



All Dulles Area Muslim Society (ADAMS) Clubs Application Packet & Guidelines

Thank you for your desire to start a Club at ADAMS. Clubs are a great way to get active at your Masjid and to connect with others through recreational and special interest activities here at ADAMS. In order to ensure the success and safety of your Club, the following guidelines should be followed to quickly get your Club approved, promoted and operational.

Three (3) Simple Steps for Starting your ADAMS Club

1. Download the Club Application Packet and read the Policy Guidelines for ADAMS Clubs.
2. Complete the Club Proposal Form (Fillable PDF), then submit to the ADAMS Clubs Coordinator (clubs@adamscenter.org) with the following information:
 - Club Name: Include the name of the proposed Club.
 - Club Activities: Include a brief paragraph describing the club's purpose/activity.
 - Club Participants: Include the age(s), gender(s), and other details of the target Club participants.
 - Provide the proposed dates, times, and ADAMS Branch this club will meet at.
 - Budget/Finances: Are there any Club fees? How often (monthly fee, one-time fee) are the fees collected? What are your Expenses? Will you need to Fundraise for your Club?
3. Sign the Club Advisor Responsibilities Form and attach it to your Club Proposal. Include your Club's leadership team (minimum 3 persons) that will be responsible for all aspects of your Club, and also who will be your Club Advisor (top leader). The Club Advisor will provide regular written updates of your Club's activities along with any additional requests for support to the ADAMS Clubs Coordinator.

All Club applications are reviewed on a weekly basis for approval by the ADAMS Clubs Coordinator (clubs@adamscenter.org).



Policy Guidelines for ADAMS Clubs

1. Club must have an advisor who will sign the “Club Advisor Responsibility Form”
2. Clubs must adhere to the ADAMS Center’s vision, mission, policies, and procedures
3. Clubs must provide equal access to all those interested in joining the club
4. The topics/content of club's and/or their meetings must not be unlawful or conflict with Islamic tenets and morals. Members wishing to form a club must provide a complete Club Application and submit it to ADAMS Clubs Coordinator for approval.
5. Clubs must reserve meeting rooms at least two weeks in advance to ensure availability of space (reservations@adamscenter.org).
6. Clubs that include individuals under the age of 18 must have signed ADAMS Parental Consent form for each minor to participate in the club as well as a signed ADAMS Permission Slip for each club field trip.
7. When minors are involved, adult supervision must be appropriate to the age and number of children to ensure the safety and welfare of participants.
8. All participants in sports or physical activities clubs must sign an ADAMS Liability Waiver. ADAMS general liability insurance does not cover sports or offsite club activities.
9. ADAMS is not automatically responsible for financing club activities. Clubs must be financially self-sustaining including potential facility usage costs, thus a simple budget must be completed as part of the Club Proposal.
10. A “Fundraising Event Form” must be filled out and approved in writing by the ADAMS Clubs Coordinator BEFORE a club holds any fundraising event.
11. Clubs must maintain a minimum number of ten (10) active participants and hold a minimum of one meeting/event per quarter to remain an active club within ADAMS.
12. Clubs that remain inactive for one calendar year will be required to submit a new application prior to conducting any club activities or meetings.



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 (Name / Email / Cell): _____

Club Leadership Team (Name / Email / Cell):

1. _____

2. _____

3. _____

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 _____