

HOW TO START A VCS CLUB, ORGANIZATIONS, ACTIVITY, OR TEAM

Why start a new club, organization, activity, or team:

1. You want to pursue a hobby you enjoy.
2. You want to raise awareness about a cause you care about.
3. You want to meet people with similar interests.
4. You want to gain leadership experience.
5. You want to add to the Valley Christian Community.

How to start a club, organization, activity, or team:

1. **Identify a need** – in order for your group to be successful, it should fulfill a need that is not already being met at VC that there is interest for. Please review the chart below to ensure that the need is already being met elsewhere.
 - a. Is it to gain a skill? (woodshop club, photography club)
 - b. Learn more about a certain subject? (robotics club, chess club)
 - c. Raise awareness for a good cause? (pro-life club, veteran support club)
 - d. Be a part of a national society (NHS, NAHS)

STUDENT ACTIVITIES			
CLUB – Must be open to all VC students	ORGANIZATION - Requirements depend on type of organization*	ACTIVITIES / CLASSES – Have requirements to join	TEAMS - Have requirements to join
<p>Staff Run – Student Supported</p> <ul style="list-style-type: none"> • Mountain Biking Club • Dance Club • Inklings Club <p>Student Run-Staff Supported</p> <ul style="list-style-type: none"> • Chess Club • Frisbee Golf Club • Legacy Club (Evangelism Training) • Valley for the Voiceless 	<p>National Organizations – Have requirements to join</p> <ul style="list-style-type: none"> • National Honor Society (NHS) • National Art Honor Society • Student Council • Speech & Debate <p>VCS Organizations – Must be open to every VC Student*</p> <ul style="list-style-type: none"> • Blue Crew • Bridges • Discipleship Groups • Theatre Club • VC3/Rev 7:9 	<ul style="list-style-type: none"> • Ambassadors • Band • Choir • Chorale • Jazz Band • MarCom • MinDev • Robotics • String Orchestra • Valley Rhythmics • Yearbook 	<p>BOYS</p> <ul style="list-style-type: none"> • Baseball • Basketball • Cross Country • eSports • Football • Golf • Soccer • Swim & Dive • Track & Field • Volleyball • Wrestling <p>GIRLS</p> <ul style="list-style-type: none"> • Basketball • Beach Volleyball • Cross Country • eSports • Flag Football • Soccer • Softball • Spiritline • Swim & Dive • Track & Field • Volleyball • Wrestling
In application process	In review	Not currently Offered	

2. **Brainstorm your club, organization, activity, or team** – you will need to think about the following before applying...
 - What is the Club/Org/Activity/Team Name?
 - Is it a club, organization, activity, or team?
 - What is the Mission & Vision of the group?
 - Is this a staff-led or student-led?
 - Who is the student leader?
 - Who is the staff leader or staff sponsor?
 - Who might be interested in joining this group?
 - Will it have an official membership/requirement or can any student attend?
 - When will the group run? A certain season/quarter(s) of the year? All year?
 - When will group meetings take place?
 - Where will the group meetings take place?
 - What will group meetings look like?
 - Create a possible agenda for the first 3-4 meetings
 - Will there be a cost associated with joining the group?
 - What will the leadership structure look like?
 - President? Vice President? Marketing?
 - No official leadership positions
3. **Apply for approval to make the group official** – **NOTE: You cannot advertise for clubs, organizations, activities, or teams until the group has been approved by admin.**
 - a. Fill out the application form here: **INSERT LINK.**
 - b. The application form will first be reviewed by the Student Body Officers, if approved, the application will then be reviewed by Administration including the Dean of Student Activities, Vice Principal, and Principal.
 - c. You will be informed if/when your group is approved
4. **Spread the Word**
 - a. Once your group is approved you will need to meet with the Dean of Student Activities to go over the process for promoting your club by announcements, hanging fliers and posting to social media. You will also need to learn about the requirements for fundraising, t-shirts, etc.
5. **Meetings & Requirements**
 - a. Make sure you have a member of your club keeping track of how many times you meet, how many people are attending, fundraising, funds spent, any items collected, or any activities/events held.
 - b. All school rules and policies should be followed during club meetings and activities.
6. **Club Review Process**
 - a. Twice a year (December/May) the Student Body Officers & Dean of Student Activities will request a report from each club to review the progress of the club, club meeting notes, attendance, etc. and determine if the club keeps its charter or will be terminated for the following semester.
 - i. This will also be the time where club budgets will be reviewed. Funds will be granted based on proof that the club has membership and is fulfilling its mission and adding to

the Valley Christian community. This will be determined by the Dean of Student Activities in conjunction with school administration.