

Club Initiation Form

Definition of club

A club is an association of people dedicated and united to a common interest, activity, or goal. To join a club, you are entering a society where you can meet new people, share similar interests, and gain new experiences.

Rules and regulations (must adhere to the rules, if broken, the club will be disbanded)

- A club leader must be chosen.
- Duties of the club leader are as follows:
 - If the location of club meetings takes place in a room, the club leader must communicate with the members of the club to decide if the club meeting will take place on a specific day and the club leader must notify the supervisor of the decision latest, a day in advance.
 - Must ensure that the club members keep the room as it was when entering.
 - Must provide the club manager within the PC a bimonthly report of the situation and status (members, equipment, supervisor, changes made, and any other necessary information)
 - The club leader must notify the Club Manager and study if a meeting is not taking place (only applicable if a room from any school building is in use)
- The duties of the supervisor are as follows:
 - Must ensure that the club members keep the room as it was when entering.
 - Must ensure the safety of the club members.
 - Must ensure that others are not disturbed by any of the club members.
- If a room is not in use, the club leader is not obliged to inform the Club Manager and study, but the club leader must still notify the supervisor if the club meeting will take place or not a day in advance.
- The club will be disbanded automatically by the end of the scholastic year and can be renewed the following year by following the same steps outlined below.
- If more equipment is needed throughout the year, the Club Leader must contact the Club Manager.

Criteria

- Minimum 8 people with all signatures
- You must find a teacher to supervise and if unsuccessful, contact the Club Manager and we will try to arrange an alternative.
- Fill out the form and send it to esmpc@esmol.be & anjali.arumuganambi@student.eursc.eu
- Once the club is made, the club leader should create a team on Teams with all members of the club, including the supervisor and the club manager.
- The Club Leader should coordinate with the members of the club whether they will meet up that specific day and if not, they must contact the Club Manager.
- The supervisor and members of the club must keep the room clean, sanitize the desks and make sure no one else is disturbed.
- The Club Manager will come to have occasional check ups on the activities and status of the club.

How people can request to make a club

1. Read this document and fill in the form.
2. Find a location for the club meetings, ask your supervisor if you may use their room (room, outside...)
3. Find a teacher or staff member to supervise, if unsuccessful, leave the box in the form blank and the PC will try to manage an alternative
4. Once the form is filled in, it must be sent to following email addresses (anjali.arumuganambi@student.eursc.eu & esmpc@esmol.be). The Club Manager of the PC will then arrange a time of meet with the Club Leader to discuss the functioning and requirements of the club.



Fill this form out as much as you can. If a section cannot be filled in, discuss with the PC about the necessary requirements.

Name of the Club and purpose. (Mention any plans, goals, initiatives you may have)	
Full name of supervisor.	
Location of club meetings. (provide room number if applicable)	
Designated time of meet. (which day(s) and how often the meetings will take place)	
Need for equipment. (Yes or no. If yes, fill in the "Equipment request form" and send that to the club manager of the PC.)	
Club leader and club members' full names. (Specify which member is the club leader)	
Club members' signature.	

The club leader and the club members understand the rules and regulation described above and agree to follow them.

Signature of Club Manager, Supervisor, Club Leader, and PC President

Club Manager

Supervisor

Club Leader

President (PC)

Date