

**STEVENSVILLE SCHOOL DISTRICT STUDENT  
School Sponsored and Approved Groups APPLICATION – POLICY 3550F**

- \_\_\_ This application is for a new **School Sponsored and Approved Group**  
\_\_\_ This application is to renew an inactive **School Sponsored and Approved Group**

This application is to request approval of a school sponsored and approved group at Stevensville Public Schools. The application must be fully completed for the application to be considered. Incomplete or incorrectly prepared applications will not be considered. All applications will be considered in accordance with District Policy 3550 and District guidelines. Copies of the policy and guidelines can be obtained at the District Office or website. Approved clubs that violate District Policy, Montana law or federal law are subject to suspension or termination.

**Step 1. General: School Sponsored and Approved Group Information and Bylaws, Charter, or Statement of**

**Purpose:** \_\_\_\_\_

**Proposed: School Sponsored and Approved Group Name:** \_\_\_\_\_

**Grades Served:** \_\_\_\_\_

**Proposed: School Sponsored and Approved Group Advisor Name:** \_\_\_\_\_

**Step 2. School Sponsored and Approved Group bylaws, charter, or statement of purpose.**

Please attach any documents outlining the rules and procedures under which the club will operate. These documents may include but are not limited to bylaws, membership expectations, or a national charter. If the documents are not yet available, drafts may be attached, or a detailed statement of purpose can be provided until documents are available.

**Step 3. Basis for Recognized Status** *(For consideration as a School Sponsored and Approved Group. Groups that do not satisfy this step may be permitted to operate as a **informal** student group.)*

To be approved as a **recognized School Sponsored and Approved Group** please attach a description of why the proposed **School Sponsored and Approved Group** should be **authorized by the Board** providing specific facts supporting such status.

**Step 4. Time, frequency, location, and notice of anticipated group meetings and functions**

Please attach a statement of the proposed use of school facilities, including at the specific areas or facilities of the school for which use is requested and the proposed nature of the use of those facilities. Attach or describe any examples of materials which the club plans to use to tell students about the club's existence or to invite students to join.

**Step 5. Submission and Acknowledgement**

By signing this application form the students and advisor acknowledge that the group's members and operations will adhere to applicable Board policies and administrative procedures governing **School Sponsored and Approved groups**.

\_\_\_\_\_  
Requesting Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Proposed Supervisor

\_\_\_\_\_  
Date

FOR SCHOOL DISTRICT USE ONLY

Application Received By: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as a **recognized School Sponsored and Approved Groups** By: \_\_\_\_\_

Date: \_\_\_\_\_

NOTES:

\_\_\_\_\_  
The administration will retain all records related to this application.