

Requirements for Student Clubs at IRHS

The following are the steps need to either:

1. Form a New Student Club,
or
2. Annually Renew your Student Club

- All of the forms needed to complete either process are on the IRHS website under “CLUBS & ACTIVITIES”.
- Student Clubs are required to renew their clubs annually, by September 15 of the new school year, with the election of new officers.

Form a New Student Club:

1. Find a Faculty Member to Sponsor your Club.
2. Complete a Petition to **Form a New Student Club**.
3. Create a Club Constitution using the **Club Constitution Form**.
4. Review the **Amphitheater Public School Student Activities Manual** with your Club Sponsor.
5. Have your Club Sponsor complete and Sign the **Policies and Procedure Acknowledgement Page**.
6. All of the documents above need the signature of the Principal. Once signed, all of the documents will need to be turn into the IRHS Student Government for final approval.

Once your New Club is approved:

1. Hold your first Club Meeting to elect your officers.
2. Complete the **Annual Elections and Meeting Form** with all the required signatures.
3. Turn in the **Annual Election Meeting Form** to the IRHS Student Government for approval. Once approved, Student Government will forward all of the documents to the Bookstore officially register your Club for the new school year. .

Renew your Club for the New School Year:

1. Review the **Amphitheater Public School Student Activities Manual** with your Club Sponsor.
2. Have your Club Sponsor complete and Sign the **Policies and Procedure Acknowledgement Page**
3. Hold your first meeting of the new school year to elect your new officers and complete the **Annual Elections and Meeting Form** with all of the required signatures.
 - a. If needed, conduct new business at this meeting and use the **Club Meeting Minutes Form** to document any decision made at this meeting.
4. All of the documents above need the signature of the Principal. Once signed, all of the documents will need to turn into the IRHS Student Government for final approval.
5. Please complete the Club Renewal process before September 15 of the new school year to officially register your Club.

NOTE: Any clubs or groups with a Parent Booster Club need to make sure the Booster Club is approved by the School Board EACH YEAR. The information for the annual approval of the Parent Booster Club is located on the Amphi website under “Parent Organizations” at:

<https://www.amphi.com/Domain/2265>