



World Languages Organization

Club Creation Guide



Online Tutorial for Creating a Club

- 1) Identify whether or not there is a need for the club in question.

When deciding whether or not you should create a club within your school, it is important to identify the demand for such an initiative. Sometimes, a student may feel very passionate about a particular club but there is no specific need at the school for it. While we encourage students to start their own initiatives, we would also like their clubs to become successful. We are merely providing advice as to how to identify the need for such a club. If, however, there is no specific need for your club at the school, we do encourage you to look into starting an initiative externally in your community where there may be more demand for it and where it may be more successful. Such places may include local library or community centres.

Consider the following questions:

Are there classes related to this specific language/culture? If so, how many students currently take this course?

Is there a large population of students who speak this language/are part of this culture within the school?

Have there been discussions about the need for such a club among your friends/from teachers within the school?

- 2) Define the club's purpose and goals.

What is the purpose of your club? Is it to cater to language learners of a particular language, native speakers of that language or both? Perhaps you may want to focus more on cultural topics in your club and teach your members about that particular culture? It's important to start thinking about not only the purpose of your club but also about what goal you would like it to achieve ultimately.

Consider the following questions:

What, in general, would you like your club to achieve? (this might be the promotion of a certain idea or the education of students on a particular topic)

What would you like your club to have achieved by the end of the first academic year?

What kind of impact would you like your club to have on your school in the long term? (perhaps consider its impact over the next five years)

After you leave high school, what legacy would you like to leave behind you?

- 3) Determine whether or not you have the passion and time commitment required to create such a club.



Being the leader of a club can take up a significant amount of time. It is important that you recognize the time commitment required and the passion needed to succeed. Generally speaking, a club should have regular weekly meetings and host a varying number of school events based on the size of the club.

Consider the following questions:

Would you have at least 1 hour every week available to plan regular club meetings?

Would you have at least 3 hours per month available to plan club-related school events?

Do you have a genuine passion for this club such that you will hold yourself accountable for a significant commitment to it?

- 4) Talk to a teacher who you think would be interested in your initiative and able to offer support.

It is important to have a teacher on board with your initiative to supervise and assist in the running of your club. With their support, you will also be able to reassure the school of your club's legitimacy. In addition, after you graduate, your club will continue to run since the teacher will ensure that a new clubhead is elected.

Consider the following questions:

Which teacher do you think would most likely be interested in such a club? Maybe start by asking your French teacher if you want to start a French club at your school.

Which teachers have had prior experience supervising a club? Even if you know such a teacher or they do not express explicit interest in being your supervisor, they may be able to provide you with valuable information and advice.

- 5) Register for your club & comply with the school's guidelines.

It is also important to follow the regulations provided by your school in registering your club. For instance, if there are certain requirements from administration for the creation of clubs at your school, you must assure that those requirements are met. Requirements may include but are not limited to: filling out a form with information about your club and its purpose, providing evidence of an interest and/or need for this club at your school and confirmation from your teacher supervisor for the creation of your club.

Consider the following questions:

Does my club meet the requirements suggested by my school for registration?

If not, what can I do to ensure that these requirements are met?

How can I make sure that requirements continue to be met throughout the academic year and beyond?



- 6) Promote your club within the school through many different mediums (e.g. assembly announcements, posters, social media, personal connections).

After you have successfully registered your club, you will need now to promote it - letting people know of its purpose and why it's important. There are a variety of ways through which you could promote the presence of your club to attract new members. Oftentimes, people can be reluctant to come out of their comfort zones to join a newly founded club. However, do not be discouraged if your club did not at first recruit as many members as expected. Through active promotion, hard work and dedication, your club will gain increased visibility and rising popularity among the student body.

Consider the following questions:

Which forms of advertising draw *your* attention the most? Try to use mediums of advertising which attract students just like yourself.

Have you considered using social media to promote your club?

Have you talked to your friends about your club? Their support can help grow your club.

- 7) Organize your first meeting.

It is important that you prepare thoroughly for the first meeting to give people a good impression of your club. Generally speaking, you would want to introduce the club and its goals for the academic year. Use humor and interactive activities to make it fun so that students will want to come back and bring their friends along. Give a chance to the club members to introduce themselves and ask them what they hope to get out of this club. You could also ask them for suggestions on what they would like to do. Remember that leadership is about serving others. Though keep in mind that you should have a clear vision for the club yourself.

Consider the following questions:

How can you make sure that students will want to come back after the first meeting?

Did you make sure that everyone is on the same communication platform? We would encourage using e-mail to send out reminders for club meetings and events as it is a more formal means of communication.

- 8) Optional: Choose a leadership team.

If your club has grown to become really large (30 - 40 active members) it would be beneficial to think about choosing a team of executives to assist you in running the club. While you might be inclined to working with your close friends, we would highly recommend a formal application process to take place. Keep in mind that you want to



recruit the most qualified people in your executive team and they do not necessarily have to be your friends. In the application, ask questions as to how they have contributed to the club in the past and how they are planning to continue to do so in the future. After receiving their applications, make sure to discuss each of them with your faculty supervisor before coming to any conclusion.

Consider the following questions:

Did you keep track of people's involvement through attendance sheet or volunteer opportunities?

Did you notice any outstanding members from your club who have made a significant contribution?

Did you have an organizational structure in mind for your executive team (co-heads, secretary, treasurer)?

9) Plan and finance club events.

After your first meeting, you need to start planning events and activities that would showcase your club. If there is a World Languages Week or similar multicultural events at your school, reach out to the people in charge and ask if your club could make a contribution. Think about all the celebrations and festivals related to the culture/language that your club represents and plan events around them. If you need money for organizing an event, kindly ask your school about it. If it is not possible, there are many ways to showcase your club without spending money. For instance, you could organize a poetry contest and the winner gets to show off their poems at school.

Consider the following questions:

Did you do your research into the specific celebrations of the culture your club represents?

Did you ask your club members what they would like to do to showcase the club?

Did you ask your school for financing events you would like to organize?

10) Keep your club going both during and beyond your tenure at high school.

As the club head, the existence of your club almost entirely depends on your passion. Make sure to bring the most energy to your club meetings as you can. Your passion is contagious and it can affect others in a way you might not expect. After you graduate high school, you will want someone to continue your legacy. Ideally, this person will be selected from the executive team you had previously established. However, if that is not possible, you will need to speak to some of the younger people in your club at the beginning of your grade 12 year. Once they know about your intentions, you can mentor



some of them to prepare them for the next year's leadership positions they will possibly take on.

Consider the following questions:

Did you notice any outstanding members in the younger grades who might be interested in leading the club after your graduation?

Did you speak to your supervisor about your situation and let them know who you have in mind for the next year's leadership?

General tips going forward:

Be open-minded and actively seek advice from your club members. Keep in mind that your club would not exist without their support.

Be a leader and take responsibility for the outcomes of your club's actions.

Communication is key. Always let your club members know of upcoming club meetings and events.

Let others be leaders. Leadership is not only about you! Give a chance to other members to grow as leaders as well; especially the younger students who might take over your club after your graduate. You want your club to be in good hands after you leave.

Think about ways your club could collaborate with other clubs or external organizations in organizing events and activities.

Keep in contact with your teacher supervisor and listen to their advice. They will most likely have more experience than you in dealing with club affairs and will, therefore, be able to offer insight into resolving challenging situations or issues.

"Do not give up" is probably the most cliché phrase but that's the truth. There will be ups and downs during the process but remember the reason why you started the club and the vision you have moving forward.

Should you have any questions feel free to contact us using the individual consultation page.