



2021-2022 Guidelines for School Clubs/Organizations

Students are encouraged to develop, maintain, and belong to clubs and organizations within the LMP community. These clubs and organizations are to be one of two types: Social Clubs or Service Clubs. Each group has its own set of guidelines:

Social Clubs:

Groups who wish to organize for a shared Social purpose within the LMP community require several items in order to function.

1. An Advisor
2. A Mission Statement. What is the vision of the organization? What is the Purpose?
3. A set of Core Values. What overarching value system is the organization aiming for?
4. An Objective. What is the goal?
5. A group of Organization Executives. This includes, but is not limited to, President or Chairperson, Vice-President or Vice-Chairperson, and Secretary. Other Offices are at the discretion of the Advisor and Executive Board.
 - a. The President/Chairperson is responsible for events organized under the umbrella of the Organization and reports to the Advisor and Administration.
 - b. The Vice-President/Chairperson aids and supports the President/Chairperson; acting in their absence.
 - c. The Secretary takes minutes (notes) for all meetings, keeps a record of attendance at events, and maintains a binder containing these for inspection/reference during the course of the Academic year.
 - d. The Advisor is responsible for the handling and documentation of funds/dues within the Organization. Upon completion of fundraising events, the Advisor delivers funds to the School Business Office (Linda Jamison) for proper allocation and donation. If your organization chooses to have a Treasurer, they should maintain a spreadsheet of funds/dues and advise the President/Vice-President of funds availability at every meeting.

Examples of Social Clubs/Organizations:

African American Social Club	World Languages Clubs (multiple)
Student Government Association	Friends and Scholars
Junior Thespians	United Tech Club
Upper School Thespians	Study Buddies



Service Clubs:

Groups which wish to perform acts of service within the LMP community and beyond require several items in order to function.

1. An Advisor.
2. Mission Statement. What is the vision of the organization? What is the Purpose?
3. Core Values. What overarching value system is the organization aiming for?
4. Objective. What is the goal?
5. Organization Executives. This includes, but is not limited to, President or Chairperson, Vice-President or Vice-Chairperson, Secretary, and Treasurer.
 - i. The President/Chairperson is responsible for events organized under the umbrella of the Organization and reports to the Advisor and Administration.
 - ii. The Vice-President/Chairperson aids and supports the President/Chairperson; acting in their absence.
 - iii. The Secretary takes minutes (notes) for all meetings, keeps a record of attendance at events, and maintains a binder containing these for inspection/reference during the course of the Academic year.
 - iv. The Advisor is responsible for the handling and documentation of funds/dues within the Organization. Upon completion of fundraising events, the Advisor delivers funds to the School Business Office (Linda Jamison) for proper allocation and donation. If your organization chooses to have a Treasurer, they should maintain a spreadsheet of funds/dues and advise the President/Vice-President of funds availability at every meeting

Examples of Service Clubs/Organizations:

Key Club	Lake Scary
Breast Cancer Awareness	Caring 4 Kids

What are Service Hours?

Engaging in community service provides students with the opportunity to become active members of their community and have a lasting, positive impact on society at large. Community service or volunteerism enables students to acquire life skills and knowledge, as well as provide a service to those who need it most. The goal of service is not a tangible item to be displayed; it is the acquisition of skills and knowledge, and the act of giving of one's self that is the primary goal.



1. Service Hours are documented units of time spent serving the community or target organization.
2. Service Hours are performed outside of school hours, and represent a demonstration of sacrifice on the part of the recipient.
3. Service Hours are NOT a monetary donation, a donation of goods, or a reward for expected behaviors.

Service Hours must be meticulously documented and approved by the Organization's Advisor and Administration. Sign-in sheets for events must be kept, along with contact information from the organization being served.

Service Reflection

In order to truly gain knowledge, a level of empathy, and to learn through service, it is appropriate to reflect upon our experiences.

Possible models for Reflections:

[reflection.pdf](#)

[ricereflectionpacket.pdf](#)

[Service_Learning_Reflection_Toolkit.pdf](#)

Possible Reflection Journal Model:

[Journal](#)

****Education Model**

Each group that would like to request special Dress Down Days, or hold fundraising events on campus is REQUIRED to hold a minimum of ONE Informational Advisory period of not less than 25 minutes. All links must be provided to Lead Advisors by Sunday evening at 5 p.m. the week it is to be delivered. It is highly suggested that any groups wishing to have an Informational Advisory Period have prepared materials, guest speaker(s) in person or via Zoom, and some kind of video link which breaks down the cause for which you are raising funds. If this requirement is not met, the group will not be allowed to fundraise on campus.

****Money and Collection of Funds**

Any funds which are collected on campus must be delivered directly to a Club/Group Advisor. The Advisor will then make sure that the funds are documented through the Business Office.



LAKE MARY

PREPARATORY SCHOOL

Funds are NOT to be taken home with students, Advisors, or left in classrooms overnight. Advisors will keep spreadsheets of incoming monies, which will be shared with Linda Jamison and Laura Romeo in the Business Office. Groups which do not conform to this requirement will no longer be allowed to operate on campus.

Academic Honor Societies

Academic Honor Societies are their own independent entities and have their own sets of rules, order, and expectations. These groups are by Invitation Only.

Examples of these:

National Honor Society
National Junior Honor Society
World Language Honors Societies
Computer Science National Honor Society

Graduation Honors and Cords

Graduation regalia is a time-honored tradition which all of us at LMP hold in high esteem.

Special cords and regalia are reserved for academic achievement and exemplary honors.

****Cords will no longer be awarded to Service Clubs or Social Clubs and are reserved for Academic Honors ONLY beginning with the class of 2024**** In the interim, all requests for these honors must be made in writing to Administration, no later than November 10 of any given Academic Year, by the Advisor of the Organization. These honors are not guaranteed, and may be revoked by Administration at any time. Any mishandling of funds, or failure to comply with guidelines will be cause for revocation.

Regarding Support Services

It is normal and customary for parents, school faculty/administration, and other school groups to lend a hand during the planning and execution of club-sponsored events. For the sake of clarity in communication, Club Presidents are to be the point of communication for all groups and any support personnel. Club Presidents will confer/report directly with/to club advisors. In the event that the club president is not available, the vice-president shall handle these communications.