



How to Start a History Day Club

- Talk to your Social Studies/ History teacher, friends and classmates to find out who might be interested.
- Contact the State History Day Office for information on how to start a History Day Club. The History Day staff will be glad to make a presentation at your school about History Day and starting a History Day Club.
- Ask your teacher, librarian or media specialist to be or suggest a faculty advisor and how to begin a club at your school. You also may want to have a parent advisor as well who would be willing to hold meetings at their house on weekends and non-school days.
- Work on getting a meeting space at your school to hold a preliminary and organizational meeting for those who are interested in helping to get the organization started. Invite the History Day Staff or your History Day District Coordinator to a preliminary meeting.
- Once you are organized, send an e-mail or a letter to the History Day office at OHS requesting History Day Club Membership. Include the name(s) of your Teacher/ Parent advisors, your advisors contact information, School address, Phone and E-mail. Once your club is registered with the State History Day Office your club advisor(s) will receive a packet containing information to further benefit your club including guides to create a Club Charter, Constitution and By-Laws.

- Create a Constitution and By-Laws for your club explaining the purpose of your organization, membership, officer's duties, elections, meetings, dues and fundraising, and amendments. Make sure you get copies to your school student activity administration and to the State History Day Office.
- Advertise in your school about your newly formed History Day Club and advertise your first official meeting, also provide contact information in case someone is interested but cannot come to the meeting.
- In your first official meeting, discuss when the most convenient meeting time is for everyone and ask for input on club goals and activities such as research field trips and project workdays.