Club Proposal Guidelines

Club proposal guidelines are implemented for students interested in starting an afterschool extra-curricular activity. Please follow these guidelines prior to the end of the school year to ensure you have the best chance of club approval.

Written Proposal:
Provide a detailed explanation of the major club objectives and initiatives. Explain how this club provides a niche that is currently not occupied by the clubs offered at Bergen Tech-Teterboro. In addition to this, there needs to be a clear plan for promoting the club to ensure there are enough members (minimum 10) and that the membership numbers stay at or above this minimum. If your club is a community outreach club it needs to have four committed members to serve as president, vice president, secretary, and treasurer.

Securing an Advisor:
Every club needs a potential faculty advisor. The faculty advisor should be informed of the major points covered in the students written proposal and be aware that this club can only be run on Tuesdays and Thursdays from 3-4pm.

Fundraising and Community Outreach:
Any club that fundraises or engages in community outreach needs to have in place a president, vice president, secretary and a treasurer. The president and vice president will work with their club members to lead major club objectives and initiatives. The secretary will record meeting minutes on a regular basis and share them with the school administration using Google Drive. The treasurer will maintain an accounting log and ensure that funds are being properly handled in collaboration with their advisor.

Administrative Approval:
To secure a project, a face-to-face meeting must occur between members of the school administration, the faculty advisor, and the student(s) proposing the club. Any concerns regarding the implementation of the club will be addressed at that meeting and approval of the club will be determined.

Every club will have a one-year probationary period to assess the long-term sustainability of the club. If the club attendance cannot meet attendance minimums, the club will be suspended.