



**Club Charter Application Instructions**

1. Read through all of the papers associated with this charter
2. Find/ask a faculty advisor to be over your club
3. Fill out the application (extremely legible handwriting)
4. Turn in charter application to Mrs. Holt in room 110 and schedule a meeting with Mrs. Holt to talk about the purpose of this new club and review the Caveman Club Connection Manual
- 5. All charters due by the second Friday in September at 2:45 pm**
6. Mr. Weishar will then recommend certain clubs to the School Board for Approval
7. Once the School Board approves, Mrs. Holt will email the club contact person and advisor letting you know about the official status of the club  
  
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8. Non-curriculum clubs need to charter annually and gain School Board approval EVERY SCHOOL YEAR.
9. You can have your advisor make copies of the parent permission slip form or get more from Mrs. Holt. You need to keep on file a permission slip for every member of your club at all times!!!