



Burnaby North NEW Club Proposal 2025/26

****Complete and return to Mr. Sokugawa in Room 3080***

If you would like to start a new club at Burnaby North, follow the directions below.

Step 1:

Your club must be approved by UFC (United Federation of Clubs) as well as the Admin team. Submit your proposal to Mr. Sokugawa in Room 3080. A UFC Representative will be in contact with you with further details about setting up a meeting with the Admin team. **DO NOT set up meeting with Admin prior to getting UFC approval.** You will then be required to sign up for a time, admin usually meets on Wednesdays at 8:00 a.m.

Step 2:

Once your club has been approved, keep an eye out for UFC announcements regarding club information. A representative from your club **must** attend UFC meetings (first Thursday of each month).

Key notes for school clubs:

Publicity for events:

- No tape is permitted on school walls to prevent damage to the paint.
- One large banner may be made for each event (max length 100-150 cm).
- Examples of promotion: student bulletin, social media, submit PA announcements.

In-school food sales:

- Food must meet the district's healthy food guidelines.
- FoodSafe certified person must be present during sale and food preparation.
- Cafeteria must be notified prior to food sales.
- If BBQ equipment is needed, propane must be delivered from the district on the day of the event through the office. Fire extinguisher must be present throughout BBQ.

Borrowing supplies from room 3080:

- Club may borrow paints, banner paper, etc. from 3080 with permission from Student Government/Mr. Sokugawa.
- All supplies must be cleaned up after use. Banners left to dry must be removed by the start of school (8:40) or will otherwise be recycled.

****Turn page over for form!****



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Name of Club:

Email (one that you check regularly as UFC will be in contact) – Print neatly!

Sponsor Teacher: _____

Name(s) of Executive(s):

Meeting Room #, Meeting Day and Time of Meeting (eg. Lunch): _____

Look at the “Book of Clubs” 2025/2026 Edition and list 2 similar clubs to your new club:

Describe the Purpose of your Club:

What actions will be taken to ensure the club remains active throughout the school year?

SECTION BELOW IS FILLED BY CLUB SPONSOR TEACHER:

NOTE: Club sponsors must remain present to supervise meetings, and events as needed.

Name of Sponsor: _____

Meeting Room #, Meeting Day and Time of Meeting (eg. Lunch): _____

I have read the guidelines of the Club Proposal Form and agree to sponsor the

_____ club.

Teacher Signature

Date