

Futures Clubs Set Up Checklist



To properly establish and launch each Future Contractors Club, the following action items must be completed. The Rebooster portal provides templates, tools, and frameworks to support success.

Pre-launch action items:

New Club Name:

Formation Steps	Responsible Party	Timeline	Date Completed
Get Administrative Approval <ul style="list-style-type: none">Meet with administration for approvalPresent to Board for approval	High School Board Members	Week 1	<input type="checkbox"/> Complete
Identify a Club Advisor <ul style="list-style-type: none">Admin to Nominate Teacher AdvisorOffer compensation package and get signature	Administration Board Members	Week 2	<input type="checkbox"/> Complete
Identify and Approve Curriculum <ul style="list-style-type: none">Meet with Teacher to Identify Curriculum	Administration Board Members	Week 3	<input type="checkbox"/> Complete
Launch Student Recruitment Campaign <ul style="list-style-type: none">Campaign will be prebuilt in Rebooster Portal	Administration Board Members	Week 3	<input type="checkbox"/> Complete
Initiate Partner Recruitment Campaign <ul style="list-style-type: none">Campaign will be prebuilt in Rebooster Portal	Rebooster	Week 3	<input type="checkbox"/> Complete
Assign Club Board Officers - Students <ul style="list-style-type: none">Nominate and vote for student officersIdentify regular club meeting and offsite events	Administration Teacher Advisor	Week 4	<input type="checkbox"/> Complete
Have First Event <ul style="list-style-type: none">Plan first offsite event	Teacher Advisor Student Officers	Within 30 days	<input type="checkbox"/> Complete