheduled SAC meeting;
    3. filling out a money request form *(can be found in the main office)*
3. Money requests should be approved by SAC first, before any money is spent. Funds cannot be reimbursed if the request is not approved by SAC. However, club-generated funds may be used at the teacher advisor's discretion.
4. Funds granted should be used for the purposes stated in the proposal and it is the club members' responsibility to keep detailed records and receipts. In short, the club is responsible for detailed accounting of monies SAC allocates.
5. The club should confer with SAC and admin, at least two weeks in advance, over dates, times, and locations for activities that impact students outside of their organization. This avoids clubs conflicting with each other throughout the school year. Clubs can propose their activity dates, times, and locations through an Event Proposal Form and an Event Checklist Form which should be submitted to the main office as to the External Affairs Officers.
6. Teacher advisors MUST be present during all club meetings and club-run activities.
7. Media such as posters and instagram posts must be viewed and approved by teacher advisors prior to posting/printing. Moreover, a staff advisor must sign the back of any posters before they will be approved by an administrator. All copies of posters must be

signed by admin, prior to posting on school walls. Please be aware of the rules and regulations as to where posters can be placed in the school.

8. A club must hold regular meetings and run events throughout the school year to promote student involvement and raise awareness for their cause.
9. Each club is to elect one representative to attend the bi-monthly club meetings held by the External Affairs Officer to discuss upcoming events and to prevent conflicts in event scheduling.

If SAC can help in any other way with the planning or running of an event, please do not hesitate to ask. Our goal is to collaborate together to create an inclusive and memorable school year.

***Please note that by submitting this form under the appropriate account, you acknowledge that all the information on this form is true and accurate and that you have read and understood the rules above.

Below is the contact information of SAC's External Affairs Officers. You will be communicating with them frequently throughout the school year, so please familiarize yourself with their contact information. Feel free to contact them if you have any questions.

- Danya Ince-Mercer (348886953@gapps.yrdsb.ca)
- Noah Nasim (349267393@gapps.yrdsb.ca)

SAC Teacher Advisors:

- Pooja Sutharsun (pooja.sutharsun@yrdsb.ca) - Rm254
- Adam Chaudhary (adam.chaudhary@yrdsb.ca) - Rm164
- Ashley Klein (ashley.klein@yrdsb.ca) - Rm 108

Upon review of your club charter, please check your gapps email as a member of the SAC External Affairs Team will reach out to you.

Thank you for your compliance, and we wish you all the best with your club!