



Club Proposal Form

Club Name:

Sponsoring Branch: **Ashburn | Chantilly (Sully) | Fairfax | Gainesville | Leesburg | Sterling**
(check one)

Club Activities: *(Include a brief paragraph describing the club's purpose)*

Club Participants: *(Include the age(s), gender(s) of the target Club participants)*

Meeting Dates/Times: *(Provide Meeting dates/days, times, frequency/duration, & Start Date)*

Budget/Finances Details

Revenue: *(List Fees, Collection Method, Frequency (monthly/annual/session), any Fundraising)*

Expenses: *(List all Club Expenses)*

Balance: *(all Revenue minus all Expenses)*



Club Advisor Responsibilities Form

As the Club Advisor, you are acting as the responsible person for the participants in your club.

You must ensure their physical and emotional safety as well as adherence to ADAMS policies guidelines. Please read the *Policy Guidelines for ADAMS Clubs* and keep it as a reference during Club meetings and events.

A brief list of these policies include:

1. The Clubs activities, topics, content, and meetings must not be unlawful, in conflict with Islamic tenets, or interfere with other ADAMS activities.
2. The Club Advisor has provided a Club proposal to ADAMS Club Coordinator, which includes the purpose of the Club, intended participants age(s) and gender(s), scheduled meeting times and locations.
3. Recreational Clubs must obtain liability waivers from participants (ADAMS liability insurance will not cover participants caused accidents).
4. Any additional Trip Consent Forms must be signed by the parents for minor participants.
5. Fundraising events for the Club must be approved in writing by the Clubs Coordinator prior to the fundraiser.

Club Name: _____

Club Advisor: _____ Contact # _____

Club Leadership Team (Names & Contact Numbers):

- | | | | |
|----|-------|-------------|-------|
| 1. | _____ | Contact #'s | _____ |
| 2. | _____ | Contact #'s | _____ |
| 3. | _____ | Contact #'s | _____ |
| 4. | _____ | Contact #'s | _____ |
| 5. | _____ | Contact #'s | _____ |
| 6. | _____ | Contact #'s | _____ |

As the Club Advisor, I understand my roles and responsibilities. I have read and will ensure adherence to the applicable *Policy Guidelines for ADAMS Clubs*. I will provide immediate notification to the Clubs Coordinator if the Club Advisor for this club changes along with a new Club Advisor Responsibilities Form. I will provide regular written updates of this Club's activities to the ADAMS Clubs Coordinator (clubs@adamscenter.org).

Club Advisor Signature _____ Date _____