

Stewards Pooi Kei College
Co-curricular Activities Team
New Club Registration Approval Guidelines

Students are encouraged to start up a new club to cater their different interest and develop their leadership. In order to have successful formation, the new club has to comply with the requirements below:

1. Documents submission

- New Club Registration Form can be obtained from General Office or downloaded from school website.
- All required documents should be submitted to General Office with all necessary information by the due date set by CCA Team. Late submission or incomplete form will **NOT** be considered.
- All the information shown on the documents should be genuine.
- Any parties (e.g. club advisor, students who may join this club, etc.) involved in the documents should be informed beforehand.

2. Parties involved

- The number of proposed committee members should be **AT LEAST 5**.
- The number of students in the **Pre-registration Members Sign-up Form** should be **AT LEAST 20**.
- The proposed teacher advisor has to enact his/her duties in the new club once the club registration is approved. However, the final assignation of advisor will be decided by school authority.

3. Club nature

The new club **may NOT be approved** if it falls into **ONE** of the conditions below:

- The nature of the new club is similar to any current teams / clubs in SPKC.
- SPKC has limited resources for the new club which may require special venue, facilities, manpower etc.
- The club activity is profitable which may arise any dispute among students, teachers, school and parents. Except the profit made is for donation purpose.
- Other factors which may not be favorable to the setting up of the new club.

4. Schedule of New Club Registration

Item	Period
Registration Form Submission	Late-Jun to mid-Jul
Result Release	Early-Sep
Year Plan and Budget Plan Submission	Late-Sep
New Club Promotion	Late-Sep to Early-Oct