

**Noncurriculum-
Related Club
Sponsors**

Under policy FNAB (Legal and Local), the District has established a limited open forum for secondary school students enrolled in the District. Each District secondary school campus shall offer an opportunity for noncurriculum-related student groups to meet on school premises during noninstructional time.

Noncurriculum-related student groups are student-led and shall not be affiliated with the District and shall in no way imply to students or to the public that they are SBISD affiliated.

All letterheads, flyers, posters, or other communications that identify the group shall contain a disclaimer of “student group” and its club name.

District personnel shall not promote, lead, or participate in the meetings of noncurriculum-related student groups.

**District Personnel
as Sponsors—
Responsibilities**

1. Must provide classroom space for the club to meet.
2. Must be present for all group activities that occur on campus.
3. The sponsors role is to act a liaison between the campus and the club.
4. The sponsor will screen materials, performances, and ensure student safety.
5. Noncurricular groups must be inclusive, open to all for membership.
6. The sponsor must oversee all activities related to finance.
7. Ensure all finance policies and procedures are adhered to.
8. Complete all finance paperwork related to supply fees, dues, field trips, and fundraisers.
9. Make sure the club has given the sponsor the appropriate authorization to act on their behalf, which must be documented in the club minutes. This means the club sponsor is responsible for collecting, accounting for, and depositing student activity funds in accordance with SBISD policies.
10. When collecting and spending club funds, the sponsor must work with the campus finance clerk to assure all district/campus procedures and policies are followed.

**Student
Responsibilities**

1. The students must initiate forming the club and establish the mission and vision for the club.
2. The students must get permission from the principal to form the club.
3. The students must complete the required documents to form the club and submit to the sponsor or directly to the principal.

4. The students must identify a teacher to sponsor the club. If the students are unable to identify a sponsor, the principal may find a sponsor.
 5. The sponsor's role is to act as a liaison between the campus and the club. The sponsor must be a teacher, not a paraprofessional.
 6. The club must have elected officers.
 7. Minutes of the club meetings are required.
 8. Specific responsibilities for officers and sponsors are required.
 9. A club may collect fees or dues. If the club decides to collect dues or fees, the club must vote and record the authorization to collect fees or dues in the minutes.
 10. The club must vote to give the sponsor authority to act on their behalf to collect the dues.
 11. Once the club has written documentation approving the sponsor to act on their behalf, then the sponsor may then direct the campus, who has the custody of the club's money, of what to do with any money collected or spent by the club.
 12. The club decides and votes on how to collect and spend the money.
 13. The sponsor handles the paperwork for collecting or spending money; which is submitted to the district/campus for approval. The sponsor must include minute meeting notes from the club to the district/campus authorizing how the funds will be collected or spent.
 14. Approval for collecting or spending money must be done prior to collection or expenditure of funds.
 15. When collecting money the students must keep detailed records. The records must include the following:
 - Student Name
 - Dollar amount
 - Date/Time
 - Purpose
 - Method of Payment
- *The campus finance clerk can help with the documents, policies, and procedures for accounting for money collected or spent.

**Club Use of
Resources**

1. Student clubs are permitted to advertise or announce the groups' meetings, by advertising in a student newspaper; putting up posters; making announcements on student activities bulletin board or public address system; or handing out leaflets. All advertisements, posters, announcements, flyers, surveys

must be shared with the club sponsor and reviewed by the campus administrator prior to distribution.

2. Student clubs are NOT permitted to use any other district resources free of charge (e.g. copy machines, paper, etc.). Charges for certain resources shall be established by each campus principal and may be nominal.
3. GKD (Local) shall guide noncurricular student use of district property.