



ANS Student Club Requirements & Application Process

- **Application Requirements:**

Using the [link](#), students must submit the following information:

- The club name and description of the club's purpose, the value it provides to the community and how it aligns with the ANS mission.
- Provide details of at least three proposed events/activities for the upcoming semester and how these events will tie into their club purpose and mission (when, where, and how).
 - Fall Festival, Holiday Market and FunFair are *fundraising opportunities* for the club (which clubs are strongly encouraged to participate in), but participation in these fundraising opportunities should not be included in this club application process.
- The names of the students who will “lead” the club – the students directly involved in the planning and coordination of all activities and thus, the ones that will be held directly accountable for the impact (success or failure) of the club activities.

- **Submission Deadline:**

Club applications are accepted on a rolling basis, but all approved clubs will start in August of the academic year.

- **Review Process:**

Within two weeks of receiving an application, the Student Life Coordinator and the Secondary Leadership will review it, interview the applicants, and determine whether or not to accept the club proposal.

- Rejected applicants have the opportunity to reapply.

- **Notification:**

The Student Life Coordinator will notify each club of its approval status.

- If a club application is approved, an advisor will be selected for the club by the Secondary Leadership.

Approved Club Guidelines for Event Planning:

- **Written request:** The club leader must make a written request to ansstudentlife@ans.edu.ni.

The request should include event details such as proposed date, activity name, purpose, specifications, audience, and participating students.

If the request is approved by the Secondary Leadership team, then students will be invited to attend a planning meeting with the ANS Marketing and Events team.



- **Parent and Sponsor Involvement:** To foster student leadership, creativity, and independence, parents and outside sponsors are not permitted to directly support or participate in club activities or events.
- **Outside Provider Involvement:** Any outside providers required for an event must receive prior approval from the Secondary Leadership to ensure alignment with school policies and goals.

Event Promotion

- **Approval and Branding:**
The Secondary Leadership must approve all promotional materials and review them by the Communications and Marketing Department to ensure they align with school branding.
- **Display Restrictions:**
Posters and flyers are only permitted on designated bulletin boards in school prior to Secondary Leadership Approval.
- **Social Media Promotion:** Only the ANS Communications and Marketing Department is authorized to promote events and activities through social media. ANS clubs are prohibited from having their own social media account.
- **Post-Event:**
All physical promotional materials must be removed from school bulletin boards and designated areas once the event has concluded.

Email Accounts

- Each organization will be provided with an email account linked to the club advisor and club leaders.

Financial Management

- **Fundraising and Account Management:** Fundraising requires strict adherence to procedures with form submissions and approvals, ensuring financial transparency and accountability. These procedures will be outlined by Secondary Leadership upon club selection.

Reports and Deliverables

- **Activity Reports:** Clubs are required to submit a first-semester activity report by December and a second-semester report by May of the current school year. These reports help ensure that clubs are meeting their goals and objectives. [LINK REPORT](#)
- The Secondary Leadership and Student Life Coordinator will review the reports and determine which clubs will continue for the second semester.