

Northern York County School District Student Club/Activity Handbook



"Intellectually Prepared, Civically Engaged, Personally Responsible"

Definition and Purpose

According to the Northern York County School District Policy #122, Student Activity Clubs/Organizations are those activities that seek to meet the interests of students that are not provided by the curricular program of the school. These clubs/organizations require student participation in the process of initiating, planning, organizing, and executing the mission and purpose of the club/organization. Each student activity club/organization must have a NYCS D faculty/staff member as advisor. The Advisor has responsibility to supervise the behavior of students and assist those students in their groups and activities. Student clubs/activities must be approved by the Board. Prior to a student club/activity being brought to the School Board for approval, it must satisfy the probationary procedures for establishing a new club as detailed in Administrative Guideline 122-2.

The purpose of this *Handbook* is to familiarize faculty/staff advisors and student officers with the policies and procedures to be followed in the Northern York County School District Student Activities Program.

Student Activities Philosophy

The primary purpose of Student Activities is to meet school-related interests and the needs of students that are not provided by the curricular program of the school. The objectives for the activities should focus on helping all students:

1. learn how to constructively use their leisure time.
2. increase and productively use their unique talents and skills.
3. develop new vocational and recreational interests and skills.
4. develop skills to be used after graduating in vocational institutes, universities, colleges, technical schools, and the work force.
5. increase their knowledge of and skill in functioning as leaders and /or as members of a group and team.
6. develop a more realistic and positive attitude towards themselves and others.

7. develop and enhance personal attributes such as self-discipline, teamwork, self-worth, commitment, and responsibility.

Advisor Responsibilities

Each student activity must have a faculty or staff advisor. The Advisor has responsibility for supervising the behavior of students and assisting those students in their groups and activities. The following criteria are the responsibility of the faculty/staff advisor of all Northern York County School District clubs or activities. The Advisor will:

1. Supervise the behavior and deportment of students.
2. Provide leadership opportunities for students.
3. Promote positive student interest, enthusiasm, and leadership.
4. Follow-up with students to make sure they are fulfilling their responsibilities.
5. Encourage good academic standing and ethical behavior for all members of the organization.
6. Discuss with students the pros and cons of all projects.
7. Be present at, and remain for the duration of, all meetings and activities.
8. Supervise proper accounting of funds, **if any**, according to Board Policy and the Principal.
 - a. Sign all purchase order and check requests.
 - b. Account for all uniforms, supplies and equipment used during the school year.
9. Obtain approval of the school administration for all activities.
10. Obtain administrative approval for posters and bulletin announcements. Posters, bulletins, fliers, promotions or display must not depict alcohol or drugs or their use unless they are a part of an administration-approved drug/alcohol prevention program.

New Club Procedures

All new student activity clubs, and the associated accounts, must be approved by the School Board. Prior to being eligible for recommendation to the School Board for approval, all clubs/activities must operate under an approved probationary status for a minimum of one semester (90 school days). To start a new club/activity,

- a. The faculty/staff advisor and initial student officers will fill out and submit a New Club Application to the principal, which will include the statement of purpose, bylaws, budget, and the advisor and student representative signatures.
- b. The application or the establishment of a new student club/activity must demonstrate significant and sustainable student interest in the activity.
- c. If the principal provides consent for the club and the New Club Application is complete, she/he will submit this completed application to the Superintendent for probationary approval.

- d. The Superintendent will notify the principal whether the club/activity probationary status request was approved or denied and will return the application form to the principal.
- e. If approved, the principal will sign and date the probationary approval section of the New Club Application form, provide a copy of this form to the faculty/staff advisor, and the new club/activity can now begin operating under probationary status. The probationary period must be no less than one semester (90 school days).
- f. At the end of the probationary period, the faculty/staff advisor will submit to the principal evidence that
 - the club has met regularly,
 - student attendance and interest were significant, and
 - student leadership and interest has emerged for sustaining the club in future years (examples: meeting agendas and student sign in sheets).
- g. If evidence supports the continuation of the club, the principal and faculty/staff advisor will review the previously submitted New Club Application form and make any necessary adjustments.
- h. At this point, the principal will sign, date, and submit the application to the Superintendent, who may sign, date, and submit the application to the School Board for approval at the next school board meeting following the satisfactory completion of the probationary period (90 school days).
- i. If board approved, the new club will be added to the student activity list posted on the website.

Student Activity Travel

The School Board recognizes that approved school trips, when used as a strategy for teaching and learning, is integral to the curriculum, and are an educationally sound and important ingredient in the instructional program of the school.

Approval Steps for Travel:

1. Obtain permission and approval from the building principal, superintendent, and transportation department via the Trip Direct system.
2. Get approval from the School Board if the trip spans more than one day or if the round-trip mileage for the trip is greater than 90 miles.
3. Obtain parental permission forms for all trips.

Note: Participants shall be required to purchase travel insurance covering cancellation costs of the trip, if such insurance is available through the organizer.

FINANCES

Clubs and organizations may raise and spend funds to promote the welfare of students and to finance the activities of the club. Monies should be used to finance a program of activities not part of the regular curriculum. These funds are to be earned by the students and used for student activities. Accordingly, these funds are restricted for those students currently in school.

Initiating Accounts/Terminating Accounts

As new clubs/activities are formed, principals may request the establishment of new accounts with the Business Office. This request should be in writing and occur only after a need for a new financial account is determined. Final approval of a new account is the responsibility of the Chief Financial and Operations Officer. Existing accounts may be terminated by written request from the appropriate advisor to the principal. Principals should then request the business office to terminate the inactive account. This request should be in writing and should state the planned disposition of any remaining money in the account.

Annually, the student officers and advisor will reconcile funds with the Business Office.

All student-associated funds must be deposited within the District's student activity account. You are not authorized under school code to use the District's federal EIN or to have any separate accounts. These procedures are meant to protect the students, advisors, principals, and District.

Receipts (Deposits)

All money collected from any source must be substantiated by receipts, pre-numbered class receipts records, pre-numbered tickets, or other auditable records. Cash and checks received by an officer or advisor should be forwarded to the Business Office the same day as received. The Business Office will deposit this money into the bank on a daily or as needed basis. Cash should never be held at a building. Also, there should be no use of petty cash accounts.

Purchasing

All student organization purchases more than one thousand dollars (\$1,000) must be made upon solicitation of quotations or bids from three or more vendors. All purchases shall be made from the lowest responsible bidder based on price, quality, and service. All material and supply purchases must otherwise adhere to the bidding procedures as outlined in the School Code and be made via approved school district purchase orders.

Disbursements

Student Activity funds are raised by the students and therefore students must be involved in how the funds are spent. To meet this audit requirement, our policy is that each and all activities must have elected student officers and one of these officers must sign the purchase order. However, at the elementary level, this may not be feasible due to the age of the students in the club/activity.

Purchases should be initiated by a Student Activity or General Fund purchase order. A Student Activity purchase order is a pre-printed and pre-numbered form which should include the delivery address, date, quantity, description of item(s) or service(s), unit cost, total cost, and signatures of the 1.) club treasurer or another officer (if age appropriate), 2.) faculty/staff advisor and 3.) building principal. General Fund Purchase Orders follow the same process as all other District procurement procedures

After the Student Activity purchase order is approved with the three signatures, the purchase can be made. Once an invoice is received, a Treasurer's Order Request should be attached to the invoice and sent to the Business Office for payment. The Business Office will ensure accuracy of all items prior to payment and checks will be cut under the same procedures as General Fund disbursements but out of the Student Activity account.

Payments should only be made via check and never with cash. There shall be no petty cash funds.

Sales Tax

Purchase of property or services for use by school organizations in connection with its activities are tax exempt under the school's tax exemption number. However, when a student club/activity purchases taxable property for resale to raise funds, then they must pay the applicable sales tax at the time of purchase or collect the sales tax from the customer when the item is resold. If the school club/activity elects to collect the tax at the time of sale to the public, they are required to collect and remit sales tax directly to the Pennsylvania Department of Revenue.

Fundraising

All fund-raising activities must be approved by the building principal. All students, parents and staff involved in fundraising activities shall be aware that all funds raised by the participants shall revert to the activity account.

Class Accounts

Students can participate in deciding the use of funds. For the graduating class, it is mandatory that students act on the final disposition before graduation. Graduating classes may not transfer unexpended funds into an outside account. Any remaining monies as of June 30th will be transferred to the Student Council account after the account is reconciled. Leaving a balance for reunion purposes is not acceptable.

Approved by the NYCSB Board of Directors on September 20, 2022

APPENDICES

Appendix A - New Club/Activity Application

Appendix B - Sample By-laws

Appendix C - Sample Budget/Income Statement

Appendix D - District Field Trip Permission Form

NORTHERN YORK COUNTY SCHOOL DISTRICT NEW STUDENT CLUB/ACTIVITY APPLICATION

Proposed Club Name: _____

Submitted to *[Principal Name]*: _____

Submitted by *[Faculty/Staff Advisor Name]*: _____

Statement of Purpose:

[Insert a paragraph explaining the purpose of the activity, the students the activity will be offered to, and the extra-curricular benefit this activity will offer the targeted students.]

Faculty/Staff Advisor Signature

Date

Student Representative Signature

Date

Probationary Approval Granted by: Principal Signature _____ Date: _____

Administration Chain of Approval:

Principal Signature

Date

Superintendent Signature

Date

Approved by School Board:

School Board Secretary Signature

Date

Northern York County School District Sample form for developing Student Club/Activity By-Laws

The mission of the (Activity) is to serve as an extracurricular activity, to help create and nurture student development and growth, to widen student experience that relates to the instructional curriculum, and to provide leadership opportunity.

Article I

The name of this organization will be (Activity).

Article II: Officers

Section I: Officer Positions

1. President (required)
2. Vice-President (required)
3. Secretary (required)
4. Treasurer (optional)

Article III: Powers and Duties of Officers

Section I: The President of (Activity) will be responsible for:

1. Presiding over official meetings and committee meetings.
2. Call extra meetings for (Activity) when necessary.
3. Acting as a liaison between the students in (Activity) and activity advisor.
4. Listening and responding to all issues and concerns shared by students.
5. Enforcing all bylaws and seeing that members perform duties.
6. Preparing an agenda for all meetings.

Section II: The Vice President of (Activity) will be responsible for:

1. Presiding over official and committee meetings in the absence of the President.
2. Assisting the President.

Section III: The Secretary of (Activity) will be responsible for:

1. Keeping up to date records of attendance, agendas, and minutes.
2. Presenting the minutes of the previous meeting, to be approved by the (Activity).
3. Making minutes available to each member via email.

Section IV: The Treasurer of (Activity) will be responsible for:

1. Developing and maintaining the annual budget, keeping detailed accounts of all transactions, and submitting check requests to the District Business Office.
2. Preparing budget updates to be presented during (Activity) meetings.
3. Approving all expenditures.
4. Preparing the annual Balance Sheet and Income statement for the District Business Office, that will be distributed from the Business office by May 15th, to be returned by October 15th of the following school year.

Article IV: Removal of officer from Office

Section I: Any officer may be removed from office by failure to attend meetings, organize events; delegate assigned tasks, or any other actions, which are detrimental to the welfare and best interest of (Activity).

Article V: Members

Section I: Qualifications for membership require that:

1. They are a Northern York County School District student.
2. They become members by (invitation/try-outs/self-selection/activity participation/application).

Section II: Privileges and Responsibilities with membership:

1. Participation: Each member is entitled to participate in all (Activity) events.
2. Responsibilities: Each member is responsible for:
 - a. Participating on assigned committees.
 - b. Working with others diligently to complete given tasks.

Section III: Each club will have at least one faculty/staff activity advisor, approved by building principal and Board of School Directors.

Northern York County School District
Sample **Income Statement**
School Year 2012-2013

APPENDIX C

NORTHERN HIGH SCHOOL STUDENT COUNCIL		2012-2013
Ordinary Income/Expense		
Income		
Donations		\$0.00
Fundraising		\$1,287.50
Transfers from Graduating Class		\$1,944.92
Ticket Sales		\$9,728.41
Other Income		\$0.00
Total Income		\$12,960.83
Expense		
Awards		\$48.45
Conference fees		\$455.00
Dance Supplies		\$2,887.90
Donations		\$1,825.00
Food		\$117.06
Fundraiser Expenses		\$901.75
Meals		\$0.00
Membership Dues		\$75.00
Powder Puff Expenses		\$415.20
Scholarships		\$1,000.00
Student Council Supplies		\$75.07
Travel		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
Total Expense		\$7,800.43
Net Ordinary Income		\$5,160.40
Other Income/Expense		
Other Income		
Interest Income		\$65.05
Total Other Income		\$65.05
Net Other Income		\$65.05
Net Income		\$5,225.45

NORTHERN YORK SCHOOL DISTRICT
Field Trip Permission Form

Parent/Guardian Permission:

_____, _____, has my permission to travel with
 (Student) (D.O.B.)
 _____, by _____,
 (Name of Organization) (car, bus, train, etc.)
 on a school sponsored trip to _____ on _____ and
 (Place) (Date)
 shall abide by all NYCSD policies and school rules as outlined in the student handbook.

Emergency Contact Information:

Contact Name(s): _____ Phone Number(s): _____

Child's Physician: _____ Phone Number(s): _____

Health Insurance: _____ ID#: _____

Medical Conditions: _____

Allergies: _____ Type of Reaction: _____

I give my permission for my child to be taken to the nearest hospital in the event of an emergency.

Medication:

In accordance with NYCSD policy, only those medications currently registered with the school nurse are permitted on school-sponsored trips. **A written order from the treating healthcare professional with prescriptive authority must accompany ALL requests to administer medication.**

Please Initial all that Apply:

EpiPen Inhaler Insulin/Glucagon Authorized Self-Administration
 (According to Self-Admin Board Policy)

Other Medication(s)	Dose and Time of Administration
_____	_____
_____	_____
_____	_____

I choose that my child NOT be administered her/his routine medication(s) on this trip.
 I choose to accompany my child on this trip to administer necessary medication(s).
 I designate the following adult, who is a non-school personnel and who has secured the necessary clearances, to accompany my child and administer necessary medication(s) _____. I understand that I am required to provide any necessary supplies and training to the designated individual and that the school nurse may not provide training, supplies, or medications to this individual or be involved in any way in the delegation process.
 My child will need medication(s) to be administered by the school nurse to participate.

Parent/Guardian's Name: _____ Phone Number(s): _____

Parent/Guardian's Signature: _____ Date: _____