



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 visit the United Federation of Clubs in order to get their approval and to check to see that no similar club already exists.
- UFC meets at lunch in the gallery on the first Monday of every month.

Step 2: Visit the Admin Team

- Once permission to start the club is obtained from the UFC the next step is to visit Admin team to get the club approved. To make an appointment to see the Admin Team visit the office (room 115) and notify Ms. Scaccia. **Fill the last page only of this form.**
- Admin team meets every Wednesday morning at 8am in room 219.
- You will need to present your Student Event or Club Proposal form to Admin team. This form can be found on the school website under **school info -> documents -> Student Club Proposal Form**
- Bring **two hole-punched** copies of this form to Admin team.
- A representative from Student Government will be at the meeting and will take your new club information to be added to the school website.

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 with respect to FoodSafe
- Both North **and** South 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 though the office, and a fire extinguisher must be present throughout the entire BBQ.

Use of Supplies/Booking Room 116

- There are some supplies available in room 116 for clubs to use in room 116 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 116 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 116 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 on the first Monday of the month. One of the honorary members of Student Government will act as secretary to the UFC taking minutes and creating an agenda for each meeting. All other members of the club will be executives. Each executive will get one vote for decisions to be made at UFC Meetings.

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 Mrs. Scaccia in Room 115 by Monday @ lunch so that it may be presented to the Admin Team, which usually meets on Wednesday mornings at 8:00 a.m. in Room 219.

Name of Club: _____

Students involved:

Sponsor Teacher(s):

Teacher has agreed to provide supervision at all meetings

Meeting Time & Location:

Purpose of Club/Description of Activities:
