



Club Student Leader Handbook 2026-27

Pacifica Christian High School
Student Life Department

Dear Student,

If you're reading this, you're considering starting a student-led club. Please read the following carefully before applying.

"It's about joy and grace, about living authentic lives, and extending compassion and understanding."

Student-led clubs create meaningful friendships and lasting communities at Pacifica. Founding a club is an honor and an opportunity to leave a legacy.

Club Program Overview

Why Clubs? Clubs at Pacifica Christian exist to further our mission: Freeing a Generation to Think and Live Well. The Student Life Department provides space for students to grow and learn in and beyond the classroom.

Types of Clubs

Service Clubs:

The primary focus of service clubs is to meet the needs of both the student body and the local community. Any Pacifica Christian faculty or staff member may be an Advisor of a service club. Certain clubs based on their categorization will be eligible for Community Service Hours (e.g. Beach Clean Up Club and Service Learning Club).

Co-Curricular Clubs:

Exist to edify students by enhancing the academic departments by adding extra opportunities for students to learn subjects that might not be offered in the classes required. Clubs that apply for this classification must have an Advisor that is a teacher of that subject matter (e.g. Greek Club and Crumbs & Quotes Club).

Social Clubs:

Are geared towards strengthening the student life experience by offering opportunities to engage with like minded peers. These clubs meet and conduct

club business on campus. Any Pacifica Christian faculty or staff member may be an Advisor of a social club (e.g. Baking Club and Dungeons and Dragons Club).

Spiritual Development Clubs:

Are geared towards strengthening the understanding and further developing spiritual disciplines of the Christian Faith. These clubs meet and conduct club business on campus. Any Pacifica Christian faculty or staff member may be a moderator of a social club (e.g. Jesus Clubs and Fellowship of Christian Athletes).

Application Requirements:

By filling out this form, you, the student, are committing to be the Club Leader/Co-Leader and submitting authority and supervision to the AS Executive Council, AS President & Vice-President, and Department of Student Life. Please note, all Club Advisors must be Pacifica Christian Employees. Anyone not an employee of Pacifica must be given pre-approval from the Office of Student Life.

The attached forms must be filled out and returned to the Office of Student Life for approval/disapproval.

- General Information Form (Appendix A)
- Personal Statement (Appendix B)
- Advisor Signature (Appendix C)

Note: Advisors must be Pacifica employees or receive special approval from Student Life.

Club Student Leader Expectations

General Expectations

- Align with Pacifica's mission.
- No unsupervised or off-campus meetings without approval.
- Guest speakers must be approved and background-checked.

Academic Requirements

- Maintain a 2.5+ GPA.
- Below 2.5: 2-week suspension from leadership and review with Student Life.

Co-Leader Requirement

- Appoint a Co-Leader to share responsibilities and step in when absent.

Responsibilities

Club Rush

- Mandatory attendance.
- Create a trifold poster displaying club vision, goals, and activities.
- Manage booth during Innovation Block.

Attendance

- Mandatory for all meetings.
- Notify advisor and co-leader in advance if absent.
- 3 unexcused absences: verbal warning.
- 5 unexcused absences: removal from leadership.

Communication

- Keep advisors informed of changes, absences, or needs.
- Handle admin/organization tasks unless the advisor agrees to assist.

Room & Building Etiquette

- Ask permission before eating indoors.
- No eating inside the Main Campus.
- Clean up after meetings and reset room layout.

Club Advisor Expectations

Responsibilities

Attendance

- Must attend all club meetings.
- If absent, find another staff member to substitute.
- If no substitute is available, club meeting must be canceled.
- Students may not meet unsupervised.

Communication

- Notify Student Life of absences at least 24 hours in advance.
- All room/time changes must be approved by Student Life.
- All on-campus club activities require Student Life approval.

Room & Building Etiquette

- Ensure students clean up after themselves if eating.
- No eating inside Main Campus—outdoor eating only.
- Leave rooms as found if using another teacher's space.

Appendix A: General Information Form

Student Name: _____

Grade: _____

Email: _____

Club Name: _____

On a separate piece of paper, please answer the questions below in the order in which they are presented. Presentation and clarity of content are all weighted in the final decision of approving a club. Founding a club at Pacifica Christian is a great honor. You are having an immediate impact on school culture and everyday life of a Pacifica Student. So please be thoughtful in your essay, take your time, and articulate your thoughts well.

Questions:

1. Mission Statement for Club

2. Purpose: Why are you starting this club?

3. Structure:

- Meeting Day: _____

- Time: ☐ Lunch ☐ Before School ☐ After School ☐ Academic Teams/Mini

Course Time

- Advisor Name: _____

- Advisor Signature: (on Appendix C)

Appendix B: Personal Statement

Prompt:

For your personal statement, please compose a short essay (no more than 1 page) in which you respond to the following questions. Please stay on topic and please do not exceed the one-page limit.

Questions:

1. Why do you want to start this club?
2. What does leadership mean to you?
3. How does this club support Pacifica's mission to Think & Live Well?

Appendix C: Advisor Commitment Form

Staff/Faculty Advisor Signature

By signing this document, you are committing to be an advisor for this club here at Pacifica Christian. You will be the direct adult contact for the club, and will work with the Student Life Department with all issues regarding this club. If you are unable to attend a meeting, for any reason, the meeting for that week will be canceled and will resume again the following week. Clubs are not allowed to change days without the approval of the Director of Student Life.

Club Name: _____

Signatures

Club Leader: _____ Date: _____

Faculty/Staff Name: _____ Date: _____

Faculty/Staff Signature: _____ Date: _____

Guest Speaker Request Form

Club Leader Name(s): _____

Date of Application: _____

Club Name: _____

Guest Speaker Name: _____

Proposed Speaking Date(s): _____

Topic of Speech: _____

Organization/Company: _____

Background Check Willing (Yes/No): _____

Affiliation with Pacifica: _____

Religious Affiliation: _____

How will the guest speaker support Pacifica's mission "Freeing a generation to think and live well"?

Office Use Only

Approval (Yes/No): _____

If not approved, explain: _____

Director(s) of Student Life: _____ Date: _____

Club Leader (Student): _____ Date: _____

Club Advisor: _____ Date: _____

Off-Campus Event Request Form

Club Leader Name: _____

Date of Application: _____

Club Name: _____

Event Name: _____

Event Date/Time: _____

Event Location: _____

Club Advisor(s) Attending: _____

Signature of Club Advisor: _____

How does this event support Pacifica's mission "Freeing a generation to think and live well"?

Office Use Only

Approval (Yes/No): _____

If not approved, explain: _____

Director(s) of Student Life: _____ Date: _____

Club Leader (Student): _____ Date: _____

Club Advisor: _____ Date: _____