



Fredericksburg ISD

2024-2025

FHS STUDENT CLUBS
HANDBOOK FORMS

Annual Application for the Establishment of a Non-Curriculum Related Student Group, Club or Organization

Prior to any meeting, students desiring to form or continue a non-curriculum related student group, club or organization to meet on school premises must file this written request with the campus principal or designee.

The establishment of a non-curriculum-related student group, club or organization and its meetings must be voluntary and student-initiated. Non-school persons shall not direct, conduct, control, or regularly attend activities of such groups. Neither the school nor any school employees may endorse or promote such groups and school employees or assigned Monitors may only be present at meetings in a non-participatory capacity. Meetings of non-curriculum related student groups may not materially and substantially interfere with the orderly conduct of educational activities within the school. Requests shall be subject to the approval of the principal based on the availability of suitable meeting space and compliance with FISD Board policy (FNAB Local). No club or organization shall be authorized that, by virtue of its purposes, goals, or activities, promotes, encourages, or condones, directly or indirectly, participation in any conduct by students that is classified as a criminal offense under Texas law, or that poses a risk to the health, safety, or welfare of students (including but not limited to sexual activity by minors). Failure of non-curriculum related student groups to comply with applicable rules may result in the loss of the right to meet on school premises and/or other sanctions as determined by the Principal or designee. Applications for establishing an organization must be submitted and approved annually.

Name of group, club, or organization: _____

Date filed: _____

Statement of the group's purposes, goals, and activities:

Description of any funding or assistance received from, or affiliation with, any non-student or non-student group:

Schedule of proposed meeting place, day, and times:

List of group members with at least 10 student signatures:

All members must have written parental permission included with this application.

| | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

The Principal will designate a staff monitor. However, a campus professional staff member cannot be forced to serve. If no campus professional staff member is willing to serve, the group cannot meet.

By signing and submitting this application, the named non-curriculum student group agrees that the group is not sponsored by the school or the Fredericksburg Independent School District and shall in no way imply to students or to the public that they are school sponsored. All letterheads, flyers, posters, or other communications that identify the group shall contain the following disclaimer:

The _____ student group, club or organization is a student initiated group and meets on the campus during non-instructional hours in an assigned area, and is not sponsored by Fredericksburg High School or the Fredericksburg Independent School District.

Student Acknowledgement

I (we) understand that the activities of the group/club described above will be governed by the District guidelines specified in the administrative regulation at FNAB and any additional campus guidelines imposed. I (we) understand that off-campus activities arranged by the non-curriculum related student group do not fall under the jurisdiction of the school, and the monitor is not provided for off-campus activities. Furthermore, the school has no liability in relation to on- or off-campus activities. I (we) have read the guidelines in the district Non-Curriculum Related Clubs Handbook and agree to abide by them at all times.

Student Signatures

| | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

- Please attach a copy of the by-laws, for the non-curriculum-related student group/club.
- Please attach a copy of the Employee Acceptance and Acknowledgment to Serve as Monitor Non-Curriculum-Related Student Groups/Clubs form.
- Please attach a copy of the Permission Form for Participation in a Student Club form for each student listed above.

Employee Acceptance and Acknowledgment to Serve as Monitor Non-Curriculum Related Student Groups/Clubs

School Year – 20____ - 20____

Name of Non-Curriculum-Related Student Group/Club: _____

FISD Board Policy FNAB(LOCAL) provides that students may initiate a group or club under the limited open forum status to meet on campus. The group must be student-initiated and student-led. Establishment of a group under the limited open forum requires that a campus professional staff member serve as a monitor in order for the group to meet on campus.

As a campus professional staff member on the campus where the student-initiated group designated above plans to meet, it is my intention to serve as the monitor for the group. I have read the Non-Curriculum Related Clubs Handbook and understand that as the monitor I must agree to the following:

- I must be present at all meetings and activities held on the campus by the group.
- I will ensure that an appropriate number of monitors based on the size of the group will be present for all meetings and activities held on the campus by the group.
- I will be responsible for ensuring safe and appropriate behavior of club members at all meetings and activities held on the campus.
- I will be responsible for maintaining attendance sheets for each meeting.
- I will ensure that a student has submitted a Parent Permission Form for Participation in a Student Club prior to attending any club meetings or on-campus club activities.
- I will supervise the student(s) designated to control the group/club funds and ensure appropriate use.

As the monitor, I understand that I may not help plan, advertise, or facilitate the group's meetings or activities held on the campus. I am aware that I am not to participate in any discussion and will abide by these restrictions. I also understand that my role as a monitor is limited to on-campus activities. (If I am an employee serving as a monitor for a group and also happen to be a parent of one of the members of the group, I understand that I must be careful to adhere to the responsibilities as a monitor while on campus and to separate my role as a monitor/employee if attending a function held off campus as a parent. I understand that there can be no perception that the group's off-campus activity is school sponsored.)

My signature on this form is to verify my acceptance to serve as the monitor of the group named above and to acknowledge the responsibilities of the position of monitor. I acknowledge that I have read, understood, and will abide by the contents of the Non-Curriculum Related Clubs Handbook. I understand that failure to fulfill the duties delegated to the monitor or by actively participating with the students in the group that I will forfeit the role and that the group may have to disband if another campus professional staff member cannot be found to monitor the group.

Employee Name: _____

Employee Signature: _____ Date: _____

Permission Form for Participation in a Student Club

Parental permission is required for any student pursuing membership in a curricular or non-curriculum related club that meets on campus. This requirement applies to all clubs. This document must be signed by a parent or legal guardian and returned to the sponsor of the curricular club, or the staff monitor for the non-curriculum related student club before the student may be enrolled as a member of the club, attend any on-campus meetings for the club, or participate in any on-campus activities for the club.

Club Name:

Statement of Club Purpose (from Club By-laws) and proposed activities:

Name of Curricular Club Sponsor, or name of Staff Monitor for the Non-Curriculum Related Club: _____

Email address of the Club Sponsor or Staff Monitor for the Non-Curriculum Related Club:

Name of Student Applicant: _____

As the parent or legal guardian of the above-named student applicant, I am aware of the purpose and activities related to the club. I hereby give my consent for my child to participate in the above-named club.

Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____ Date: _____

Guidelines for Non-Curriculum Related Club By-Laws

Each non-curriculum related student club is required to have by-laws.

By-laws are rules governing the internal workings of the organization and can include for example:

1. Standing procedures of the organization
2. Ad-hoc committees and how they are determined
3. Policies related to the time, location, and frequency of organization meetings
4. Statement that Robert's Rules of Order will be followed
5. Process for amending By-laws

The following format is a guideline for content for Non-Curriculum Related Club By-Laws:

Article I: Organization Name

Section I: Name. [These by-laws establish _____ as the official name of our organization]

Article II: Purpose

Section I: Purpose / Mission Statement. [Organizations should include a complete statement of purpose, objectives, and mission.]

Section II: Policy Agreement. [Our organization] will abide by all Fredericksburg ISD and campus policies and guidelines, especially relating to on or off campus activities which our club may sponsor or in which we may participate. If a violation is also a violation of school rules, the consequences specified by the Fredericksburg ISD Student Code of Conduct will apply in addition to any consequences imposed by the organization.

Section III: Affiliations. [If your organization is affiliated with a national or international organization, details of the affiliation should be adequately described.]

Article III: Membership

Section I: Membership. [Organizations should describe who is eligible to be a member of their organization (i.e. criteria). Non-curriculum organizations should include the information about the following: Membership in each non-curriculum related student group must be open to all students and must not discriminate in any manner. Membership is restricted to students currently enrolled at the campus where the group plans to meet. Additional information can be found in FISD Board policy FNAB. It is a good idea for all organizations to include a non-discriminatory clause.

Article IV: Officers

Section I: [List the names of the officer positions of the organization and which officers will comprise your executive board/committees, if applicable. The sections below list the specific job duties of each officer position.]

Section II: President. The President shall [list specific duties and functions of this office]

Section III: Vice President. The Vice President shall [list specific duties and functions of this office]

Section IV: Treasurer. The Treasurer shall [list specific duties and functions of this office]

Section V: Secretary. The Secretary shall [list specific duties and functions of this office]

Article VI: Function/Operation [Elections—this article could be included as additional sections in Article IV]

Section I: Nominations. Nominations for officers are held [list the time of year in which nominations are taken, who is eligible to be nominated for an officer position, and how nominations should be received (i.e. self nomination, at a meeting vs. over email, etc.)]

Section II: Elections. Officers are elected by...[list the specific process of who can vote, the process of election, and how votes will be taken (i.e. secret ballot, hands raised, etc.)]. Elections will be held on [time of year or certain meeting of the year.]

Section III: Outcome. The winner is decided by [list the voting margin needed to win and who is responsible for counting/verifying votes]

Section IV: Terms. Officers will serve from [how long until how long] and [may/may not] be permitted to serve more than one term in a row.

Section V: Voluntary Officer Resignation. [Example: Any officer of our organization can, at any time, voluntarily resign from their position.]

Section VI: Officer Succession. [If not specified within the Officer Duties, list who will assume a certain officer's responsibilities for the interim in the event of resignation.]

Article VII: Committees

Section I: Committees. [If applicable, list the committees of the organization, the functions of each committee, how chairpersons for each committee are selected, and how members are designated to serve on a committee.]

Article VIII: By-Law Amendments

Section I. Amendment Proposal. Amendments can be proposed by [list who within the organization]

Section II: Procedures. Rules regarding the proposal of amendments are as follows [list timelines and format preferred for amendments]

Section III: Voting. The amendments shall be voted on [list voting procedures and specific voting margins as well as final approval]

Request for Approval of Additional Club Activities Form

Club Name: _____

Proposed Activity in Detail:

Date(s) of Activity: _____

Start/Ed Time(s) of Activity: _____

Does the Activity require the use of campus facilities? _____

If yes, please list the campus facilities requested:

Is the activity a fundraiser: _____

Name of student submitting the request: _____

Signature of student submitting the request: _____ Date: _____

Name of Club Sponsor for Curricular Club or Name of Staff Monitor for the Non-Curriculum Related Club: _____

By signing below the club sponsor or staff monitor attests that he/she has been made aware of this request and, if the request is approved, will be responsible for monitoring the activity.

Signature of Sponsor or Staff Monitor: _____ Date: _____

Campus Service Project Participation and Approval Form

Club Name: _____

Our club accepts the responsibility for taking on a campus service project at FHS for the 2024- 2025 academic school year. With the assistance of FHS administration and the staff monitor of the club, you will complete a service project in your assigned area of campus. The club also understands that failure to maintain the club's assigned area could lead to disbursement of your club for the remainder of the current academic school year.

Signature of Student Club President: _____

Name of Club Sponsor for Curricular Club or Name of Staff Monitor for the Non-Curriculum Related Club: _____

By signing below the club sponsor or staff monitor attests that he/she has been made aware of this request and, if the request is approved, will be responsible for monitoring the activity.

Signature of Sponsor or Staff Monitor: _____ Date: _____

- See page 7 (Service Project); for more information about campus service projects that's ultimate goal is to keep our campus clean and beautiful.