**BARTRAM TRAIL HIGH SCHOOL CLUBS (SCHOOL BASED ORGANIZATIONS)**

**IMPORTANT DATES FOR 2022-23S**

* **CLUB FAIR will be held in the courtyard on September 7, 2022**
* **No new or returning clubs will be approved for 2022-23 after September 16, 2022 at 4:30 p.m. All information must be turned in prior to this deadline.**

**ALL CLUBS NEED THE FOLLOWING TO BE AN APPROVED CLUB ON CAMPUSS**

* **A Club Sponsor**
  + Club Sponsors must be a school employee. The club sponsor will complete the online form before September 16, 2022 in order for the club to have school approval. The club sponsor is the only person who can request facility use, request a fundraiser, and make purchases.
* **A Written Statement of Purpose\***
* **Current By-Laws\***
* **A Budget Form** 
  + Clubs are *not* required to be fee-based. If you are a participation-based club you do not need a budget form. If any funds are to be collected or any purchases will be made, the club does need a budget form
* **Day, Time and Location your club would like to meet**
  + Please note, in order to use the Auditorium, Main/Small/9th Grade Cafeteria, Gym, Courtyard, or Stadium your sponsor will need to complete the Facility Use Form seven days prior to the event
* **Describe how your club will implement Character Counts in club meetings and activities**
* **Officers**
  + Suggested officers include a President, Vice President, Secretary, and Treasurer

\*Clubs that were previously approved will have these on file and do not need to provide this information*. However, if there are any changes to the Written Statement of Purpose and Current By-Laws for the school, you will need to provide these*