

Bloomington Jefferson High School Procedures for Forming a Student Club or Group

1. Identify what type of club or group (school sponsored or limited open forum) a student(s) wishes to form.
2. Recruit friends (limited to current JHS students) as active members of the club/group, and complete the appropriate application (**school sponsored or limited open forum**) forms. Find an advisor and submit the **Club Advisor Guidelines/Responsibility form**. Submit all completed forms to the Activities Office.
3. Deadlines for submitting student club/group application forms: Last Friday in September for Semester 1, and last Friday in January for Semester 2.
4. To remain active, student clubs/groups required to complete and submit a *Bloomington Jefferson Student Club Renewal Application*, and *Blomington Jefferson Student Club Advisor Guidelines/Responsibilities Form* before the last Friday in September of each school year.
5. If an advisor has resigned from the position and is no longer affiliated with the club/group, it is the students' responsibility to find another advisor willing to make the commitment and fill out the form.
6. Clubs/groups will no longer be considered active if there is no club/group activity for one (1) calendar year. Clubs/groups must meet a minimum of two (2) meetings/events per trimester to remain an active club/group. If clubs/groups are removed due to inactivity, a new student club/group application must be resubmitted and go through the approval process to be reinstated.