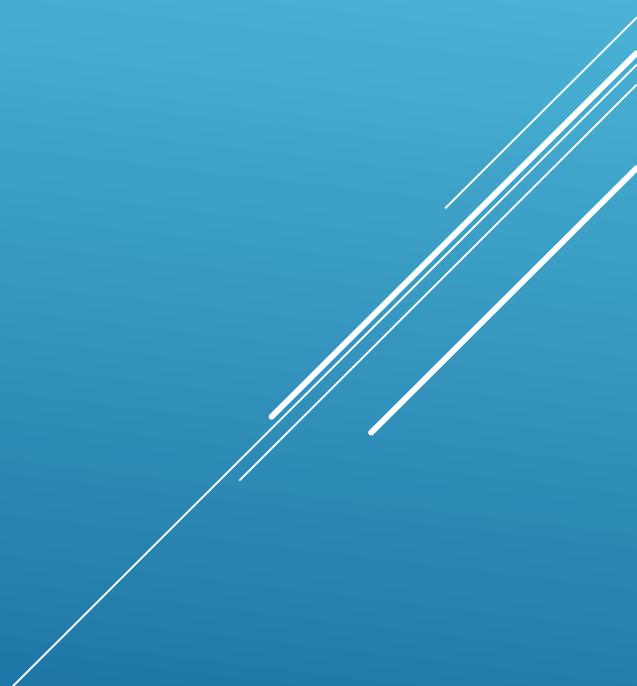


HOOCH CLUBS & ORGS SPONSOR/ADVISOR GUIDELINES

You Make a Difference in guiding and growing student leaders and providing a plethora of diverse extracurricular options that encourages ALL students to connect and engage!!!

WHAT IS A SPONSOR/ADVISOR?

- A staff member that has ultimate responsibility and accountability to insure that the club/org is aligned with district and school policy, procedure, and expectations.
 - Supports the success of the club/org through guiding, teaching, developing and even directing students to continually learn, grow, and be their best in engaging the mission of their club/org.
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ACCOUNTABILITY: SUPERVISION OF STUDENTS GUIDANCE LEADERSHIP DEVELOPMENT:

Advisors/Sponsors are responsible for providing supervision of students participating until they are picked up/out of the building.

Students should not be unsupervised.

Advisor/Sponsors should support and guide the club/org as needed.

Advisor/Sponsors should intentionally grow the capacity and skills of student leaders.

Clubs should normally have a minimum of ten members for sustainability.

DOCUMENTATION

In 2020: Each Club/Organization should have a virtual space to market their mission and to inform students and parents that have an interest in the club. Links should be shared with the AP responsible for Clubs/Orgs to be posted on the school website.

Clubs/Orgs should have an approved charter and a set of guiding documents such as by-laws, constitution, etc. For clubs that have a previously approved charter, they only need to send in any changes such as updates to student leadership, sponsor, meeting dates, etc.

Attendance should be taken at every meeting to establish and maintain a club/org roster with active/inactive status updated.

Meeting Agendas should be issued in advance and Meeting Notes should be taken at each meeting and documented (physically or electronically) as appropriate for all club members/prospects to see.

Records should be maintained in a manner that they are appropriately reviewable by interested parties with authority/responsibility.

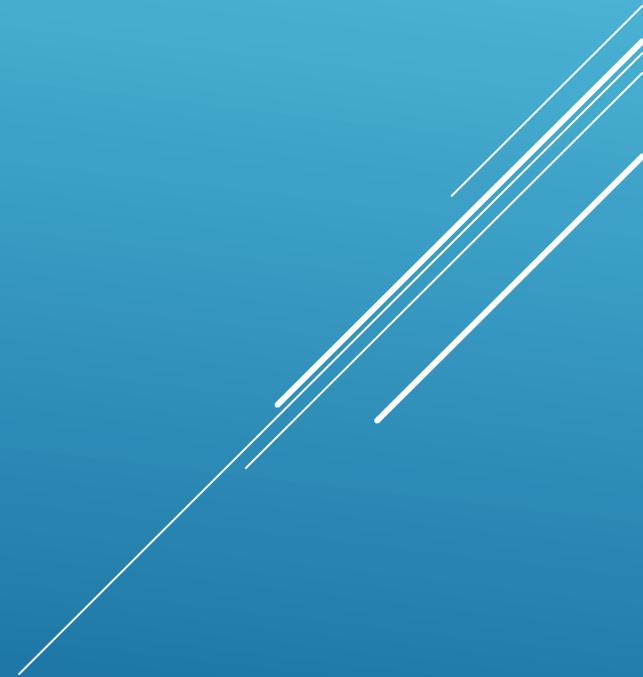
REPORTING:

Current Rosters/Census should be submitted three times per year by the club Secretary or any Officer of the club to maintain their active status:

By Sept 30

By Jan 15

By May 3



FINANCIAL/FUNDRAISING/HANDLING \$

All Fundraisers Must be Pre-Approved through the Fundraising Request Form via our Bookkeeper, Liz Marinelli, then Dr. Todd

All Clubs/Orgs should minimize dues/fees for the 2020-21 academic year as much as possible.

Handling of Cash/Checks should be Avoided (use e-collect via CC).

Financial Guidelines MUST be adhered to strictly. Any questions, please see Mrs. Marinelli.

Advisor/Sponsors must ensure that all Financial/Fundraising Guidelines are adhered to continuously.

INTER-CLUB COUNCIL

Purpose: to leverage synergies across clubs/orgs and minimize conflicts of limited resources including time, space, raw materials, and financial.

Through consistent and effective communication, ICC will establish common objectives/priorities across all clubs/orgs and catalyze school-wide efforts.

Each Club/Org will designate a representative for their organization to attend ICC mtgs generally once or twice per month. The ICC Rep does not need to be an officer but is expected to share the key activities and initiatives of their Club while sharing the opportunities from the ICC to their club.

ICC will work towards the goal of “Every student Engaged” through participation in extra-curricular clubs/orgs, athletics and fine arts.