

**ORCHARD PARK HIGH SCHOOL**  
**CHARTER APPLICATION FOR A CO-CURRICULAR ACTIVITY**

All clubs, teams or organizations that have a student activities account are required to file a new charter each year with STAP Comm.

Four things are needed to complete the application:

- \_\_\_ 1. Complete this form
- \_\_\_ 2. Typed membership list \* (see below)
- \_\_\_ 3. Copy of your constitution
- \_\_\_ 4. Signatures on the back of this application.

- Please return all materials to **Mr. Bove's mailbox in House II.**
- Approval takes place at evening STAP Comm meetings. See calendar of district events.
- Organizations not chartered by the following deadlines are subject to having their funds frozen:
  - o Co-curricular clubs & Fall Sports: October STAP Comm meeting
  - o Winter Sports: December STAP Comm Meeting
  - o Spring Sports: April STAP Comm Meeting

Check one:  New organization charter  Renewing charter

SCHOOL YEAR: 20___
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NAME OF ORGANIZATION \_\_\_\_\_

ADVISER(S) \_\_\_\_\_

STUDENT LEADERS: (president, treasurer, editor, captain, etc.)

POSITION	NAME	HOMEROOM
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Circle the name of the student to be contacted if there is a problem with the charter.

Number of members \_\_\_\_\_ Please attach a typed list of members (include grade and homeroom for each member.)\*

Scheduled meeting dates (e.g. Every other Tuesday)

\_\_\_\_\_

Briefly state the purpose of this organization:

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**This box for STAP Comm Use**

- Application form complete
- Membership list included
- Constitution included

Initials:  
STAP Vice President: \_\_\_\_\_

STAP Adviser: \_\_\_\_\_

Constitution satisfactory

Initials: (Principal) \_\_\_\_\_

Approved (month):

9 10 11 12 1 2 3 4 5

Charter submitted for interim approval.

Date of expiration of interim charter \_\_\_/\_\_\_/\_\_\_

<p>* Class advisers should provide a list including the names and homerooms of the class officers and homeroom representatives. A list of class members is not needed.</p>
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Indicate the events, projects, and fund raisers planned for this organization during the school year.

<u>September</u>	<u>February</u>
<u>October</u>	<u>March</u>
<u>November</u>	<u>April</u>
<u>December</u>	<u>May</u>
<u>January</u>	<u>June</u>

*\*All chartered clubs and organizations are expected to send a representative to a STAP Comm meeting to report on group projects, events, or to voice concerns. A STAP Comm representative will contact you to make arrangements.*

All Flyers posted in the HS must be approved by Student Activities prior to being displayed in the school.

**SIGNATURES:**

\_\_\_\_\_   
 Activity adviser/Coach

\_\_\_\_/\_\_\_\_/\_\_\_\_   
 Today's date

Each Student leader should sign this form.

\_\_\_\_\_   
 \_\_\_\_\_   
 \_\_\_\_\_   
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