



## Student Club Proposal Form

### Step 1: Visit the United Federation of Clubs (UFC)

- If your club or team would like to start a new club the first step is to ensure that no similar club in the school already exists.
- Fill out this form (all returning clubs must fill this form out in September)
- UFC meets at lunch in the gallery on every first Thursday of the month (Stay tuned to announcements).

### Step 2: Admin Team Process

- A representative from Student Government will be at the meeting and will take your new club information to be added to the school website.
- Admin Team will approve or reject clubs based on appropriation or repetition of an existing club. Student will be notified of their status before the United Federation of Clubs meeting.

### Step 3: Things to keep in mind when you become a club

#### **Publicity for Events:**

- For every event that a club hosts in the school there is a limit of 40 letter sized pieces of poster paper that a club may post in both the North and South buildings combined.
- Clubs must ensure that all publicity for events must be removed immediately following the event (on the same day)
- There is to be no club/team publicity posted outside the walls of the school, inside washrooms, on windows, covering any artwork inside the school.
- One large banner may be made per event (Max length 100-150cm)

#### **If your club will be hosting an event which involves selling food:**

- the food must meet the district's healthy food guidelines.
- The food must be prepared properly (and when selling) with a person who has a valid FoodSafe certificate.
- North Building cafeteria workers must be notified in advance so they can adjust their food preparation for the duration of the event.
- If you plan to use a BBQ you must arrange for propane to be delivered from the district the day of the event through the office, and a fire extinguisher must be present throughout the entire BBQ.

#### **Use of Supplies/Booking Room 211**

- There are limited supplies available in room 211 for clubs to use in room 211 such as paper and paint provided that they are obtained by the sponsor teacher to ensure that supplies are not wasted.
- If your club wishes to use room 211 to make posters, etc. the teacher sponsor must be present with them in the room supervising them to ensure that supplies are not misused and the room is properly cleaned when students are done.
- If your club wishes to borrow other supplies such as paintbrushes, scissors, tape, felts, etc... the sponsor teacher of the club will need to arrange to borrow them from another teacher. These supplies will not be given to students. They will only be loaned to staff to ensure that they are returned.
- Any posters or items created for events must be removed from room 211 and not left on the tables or it will be recycled

### What is the United Federation of Clubs (UFC)?

At Burnaby North Secondary there are many different clubs, teams, and student groups. In order to facilitate communication and coordination between all of these different groups there is an overarching body of clubs, the United Federation of Clubs. This group is chaired by the Vice-President of Student Government and consists of one member of every club at the school. This group meets the first Thursday of each month. One of the Members at Large of Student Government will act as secretary to the UFC taking minutes and creating an agenda for each meeting. The UFC will determine which groups can sell at lunch time.

**TURN OVER FOR FORM.....**



**BURNABY NORTH  
STUDENT CLUB PROPOSAL FORM**

If students wish to have permission to form a club in the school, please submit this completed form to Mr. Sokugawa (211). Mr. Sokugawa will submit your proposal to the Administration. You're your group is pre-approved, you will need to sign up to present to the Admin Team, which usually meets on Wednesday mornings at 8:00 in the main office (Room 115).

Name of Club: \_\_\_\_\_

Executives involved: \_\_\_\_\_  
\_\_\_\_\_

Sponsor Teacher(s): \_\_\_\_\_

Purpose of Club/Description of Activities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email (Primary Club email and/or Executive Email): \_\_\_\_\_

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

Social Media of Club (If applicable): \_\_\_\_\_

**This section is to be filled out by the Sponsor Teacher**

Name of Sponsor Teacher(s): \_\_\_\_\_

Meeting Time & Location (Room #): \_\_\_\_\_

- Club sponsors should be present during club meetings/events. Supervision is mandatory.
- Club sponsors are responsible to arrange to borrow supplies (if needed).

I have read the guidelines of the Club Proposal Form and agree to sponsor the \_\_\_\_\_ Club  
at Burnaby North.

\_\_\_\_\_

\_\_\_\_\_

Sponsor Teacher Signature

Date