

**PORT JEFFERSON UFSD  
APPLICATION FOR CLUB CHARTER  
2022-2023**

- To be submitted to the Building Principal following approval from the Board of Education, to serve as Club Advisor
- Student President/Leader's Signature is required

Permission is respectfully requested to organize the student activity described herein:

Name of Activity: \_\_\_\_\_

School: \_\_\_\_\_

Frequency of Meetings to be held: \_\_\_\_\_

Length of Meetings: \_\_\_\_\_

Describe in Detail the Aims and Purposes of this club (attach document).

Special Comments: \_\_\_\_\_

Anticipated Fundraising Activities: \_\_\_\_\_

\_\_\_\_\_

Is there a Fee to be paid to a Vendor for this club (if so, describe): \_\_\_\_\_

\_\_\_\_\_

Are there Dues to be collected? If so, stipulate amount and reason: \_\_\_\_\_

\_\_\_\_\_

It is fully understood that the operation of this student activity will be in accordance with the rules and regulations of the Board of Education, the Administration and our Student Government, and that we shall consistently strive to maintain the highest standards and good name of our school.

\*\* Note:

- Clubs must have a minimum enrollment of **10** ongoing student participants. Club Advisors must meet with the Principal to discuss enrollments below 10 students (ex: Yearbook).
- Club description must be updated annually. Please send Club Description to Principal, by email as soon as possible.
- The End of Year Co-Curricular Report is completed and submitted in June

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Approved:

Signed:

\_\_\_\_\_  
Faculty Advisor

\_\_\_\_\_  
President

\_\_\_\_\_  
Director of Student Activities

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Treasurer