

## INFORMATION re: STARTING A CLUB AT PORTER

### RECOMMENDATIONS for starting a club/thinking about starting a club at Porter:

- ✓ Grade level range shouldn't be more than 3 grades (i.e., grades 1-3, or 4-6, etc...)
- ✓ Limit the # of students in the club based on number of adults present and space available
- ✓ Any money required from student, should cover only cost of materials needed.
- ✓ If snacks and/or water is needed, request donations from the parents
- ✓ Meeting times shouldn't be longer 1 hour

### Information needed when PRESENTING/CONSIDERING A CLUB:

Club name or sport	
Club purpose	
Topics being covered/talked about/exposed to	
Equipment/supplies needed? By student or provided?	
Sports Physical? Will it be needed?	
Grade levels accepted	
Limit of # of students	
Dates/Times club will meet	
Location club will meet	
# of Adults in charge	
Volunteers needed? How many? What will they do?	
Staff rep needed?	

**Additional Information need for the FLYER/PERMISSION FORM:**

Club name/sport	
Club grade levels accepted	
# of students permitted in club	
Dates/Times club will meet	
Location club will meet	
Deadline to submit permission form	
Sponsor Name (adult in charge of club)	
Sponsor email Sponsor phone #	

**IMPORTANT INFO WHEN HOLDING CLUB MEETINGS:**

- ✓ Keep ON HAND a printed copy of student roster w/email & phone of parents
- ✓ Take attendance, (we have to know who is building at all times)
- ✓ Have parents/guardians sign-out their student
- ✓ Club leader/adult must be present until last student is picked up
- ✓ Club meeting location should be returned to its original cleanliness and layout
- ✓ Club trash should be put in a garbage bag and given to night custodian
- ✓ Adults: Student ratio is 1 adult to 7 students.
- ✓ NO siblings can stay after school with club members/students
- ✓ Students MUST be picked up at the end of the club meeting; repeated late pick-ups will prohibit student from continuing in club

Please complete as much of this form as you can prior to meeting with administration to present your ideas.

We thank you ahead of time for your commitment to our students and for thinking about an afterschool event for them!

We are happy to work with you to create an amazing opportunity for our students.

Printed Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Student(s) at Porter: \_\_\_\_\_

*thank  
you*