

# PCHS Club Creation Form

*Here are the simple steps to starting a club here at Portage Central!*



**STEP ONE:** Gather the following information.

Name of Organization: \_\_\_\_\_

Purpose of Organization: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Advisor: \_\_\_\_\_ Signed: \_\_\_\_\_

*As an advisor to a PC club, make sure you are aware of the expectations of your role. See Nikki or Sarah for more information.*

Student Leader(s): \_\_\_\_\_

*You must have at least two leaders for your Club.*

What day(s) of the week do you plan on meeting? Circle all that apply.

M    T    W    Th    F    Sat    Sun

How often will your club be meeting (ex: weekly, monthly, etc):

\_\_\_\_\_

What time will your club be meeting: \_\_\_\_\_

*As a Student Leader, signing below indicates that you are agreeing to take responsibility for your organization and that you understand and are willing to meet all expectations of a student of PCHS.*

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

**STEP TWO:** Get it approved by contacting Student Council and the Activities Office. Here is the contact information:

**Mrs. Nikki Smith, Activities Director**  
nsmith@portageps.org

**Mr. Hoopingarner, Student Council**  
rhoopingarner@portageps.org

Student Council Approval \_\_\_\_\_ Date: \_\_\_\_\_

Activities Approval \_\_\_\_\_ Date: \_\_\_\_\_

**STEP THREE:** Get started and have fun! Don't forget you can reach out to the Activities Office at any time with questions or concerns.