

## **2023-24 SMCHS Club Policies and Guidelines**

The following information is for club officers to read, acknowledge, and understand and keep for club records. By completing an online club application, club officers acknowledge that they have read, agree to, and will abide by the following policies and guidelines, and agree that failure to abide by these policies and guidelines may lead to the club's active status being revoked.

### Common Reasons for Non-Approval

- Club is too similar to another club that already exists. In that case, the two clubs should merge or join forces.
- Club represents an organization that has interests contrary to the values or beliefs of the Roman Catholic Church or the Diocese of Orange.
- Planned club activities expose students to risk or potential physical or emotional harm.
- Planned club activities are not possible given school facility capabilities.
- Moderator cannot participate in meetings or off-campus activities.

### Types of Clubs

- **ACADEMIC.** Focus on enhancing academic courses offered on campus through direct tie to curriculum. Moderator must be teacher of subject matter.
- **SERVICE.** Focus on communities that have suffered catastrophic events within the recent past or who suffer from the long-term effects of poverty. May also focus on the long-term welfare of a community through health, education or sustainability or on making economic and socio-political processes more efficient and just, looking outside the range of conventional methods.
- **SOCIAL/ SPECIAL INTEREST** Does not directly tie to curriculum and does not have a service component.

### Club Leadership

- Students may only serve as club president in one club and may be an officer in no more than two clubs.
- All clubs must have a faculty moderator. Faculty moderators may oversee no more than two clubs at any given time. Faculty Moderators must be in attendance for all club meetings.

### Club Events

- Clubs are expected to meet monthly, as evidenced by the club secretary emailing meeting minutes and notes to [clubs@smhs.org](mailto:clubs@smhs.org).
- Club moderators are expected to be present at all club meetings, and moderators must be present at all off-campus club activities. Failure to abide by this policy may lead to the club losing its approval status.
- Any Club meetings or events that occur off campus, moderators must submit a field trip request form and be present at the event.

### Club Fundraising and Drives

- All fundraisers must be submitted to the Activities Director and approved by SMCHS Administration. This process takes two weeks.
- Only service categories raise money or plan a drive for a non-profit cause. Academic clubs focus on enhancing academic courses offered on campus through a direct tie to the academic curriculum. Social clubs may only volunteer time, meet as a club to conduct club business, but may not collect money.
- Drives are defined as any event or activity that collects non-monetary items for a non-profit cause. Drives will be directly overseen by the Director of Christian Service in Campus Ministry. Any questions regarding drives shall be directed to Mr. Green.
- Clubs are encouraged to participate in acts of service, fundraisers for non-profits should only be conducted when service opportunities for clubs are unavailable.
- No more than one club will be permitted to hold a fundraiser at any given time.

### Conduct

- All clubs must operate in accordance with behavior and conduct guidelines as laid out in the Parent/Student Handbook. All SMCHS policies for students apply for all club activities, including off-campus activities. Any violations may result in student disciplinary action, as well as the possibility of the club losing its active status.

### School Announcements/Advertising and Social Media

- Posters must be approved by the Activities office before they can be posted on campus. Posters are to be posted in the lunch shelter area only with no exceptions. All posters posted in other areas will be immediately removed. Posters are to be posted with blue painters' tape only for maximum adherence. A limited supply of blue painters' tape is available in the Activities office.
- Social Media per the Diocese of Orange: No forms of social media (i.e., Facebook, Twitter, Instagram, etc.) are approved media outlets.

### Finances

- Any fundraising money raised must immediately be turned over to the Activities Office for proper tracking and accounting.
- Any expenditure of funds must be coordinated by the club's faculty/staff moderator using SMCHS approved procedures.

### Announcements

- Any ETV or email announcements must be submitted by the faculty/staff club moderator.

### Use of School Facilities

- Club Moderators must submit all facility requests to the Facilities Department through the online School Dude Manager ahead of club activities on campus.