



*Cougars we will
Always Be*

SO YOU WANT TO START A COUGAR CLUB?

Here is your guide to starting a new club and maintaining your current club.

1. **Have an idea** of what you want to do in your club.
 - a. Clubs should be student driven and serve some kind of educational purpose.
2. **Find a faculty/staff advisor.** Some of the responsibilities of an advisor are to oversee the club activities. Advisors need to sign off on fundraiser forms and purchase orders (if your club chooses to do these things).
3. If you are starting a new club, work with your club to **create a Constitution and Bylaws**. Here is an in detailed template that you could use, however you can keep it simple (simple is good). [Constitution and Bylaws Template](#). If you are a continuing club, you do not need to submit a constitution and bylaws because we already have one on file.
 - a. At this point you will need to have **elected officers**. You will need their names to complete the next step.
4. Complete the [Application for School Club Charter](#) and [Anticipated Budget](#) (Blue sheet). If you need a copy, come and see me in E105 or get a copy at the main office.
5. **Turn in your club charter form and constitution and bylaws to Mrs. Jaimie Justo, Student Activities Coordinator, Room G116.**

Note:

- Club Charter (Blue sheet) needs to be completed annually.

Don't stress! I got you! Please reach out if you need help. I am more than willing to assist! I never want the process to discourage anyone from participation. I'm here if you need me!