

How do I start a new club at BWHS?

BWHS offers over 75 Clubs and Organizations for students to join in an effort to meet new people, stay involved, and make a positive impact on our school community as well as the Brambleton, Broadlands, and Ashburn communities.

- 1. Check the list of active clubs offered at BWHS to make sure that a club with similar goals and activities does not already exist.**
 - Club Requests for clubs similar to existing clubs will be denied.
 - Clubs are not resume builders! If you are requesting to start a new club, it should be with the intention of meeting regularly and making a positive impact on your community.
- 2. Find a sponsor!**
 - Sponsors must be a Briar Woods Staff member who is willing to be present at all club meetings and events.
 - Clubs cannot hold meetings or events on school property without staff supervision.
 - New Club Requests will not be reviewed until a staff member has agreed to be your sponsor.
- 3. Complete the New Club Request Form.**
 - This form can be found on the Activities Page of the BWHS Website and can be submitted electronically via email or in hard copy to Mrs. Lentz's classroom or her mailbox in the main office. (Activities>General Information & Forms>Forms)
 - In the section that asks for a description of the goal/purpose of your club, be as specific as possible so that Mr. O'Rourke and Mrs. Lentz have a clear idea of your club's focus. This will help them to determine if your club will be a beneficial addition to the existing clubs and organizations and will directly impact whether or not your club is approved.
 - If submitted via hard copy, please write your email address on the form so that Mrs. Lentz can contact you with updates about the status of your request.
- 4. Wait for a response from Mrs. Lentz**
 - Mrs. Lentz will email you and your sponsor to let you know whether or not your club has been approved.
 - It can take up to two weeks for your club to be approved, as it must be reviewed by multiple staff members who are also doing other important jobs in the building. Please be patient. If after two weeks you have not heard from Mrs. Lentz, you may email her inquiring about the status of your request.
- 5. If your club has been approved, please ask your sponsor to contact Ms. Nouredin in the Technology Resource Office so that she can add a page to the BWHS Website for your club.**
 - Once your webpage has been created, you are required to list the following information: your club goal/purpose, a description of club activities, and when and where you hold club meetings.
- 6. Hold club meetings and events!**
 - Your club should be meeting at least once per month in order to be considered "active". Sponsors have been instructed to contact Mrs. Lentz if their club does not meet this requirement so that the club can be removed from the club list and the website. Once this happens, your club is no longer permitted to meet and you must re-submit paperwork to start your club once again.