

Northwood High School



Clubs

Club & Class Council Executive Board Handbook

For advisors and board members

2011-2012 Edition

Contact us at northwoodclubs@gmail.org for any questions regarding club activities.



Northwood High School Club & Class Council Advisor Handbook

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Northwood High School

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Office FAX: (949) 936-7209 Student Services/Athletics Office FAX: 936-7219
Northwood High School website: www.northwoodhigh.org

Dear Club and Class Council Advisors and Board Members:

I would like to personally thank you for all of your effort in working with students and assuming the responsibility for helping our students form sustainable clubs on campus. Your time and energy create a positive environment at Northwood High School for students and staff, as well as further the goals of teaching leadership skills and character in an informal arena. Your involvement with our students' clubs promotes Northwood High School as an active member of our community. The kids appreciate you, and the administrative team appreciates you, and I do as well.

Although the on-campus clubs and councils enjoy sort of an informal setting, there are many formal procedures that organizations and advisors must follow. This handbook has been put together to describe in detail your role as an advisor. I hope that this summary, as well as the sample forms will help clarify your responsibilities and those of your club. Please review this handbook with the officers in your club to ensure that you have a positive and rewarding experience with your club on campus this year.

As always, please feel free to come by the SAC or call (x7272) the Activities Office should any questions, concerns or suggestions arise.

Thanks again for all that you do.

Sincerely,

Sandy Banks
Activities Director
Social Studies/History Department

CLUB & COUNCIL ADVISOR EXPECTATIONS

Meetings:

1. Turn in a copy of the club's constitution and make sure that the club is chartered by the ASB. Petitions for new clubs and continuing club recognition are in the student activities center.
2. Advisors must supervise and attend **EVERY** meeting or activity planned on campus; and any formally recognized club or council activities held **OFF** campus.
3. Keep track of attendance and monitor behavior. Verify that the club president turns in a copy of the minutes and financial reports from each club meeting to the ASB Clubs Commissioner.
4. Assist students in making their own decisions. Help students to clarify their goals, to work through their problems, to plan activities and to continually evaluate their efforts.
5. Supervise nomination and appointment of officers and members and be sure that the process follows the club's constitution; Council advisors must coordinate with their Council President to plan interviews.

Events:

6. Be aware of all events and actions being planned.
7. Be sure that the principal and the activities director sign all contracts with outside companies.
8. Be sure that all events planned are chaperoned. Evening activities and dances will be limited due to supervision and facilities space. Councils will be given priority for sponsoring dances.
9. All on campus events must be approved by ASB. For events using on campus facilities, the advisor must complete the facilities request form and submit it to the office.

Money:

10. Facilitate purchase of materials for fundraisers, pep rallies, etc; make sure that **ALL MONEY** is run through the student activities office.

11. All financial decisions must be made by the students and said decisions must be recorded in the official minutes from a formal meeting.
12. Deposits and reimbursements must use specific forms that are found in the Student Activities Center. There are samples of these forms included in this packet.
13. Clear all fundraising through the activities director. Club sponsors must fill out a fundraising request. All fundraising must meet the healthy food guidelines, which are also included in this packet.
14. The purpose of all fundraisers must be made clear up front to all possible donors or participants.

Advertising:

15. Approve all club announcements.
16. Supervise publicity and ensure that all publicity is approved by the Activities Director prior to posting; club or council posters will lose their publicity rights if they attach publicity to painted surfaces.

Field Trips:

17. Obtain permission slips when necessary and keep them on file for the year.
18. Fill out transportation requests and arrange for transportation.
19. Obtain insurance for high-risk clubs. See high-risk club district policy.

InterClub Council:

20. Verify that the Club President or one representative of the club attend every Inter Club Council Meeting. The advisor must attend the advisors meeting.

Minutes

Your club is responsible for turning in minutes to all formal meetings held by your club **at the end of every month**. Please email your minutes to northwoodclubs@gmail.com and make sure you keep a copy for you advisors binder.

ANY financial information that has to be approved in your minutes BEFORE your club spends or collects any money.

USE THE FOLLOWING TEMPLATE TO RECORD YOUR MINUTES

Minutes of the Formal Meeting

"Name Of Club"

Northwood High School

Meeting Date (month/day/year)

I. Call to Order

ASB President calls the meeting to order at _____ p.m. in the Student Activities Center

II. Roll Call

Secretary conducts a roll call- writes down names of students in attendance

III. Action Items

Anything that needs approval (checks, minutes from last meeting, fundraising, anything that needs to be voted on)

1. Approval of the Minutes of the last Formal Meeting

2. Approval of Expenses or Deposits

IV. Non Action Items

- A. President Items
- B. Vice President Items
- C. Advisor Items
- D. General Items

V. Adjournment

A. President adjourns meeting at _____ am/pm.

Submitted

Club Secretary

Approved

Club President

Field Trips

FIELD TRIP / TOUR / EXCURSION CHECKLIST

If the field trip is...

- Vital part of education experience
- Adequate supervision arranged
- All members of the identified group may participate
- Transportation provided, arranged or approved by the district
- Parent notification and waiver of claims against district/state

= Principal's approval is required and form kept at the site

and if it is...

- Principal's approval
- Overnight accommodations
- Teacher release from regular duties [means = teacher is not conducting regular class(es)]
- Air travel
- Out-of-state travel
- Solicitation of funds in excess of \$1,000.00

= Advanced approval from Superintendent prior to Board of Education approval

Ref: Board Policy 6153 & Admin. Regs.
Rev. 2/03



When you are considering taking a field trip:

FIRST STEP

- 1) Complete a Field Trip Request Form at least one month prior to the trip and before you advertise the trip. Complete the request two months, if the trip requires IUSD Board approval.
- 2) **All field trips** must be submitted to and approved by the principal.
- 3) **Overnight fields** trips also require the Superintendent's approval.
- 4) Field trips that cost **over \$1,000**, and/or **require air travel**, and/or **travel out-of-state** also require Board Approval.

SECOND STEP (assuming the field trip was approved):

- 1) Transportation
 - **For a bus:** complete a Transportation Request (see the Athletics Secretary)
 - All transportation costs must be covered by your group or ASB.
 - **For a district van:** complete a Transportation Request.
 - **For car pools:** if you are having parent volunteers drive students, each parent must complete and sign a Volunteer Form and validate age, license, insurance, and driving record.
 - **Students are not allowed to drive** themselves or other students to any school sponsored field trip.
- 2) Do your best to avoid taking students out of class for any extended period of time. Missing school days may cause your field trip to be disallowed. If you are approved for a field trip where you will need a substitute teacher, your group, team or club is responsible for the cost of a sub.
- 3) Chaperones
 - The ration of chaperones to students is 10 to 1. Please be sure that there are sufficient chaperones for the field trip. Establish written and clear directions for chaperones and clear expectations and curfews for students on overnight trips.
- 4) Field trip Permission Slips
 - Each student must complete and have their parents sign a Field Trip Permission Slip.
 - The Permission Slips must be carried by the advisor throughout the trip and be available wherever the students are during the course of the field trip. The Permission slip includes authorization for medical care, if a student is injured during the field trip.

GO ONLINE FOR FIELD TRIP GUIDELINES <http://intranet.iusd.k12.ca.us/bdpol/6153.htm>

Unless a field trip, tour, or excursion is approved or sponsored by the district or school

- 1) School employees shall be precluded from using school facilities at any time
- 2) Communicating with parents or students during the normal school day is prohibited
- 3) School channels of communication, e.g., school bulletins or newsletters, public address announcements, school letterhead, posting, etc. shall not be used
- 4) The school name shall not be used as part of the title of such a group
- 5) Teachers shall not be released from regular teaching duties
- 6) No school personnel or procedures shall be involved in the collection or processing of funds
- 7) No checks shall be made payable to any school, school organization or staff member

IRVINE UNIFIED SCHOOL DISTRICT
FIELD TRIP APPLICATION

Sponsoring School: _____

Sponsoring Organization: _____

Participating Group: _____

Name of Trip/Excursion: _____

Destination (City, State): _____ Date(s): _____

Teacher Sponsor(s): _____

Participants on Trip No. of Students: _____ *No. of Adults: _____

*Trips involving air travel or overnight accommodations require
the following adult/student ratios: 1:8 (gr. 4-8); 1:12 (gr. 9-12)

Approximate Costs Per Student: _____ **Total for Trip: _____

**Please indicate funding source, if not funded by donations — i.e., ASB, etc.

Funded by: _____

How are scholarships provided for students with financial need? _____

If required, number of subs _____ Sub cost funded by _____

Trip is related to: *(check as appropriate)*

- Course in progress
- Social growth
- Cultural growth
- Club activity
- Athletics
- Performing group
- Experience not related to course progress
- Other

Description of Planned Activities: For extended trips, itinerary and support information must be attached.

(For additional space please use reverse side.)

- A) Principal approval is required for all field trips sponsored by the District, financed by the District, using transportation provided and/or approved by the District and considered part of the curricular, co-curricular or extracurricular program.

Principal's Signature

Date

- B) Advanced approval is required for all extended trips requiring staff release from regular duties, needing overnight accommodations, requiring air travel, travel outside of California and/or involving solicitation of funds in excess of \$1,000.

Superintendent's (or Designee) Signature

Date

- C) Board approved date _____

*Ref: Board Policy 6153 & Admin. Regs.
Rev. 2/03*

Guidelines

Clubs, Groups or Teams Engaged in High Risk Physical Activity

At the high school level, there are a variety of clubs and off-campus groups or teams that engage in activities, sometimes competitive, that present risk to the physical well-being of the participants. These activities are neither school nor district sponsored events, and are not covered by the district's property and liability insurance. These activities do not come under the purview of ASB activities, nor do they fall under the auspices of the CIF, however, they have approved ASB on-campus support groups and desire to communicate with the student body. These activities include, but are not necessarily limited to: roller hockey, lacrosse, skiing, surfing, ice hockey, martial arts, mountain/rock climbing, spelunking, bicycling, motocross, and skateboarding. The following regulations shall apply to these ASB on-campus groups for those engaged in these or similar activities.

Funds

All monies realized through fund-raising events on campus must be deposited in the school's ASB account. No ASB expenditures will be approved that relate to a high risk event or activity. Included in this prohibition would be uniforms, equipment, officials, and any other expenses directly associated with participation in the high-risk activity. Excluded from this prohibition would be tickets, bus fees or other expenses associated with attending an event.

Insurance

For on-campus groups to have the privilege of accessing school communication channels, the off-campus group engaged in the physical activity must carry liability insurance in a minimum of \$1,000,000. Typically, such policies are available through affiliation with the Scouts or the City of Irvine.

Public Announcements

Such groups are permitted access to the general public announcement mode used at a given school. However, any information related to these groups will contain a required reference to the sponsoring agency, e.g., "The Explorer Post sponsored (name of team) . . ." Where there are a series of announcements, either written or spoken, information items from such groups will be placed in a separate section of the announcements.

School Name/Logo/Mascot

All such groups, both off-campus and on-campus support groups, are prohibited from using the name of the high school, the school's logo, or the school's mascot in any way that would cause one to associate these with the activity of the group.

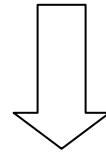
DW
3/4/97

Events

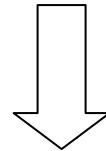
It is crucial that we have clear communication about events. Our office will keep a record of all club/council activities coming up.



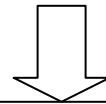
The bright idea is taken to the Club/Class Advisor first



Then discussed by the Club/Council as a whole



A Club/Council Member write a proposal and turn it into the SAC. Include the Who? What? When? Why and Where?



ASB reviews proposal. If ASB approves proposal, the club will receive a Facilities Request and Activities Planner for the club to fill out and to turn back into the Activities Director.

(At least 3 weeks before the event)

ACTIVITY PLANNER

This completed list must be provided to the activities director two weeks prior to the date of the scheduled event. If the planner isn't provided, the event will be cancelled.

Date:

Type of Activity:

Location:

Sponsoring Organization:

Advisor:

Admission Prices:

(If applicable)

Obtain the following signatures to verify completion of the following:

(If an item does not apply to your activity, indicate NA for Not Applicable.)

Master Calendar/ Facilities Request (Activities Director) _____

Field Trip Approval (Principal) _____

Work Assignments for Organization Members (Advisor) _____

Decorations (Activities Director) _____

Contracts for Services (Activities Director) _____

Concessions Set-up (Activities Director) _____

Cash Box & Change (Activities Secretary) _____

Tickets/ Bids (Activities Secretary) _____

Publicity (Activities Director) _____

Checks for Services (Activities Secretary) _____

Faculty Supervision List & Reminders (Activities Director) _____

Police or Supervision Request (Activities Director) _____

Permission Slips/ Emergency Cards (Activities Director) _____

Transportation (Athletic Secretary) _____

Other:



Northwood High School

Master Calendar Date and Facility Request (School Groups)

Date, Organization, Sponsor/Advisor, Event

*Administrative Event Approval Signature

Date of Event, Time of Event (a.m. to p.m.)

Facility Needed

(If event is off-campus, give exact location)

Calendar Clearance Approval Signature of Facility Use Secretary

Complete additional information as applicable:

Advisor's approval of event and availability to be present for set-up, clean-up, and event:

Advisor's Signature, Number of persons expected to attend

Student in charge of event, Period 2 Room #

Special Needs: (indicate quantity)

Diagram of set-up requested:

- Chairs, Desks, Tables, Microphone, Piano, Podium, Risers, Flag, Cafeteria Staff, Custodial Staff, Other, Transportation (requires separate form)

Master Calendar requests should be completed in quadruplicate and submitted to the Event Administrator at least 15 school days prior to the event.

*Guide to Event Administrators:

Table with 3 columns: Request Type, Coordinator, and Asst. Principal. Includes ASB Activity, Community Event, Special Room Request, Guest Speaker, Performance (Non ASB), Athletic Event, Educational Field Trip.

Copies: Facility Use Secretary - White; Custodian - Canary; Coordinator - Pink; Advisor - Goldenrod

9/99

Money, Money, Money...

When you need to pay... or obtain a reimbursement:

- \$ First **all expenses over \$100** need to be pre-authorized by the activities director or department chair.
- \$ Fill out a Disbursement Request and turn it in to the Activities Clerk.
- \$ Disbursement Requests **MUST** be signed by the advisor.
- \$ Attach all back-up (receipts, etc.)
- \$ Allow one week for the check.
- \$ ASB must approve all checks before they can be written. They meet for formal meetings on Tuesdays and Wednesday depending how period 3 falls in the week. Then they have to be signed after that.
- \$ Please have the check written to the vendor whenever possible.
- \$ **We cannot reimburse for over \$200 without pre approval.**

PRE-AUTHORIZATION REQUEST FORM

Complete this form BEFORE you make any purchase or place any orders over \$100.00.

Instructions: Provide the following information along with the necessary signature from the following:

Athletics – Athletic Director

Non-advisor staff – Department Chair

Coaches – Athletic Director

Club Advisors – Activities Director

Date: _____

Requestor: _____
Print clearly

Account Name: _____ Account Number: _____

Vendor Name: _____

Description: _____

Amount of Purchase: \$ _____

Approved by: _____
Signature

White – Accounting

Canary-Advisor

Sample deposit form
NORTHWOOD HIGH SCHOOL
DEPOSIT COLLECTION REPORT

.01=_____ .05=_____

.10=_____ .25=_____

S Student's

Name in memo section of check.

- Attach all receipts, ticket sales reports and/or records of funds collected to this deposit.
- Count all monies and fill this form out COMPLETELY before depositing to the Student Activities Center.

Date: _____ Account #: _____

Account Name: _____

Depositor: _____

Source of funds: _____

Account's Advisor: _____

Verified by: _____

Date: _____

Amount: _____

White and yellow for office use only; pink - depositor's copy

Denomination	X	Number	=	Amount
\$100.00	X		=	
\$50.00	X		=	
\$20.00	X		=	
\$10.00	X		=	
\$5.00	X		=	
\$2.00	X		=	
\$1.00	X		=	
Total Currency.....			=	
Total Coin.....			=	
Check#		Name		Amount
Total Checks.....			=	
Total Deposit.....			=	

Sample of disbursement form

NORTHWOOD HIGH SCHOOL

4515 Portola Parkway
Irvine, Ca 92620
949-936-7270
Fax -949-936-7279

**HAS THIS
EXPENDITURE
BEEN PRE-
AUTHORIZED?**

Purchase Order

ASB DISBURSEMENT REQUEST

PLEASE NOTE: All expenditures over \$100.00 must have completed a pre-authorization form with Department Head signature to be kept on file in the Accounting Department **BEFORE** this form is completed. After which you must fill out this form COMPLETELY and attach an invoice or receipt. **Incomplete paperwork will be returned and may result in delays.**

Mail check in US mail

Today's Date: _____

Put check in my mail box

Deduct from Account: _____

Name

Account #

Approved by Faculty Advisor: _____

Signature

Issue check to:	Invoice #	Amount
Name:		\$
Address:	Description:	
City/State:		
Zip:		

Issue check to:	Invoice #	Amount
Name:		\$
Address:	Description:	
City/State:		
Zip:		

Complete the following portion if for staff member or walk-on.

Issue check to	Reason	Amount	Account #
Name:		\$	
Name:			
Name:			
Name:			
Name:			

I hereby certify this request has been approved by resolution of ASB Cabinet and appears in the minutes on:

_____ Date

_____ Activities Director or Principal

_____ ASB Officer

Should you have any questions or need further information, contact the ASB office @949-936-7270

Finance Instructions

To: All Staff
From: Sue Weatherholt

Following are the procedures for reimbursement and depositing money through ASB accounts. It is important to fill out all the forms **COMPLETELY**. If any part of the form is not filled out, it will be returned to you. See this handbook for a sample of all forms that we use. You may pick up blank forms in the SAC.

DEPOSIT SLIPS:

It is important that ALL information be filled out. If you are selling gear of any kind to students you must attach a list of those students, the amount you are receiving and what they have purchased. If you leave "Source of Funds" blank your deposit will not be made. (i.e. Pizza Sale, Candy Sale, T-shirts, Uniforms, etc.) Do not combine money from two different sources. Uniform money is one deposit and candy money is another. Please advise anyone counting money for you that there are coin wrappers available when you have large amounts of coins to deposit. The more organized your deposit is, the quicker it will be posted to your account. PLEASE DO NOT LEAVE DEPOSITS ON MY DESK. If I am away from my desk, please check back later. If any of the above is missing, it will be returned to you.

PURCHASE ORDERS:

PO's are available in the SAC. I cannot give verbal PO #'s. You must have at least the amount of your PO in your account to request a PO. Your account balances are encumbered by the PO.

DISBURSEMENT REQUESTS

PRE-AUTHORIZATION REQUIRED. It is necessary for you to complete a pre-authorization form for expenditures over \$100 before you make the purchase, once again, *before* you make the purchase. The form must be signed by the Department Head, i.e.; Athletics/Athletic Director, Coaches/Athletic Director, Non-advisor Staff/ Department Chair, and Club Advisors/Activities Director. This means planning ahead...I know you don't have time...please make time or you will be spending your personal money as I will not be authorized to reimburse you.

******Please do not make purchases with a personal check or credit card. We must pay the vendor directly.**

Each week there are many disbursement requests and it is very time consuming to process them. When there is missing information it slows the process down and your forms will be returned for completion. All requests must have an invoice or a receipt attached to the back of the form. You must attach receipts for the actual purchase. I must have the original receipt.

Please pass this information on to any parents that are helping you. At banquet time it is necessary to pay any caterer or restaurant directly. I will not reimburse parents. I will reimburse parents for small items, such as decorations, etc.

FUNDRAISING:

You guessed it! There are forms in the SAC that need to be completed. One form for each fundraiser is required.

ASB has one formal meeting a week. Disbursements must be approved by ASB during a formal meeting. Requests will be approved on Tuesday or Wednesday (ASB meets on odd days). Checks will also be signed the following day.

CHECKS CANNOT BE CUT CHECK IMMEDIATELY.

MORAL OF THE STORY: *P L A N A H E A D*

Fundraising

FUNDRAISING IS PERHAPS THE MOST DIFFICULT ACTIVITIES SPONSORED BY A CLUB. HERE ARE SOME THINGS TO KEEP IN MIND:

- \$ Purpose of the fundraiser must be clearly stated to all possible donors.
- \$ Please fill out a fundraising request in the SAC as early as possible. Be as complete and specific as possible. ALL fundraisers must be pre-approved by ASB, as well as approved by the club and reflected in the club minutes.
- \$ No food can be sold during times when Food Services are open. (Before school, morning break, lunch).
- \$ All fundraisers also require Facilities Requests AND Fundraising Forms.

AFTER THE FUNDRAISER...

Now you have money, what do you do?

- \$ **You must turn money in after every collection.**
If you have enough coins, roll them.
- \$ Fill out a Fundraising Revenue Recap and turn that in with the Deposit Report and Money to the Activities Clerk.
- \$ If you need to pay people back for things purchased, fill out a Disbursement Request. **This must not exceed \$200** and the form must be signed by the Club/Class Advisor.
- \$ **If you are making a Donation to a charitable organization, you must include the minutes which reflect your clubs financial decision to donate with your request.**

REASONS WHY YOUR FUNDRAISER MIGHT NOT BE APPROVED:

1. Someone is already having the same or similar fundraiser around the same time.
2. It is food related and conflicts with Food Services and Healthy Schools Guidelines.
3. It is inappropriate.

**Northwood High School
Fundraising Form
Complete with Master Calendar/Facilities Request**

Date Submitted: _____ **Admin. Approval** _____

Club Name: _____ **Account # :** _____

Person completing this form (printed): _____ **Email:** _____

Fundraiser Description: _____

Location of Fundraiser: _____ **Date of Fundraiser :** _____

Projected Income: \$ _____ **Proposed Expenses: \$** _____

Proceeds will be used for (be specific): _____

Recorded and approved in minutes dated: _____ **(attach a copy please)**

Advisor Name (printed): _____ **Advisor Signature:** _____

Accounting Recap

Complete actual accounting information after event. Submit pink copy with your deposit.

Expenses: Description _____

\$ _____

Description _____

\$ _____

Description _____

\$ _____

Total expenses \$ _____

Deposits: Date: _____

\$ _____

Total Deposits

Net Profit (Deposits minus Expenses) \$ _____

Nutritional Info For Your Fundraisers

SB12 – ED. CODE 49431.2

- Middle, Junior & High School
 - The only foods, in addition to the USDA reimbursable meals, that may be sold during the school day, effective July 1, 2007 are:
 - Snacks that contain no more than:
 - 35% of calories from fat, except the following foods are exempt from this specific requirement: nuts, nut butters, seeds, eggs, cheese, fruit, vegetables (except deep fried), legumes
 - 10% of calories from saturated fat, except the following foods are exempt from this specific requirement: eggs, cheese
 - 35% of total weight shall be composed of sugar, including naturally occurring and added sugar, except the following foods are exempt from this specific requirement: fruits or vegetables (unless they are deep fried)
 - 250 calories
 - Entrée items that qualify as entrees using USDA meal pattern definitions, and that contain no more than 400 calories.
 - 4 grams of fat per 100 calories; and no more than 400 calories

SB965 – ED. CODE 49431.5

- Middle, Junior & High School
 - From one-half hour before the start of the school day to one-half hour after the end of the school day, only the following beverages may be sold to a pupil at a middle, junior, or high school:
 - Fruit-based drinks or vegetable-based drinks that are composed of no less than 50% juice and have no added sweetener.
 - Drinking water with no added sweetener.
 - 2% fat milk, 1% fat milk, nonfat milk, soy milk, rice milk, or other similar non-dairy milk.
 - An electrolyte replacement beverage that contains no more than 42 grams of added sweetener per 20 ounce serving.

In order to verify if your food for an on campus fundraiser meets the above standards, use the website listed below.

California Project Lean Food Standards Calculator for California Public Schools

http://www.californiaprojectlean.org/calculator/calculator_elem.asp

Announcements

A good club must communicate with its members and prospective members. There are many ways to do that from hanging posters and flyers to the bulletins.

PLEASE KEEP ALL ANNOUNCEMENTS BRIEF AND TO THE POINT!

Weekly Bulletin: Emailed to all teachers every Friday afternoon and posted in all classrooms. **Deadline: Thursday at 4:00 pm.**

Announcements on the Quad Marquee: Club announcements will be permitted on the quad marquee only!

Deadline: N/A

Televised Announcements: Aired Friday during advisement. Only announcements pertaining to the whole school.

Deadline: Wednesday at 3 pm.

Advisor should **email announcements to Mr. Banks- sbanks@iusd.org**

POSTER POLICIES

- No tape on **ANY painted surface**.
- No poster may be hung over the “Northwood” sign.
- Signs may not be placed on Portola Parkway, at the entrance to our school, or on left and right turns entering campus.
- With the Approval of the Activities Director, signs for special events may be placed on the side of the road at the straight away beginning after the parking lot gate. Please note that sprinklers will hit these signs.
- Please use ties to hang posters around the railing above the Oak Tree. (It is a painted surface).
- Provide time for your organization to clean posters up at the end of the day (This means take them down or if they are to be left up, re-taped and maintained).
- All posters and flyers must be approved by the Club/Class Advisor before they will be stamped.
- Bring two copies of all flyers to the SAC for approval. (One for Activities records)

CLUB PENALTY POLICIES

- **In the event that a Northwood High School on-campus organization fails to fulfill any of the guidelines previously mentioned in this handbook, the following consequences will apply:**
- **1st strike-** Club will be officially notified in writing and given a specific time to remedy the situation. It will be the club's responsibility to prove that any issue has been corrected.
- **2nd Strike-** If a club does not remedy the issue within the given time on the 1st strike notification, or a second offense occurs within one school year, a 2nd strike will be issued. A club that is issued a 2nd strike will be considered on probation and will be visited by ASB clubs commissioners during regular club meetings.
- **3rd Strike-** Upon receiving 3 strikes in one year, or failing to correct issues that have been previously brought to our attention- a club charter and constitution will be canceled for the current school year.

NORTHWOOD HIGH SCHOOL REQUEST FOR ORGANIZATION OF A NEW CLUB

Required Organizational Steps:

1. A request form must be completed and presented to the Club Approval Panel and then submitted to the ASB Cabinet for final approval. (The dates when the Club Approval Panel will convene for clubs to conduct their presentations will be announced and published in the weekly bulletin.) The completed club constitution **MUST** accompany the request. The constitution **MUST** contain each of the articles listed on the sample club constitution. No club may limit its membership on the basis of race, ethnicity, gender or any other discriminatory means. The advisor and at least ten students from Northwood High School must sign the request. Their signatures indicate that they have both read and support the club's constitution.
2. During the school year, the minutes of every meeting, including regular financial reports, must be submitted to the Clubs Commissioner after each meeting.

A new club will be recognized after these steps have been taken and will remain in good standing only as long as they continue to fulfill the requirements outlined above.

We request that the _____ Club be formed.

The Advisor(s) will be:

Advisor Signature:

The President will be:

President's Third Period Classroom:

Schedule & Location of Meetings:

President's E-mail:

President's Phone:

The following students do affirm that they will support and help to maintain the above named club:

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

Approved by the ASB Cabinet

On: _____

ASB Clubs Commissioner

Approved by the Activities Director

On: _____

Activities Director

NORTHWOOD HIGH SCHOOL CLUB CONSTITUTION

Create a Club Constitution that must include each of the following articles. If your club has a national charter, this must be submitted in addition to the national charter. Have the Club Advisor and the Club President sign the Club Constitution and present it to the Club Approval Panel with the Request for Club Recognition Form. The dates during which the Club Approval Panel will convene and review club presentations will be announced and listed in the weekly bulletin.

- Article I:** **NAME and PURPOSE.** Select a name that reflects the **PURPOSE** of your organization. Your club's name should not be based upon the ethnicity or religious affiliation of your constituents. The purpose must coincide with how the club will contribute to NHS by meeting some need of the student body. The objectives and proposed membership should also be discussed within this article.
- Article II** **ELIGIBILITY.** Membership restrictions shall only be allowed in honorary clubs or in those clubs where special achievement is required. No clubs shall limit eligibility on the basis of race, religion, ethnicity, gender, age, etc...
- Article III** **ELECTION OF OFFICERS.** Describe the method of nominating and electing officers.
- Article IV** **RESPONSIBILITIES.** Describe each officer's function as well as his/her specific responsibilities.
- Article V** **REMOVAL OF OFFICER.** Describe conditions and methods under which an officer may be removed.
- Article VI** **PHILOSOPHY OF FUNDRAISING.** If you are going to be involved in fundraising, describe the method of fundraising that your club will use, and how you plan to spend the money.
- Article VII** **LIABILITY.** If your club falls into the high-risk category, provide verification of insurance. All clubs need to describe the procedures they will follow to prevent members from being injured during any of its activities on or off campus.
- Article VIII** **AMENDMENTS.** A club should have a 2/3-majority vote of members present to amend its constitution. All amendments must be cleared through the club's cabinet.
- Article IX** **SERVICE PROJECTS.** Describe what community service projects the club will participate in or the philanthropy the club will adopt. Every club must be involved in some form of community service in order to maintain their charter.
- Article X** **CLUB INTEGRATION.** Describe what your club will do to solicit participation in its events, to avoid excluding or isolating other students, and to foster integration between students at NHS.