

MARPLE NEWTOWN SCHOOL DISTRICT

Student Club/Activity Proposal Packet

Follows School Board Policy 122



Collaborating
Learning
Understanding
Belonging



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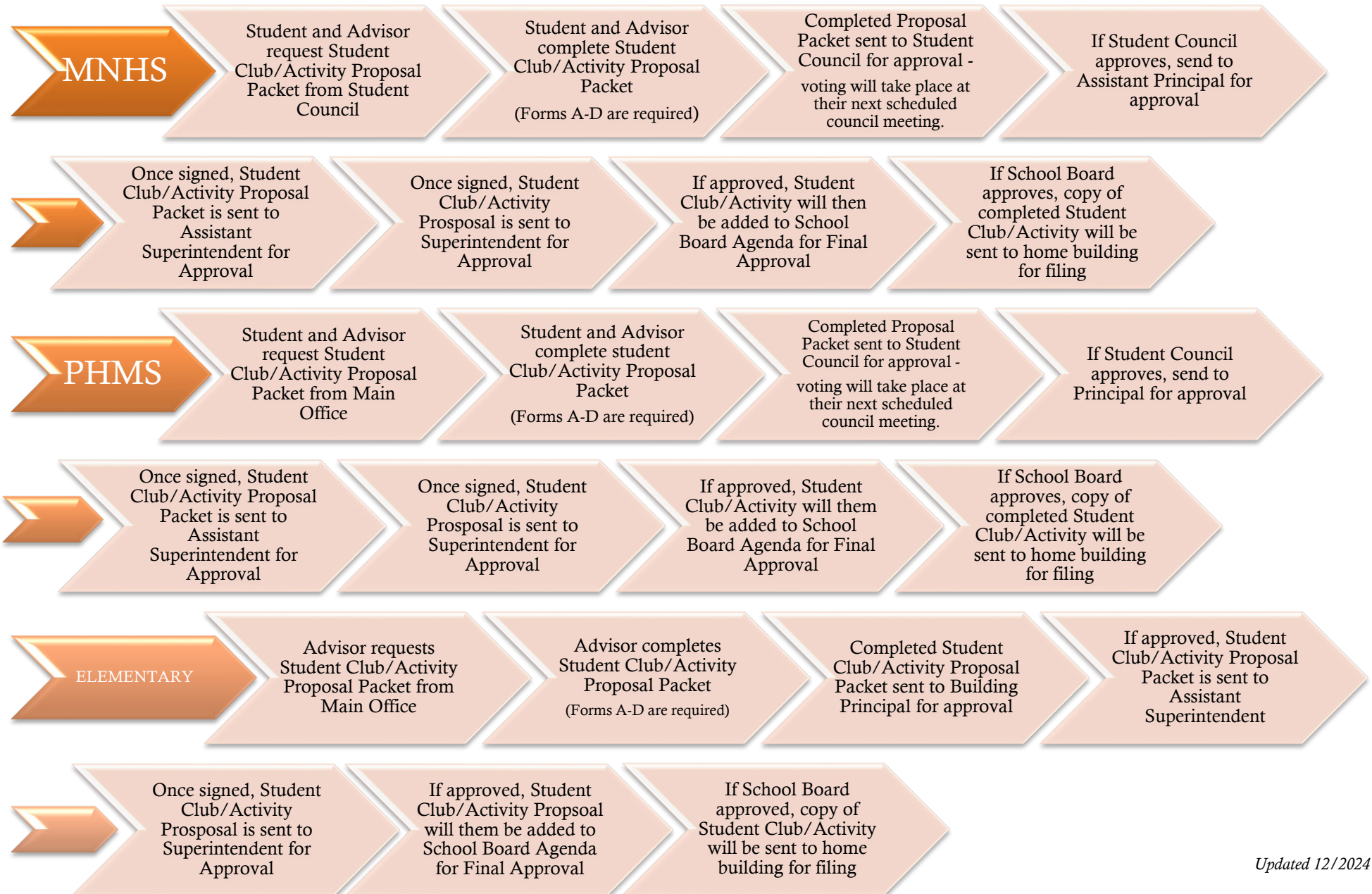
Building: _____

Club Name: _____

Advisor: _____



MARPLE NEWTOWN SCHOOL DISTRICT STUDENT CLUB/ACTIVITY APPROVAL PROCESS





MARPLE NEWTOWN SCHOOL DISTRICT

STUDENT CLUB/ACTIVITY
REQUEST FORM A *(Pg 1 of 3)*



NAME OF CLUB/ACTIVITY OR ORGANIZATION:

PURPOSE/OBJECTIVE:

Briefly describe why this club/activity or organization is being formed.

BENEFIT:

Briefly describe how the students/district will benefit from this organization.

LEADERSHIP:

(MNHS and PHMS Only)

☐ ELECTED

☐ APPOINTED



MARPLE NEWTOWN SCHOOL DISTRICT
STUDENT CLUB/ACTIVITY REQUEST
FORM A (Pg 2 of 3)



FUNDRAISING:

Will this club/activity or organization [] YES [] NO
raise funds?

If "yes", briefly describe typical fund-raising activities and who will be involved.

USE OF FUNDS: *only if activity is raising funds*

Briefly describe how these funds will be used to benefit the students or district.

FINANCIAL DEPENDENCE:

Will this organization require financial assistance or facilities from the general fund? [] YES [] NO

If "yes", describe the assistance needed and whether it is a continuing, year-to-year need.

FINANCIAL RESPONSIBILITY:

Briefly describe who will be responsible for these funds and how fundraising, expenditure and/or transfer decisions will be made.

STUDENT ORGANIZER: _____

FACULTY ADVISOR SIGNATURE : _____

DATE SUBMITTED: _____



MARPLE NEWTOWN SCHOOL DISTRICT
STUDENT CLUB/ACTIVITY REQUEST FORM
FORM A (Pg 3 of 3)



CHARTERED BY STUDENT COUNCIL (MNHS and PHMS only) [] YES [] NO

If no, reason:

STUDENT COUNCIL REPRESENTATIVE: _____ DATE: _____

STUDENT COUNCIL ADVISOR: _____ DATE: _____

BUILDING ADMINISTRATOR/PRINCIPAL: _____ DATE: _____

ASSISTANT SUPERINTENDENT: _____ DATE: _____

SUPERINTENDENT: _____ DATE: _____

BOARD OF EDUCATION ACTION:

[] APPROVED

[] DENIED

REASON FOR DENIAL IS AS FOLLOWS:

DATE OF APPROVAL:

A copy will be returned to advisor of club once approved.



MARPLE NEWTOWN SCHOOL DISTRICT
STUDENT CLUB/ACTIVITY ORGANIZATIONAL
MAKE-UP FORM
FORM B



SCHOOL YEAR: _____

NAME OF CLUB/ACTIVITY or ORGANIZATION: _____

PRESIDENT:

Signature: _____

Print: _____

VICE PRESIDENT:

Signature: _____

Print: _____

SECRETARY:

Signature: _____

Print: _____

TREASURER:

Signature: _____

Print: _____

FACULTY ADVISOR:

Signature: _____

Print: _____

BUILDING ADMINISTRATOR:

Signature: _____

Print: _____



MARPLE NEWTOWN SCHOOL DISTRICT
STUDENT CLUB/ACTIVITY ACCOUNT
FACULTY ADVISOR RESPONSIBILITIES FORM
FORM C



Student club/activity faculty advisors play an important role in guiding, supporting and motivating students.

Advising and Mentoring Students

Faculty advisors can offer essential knowledge and support to club members. In advising and mentoring students, your role can include:

- Helping students develop organizational, administrative, and communication skills
- Encouraging peer mentoring among students to foster personal and professional development
- Fostering a sense of teamwork and commitment within you organization and the school

Guiding Student Club/Activity

Drawing on years of “real world” experience, faculty advisors can help elected officers and other members create and sustain successful clubs by:

- Overseeing the governance of the club and the maintenance of records
- Maintaining communication with administration concerning dates and building usage calendar
- Attending club meetings and working closely with the clubs executive committee
- Advising the club on matters of policy

FACULTY ADVISOR SIGNATURE: _____ DATE: _____

OFFICE USE ONLY

STUDENT COUNCIL ADVISOR: _____ DATE: _____
(MNHS and PHMS only)

ADMINISTRATOR/PRINCIPAL: _____ DATE: _____



MARPLE NEWTOWN SCHOOL DISTRICT
STUDENT CLUB/ACTIVITY CONSTITUTION
FORM D



Article I: Official Name of the Club/Activity or Organization

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Article II: Mission Statement

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Article III: Membership Requirements

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Article IV: Method of removal of club/activity membership

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Article V: Meetings (dates, times, purpose, etc)

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MARPLE NEWTOWN SCHOOL DISTRICT
STUDENT CLUB/ACTIVITY AUTHORIZATION FORM
FORM E



For the establishment of:

SPECIAL FUND (Club/ Activity Name) _____

Expected Sources of Funds: _____

Expected Uses of Funds: _____

Faculty/Staff Sponsors: _____

Student Treasurer: _____

I hereby authorize the establishment of the above account. Advisors and Treasurers will be required to utilize these funds in accordance with the Marple Newtown School District Policy.

Principal's Signature

Date

Submit Original Copy to Business Office for Account Creation



MARPLE NEWTOWN SCHOOL DISTRICT
STUDENT CLUB/ACTIVITY SIGNATURE FORM
FORM F



SCHOOL YEAR

STUDENT CLUB/ACTIVITY: _____

ACCOUNT # _____

PRESIDENT

Signature _____

Printed _____

VICE PRESIDENT

Signature _____

Printed _____

SECRETARY

Signature _____

Printed _____

TREASURER

Signature _____

Printed _____

FACULTY ADVISOR(S)

Signature _____

Printed _____

Signature _____

Printed _____

BUILDING ADMINISTRATOR

Signature _____

Printed _____

Date sent to Business Office _____

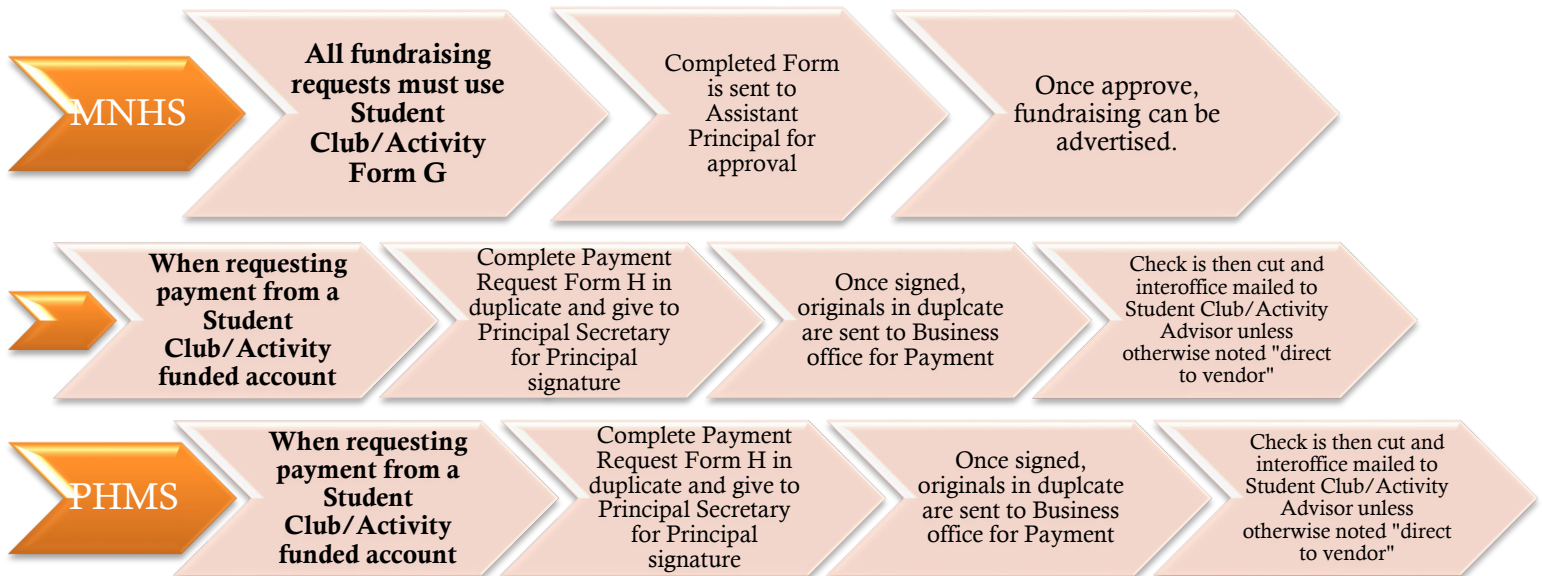


MARPLE NEWTOWN SCHOOL DISTRICT ADDITIONAL STUDENT CLUB/ACTIVITY PROCESSES



KEEP YOUR CLUB UP TO DATE:

- Form B is to be completed each year indicating new officers, or anytime there is a change to officer or advisor.
- Form F (*if funded club/activity*) is to be completed each year indicating new officers, or anytime there is a change to officer or advisor.
- In the event that your club goes dormant, Form I must be completed and submitted to administration.





MARPLE NEWTOWN SCHOOL DISTRICT
REQUEST FORM FOR PERMISSION TO CONDUCT A
DRIVE/FUNDRAISER AND STUDENT CLUB/ACTIVITY
FORM G



To: _____, Building Administrator

From: _____, Name of Organization
_____, Name of Faculty Advisor

Date: _____

Club/Activity or Organization Submitting Request: _____

Proposed Date(s) of Activity: _____

Location(s) of Proposed Activity: _____

Purpose and Objective of Proposed Activity and Use of Funds:

Money in Internal Account: _____

Student Representative Signature: _____

Advisor Signature: _____

_____ Administrative Approval

_____ Permission Denied

Assigned Date(s) of Events: _____

Building Administrator Signature: _____

SUBMIT IN DUPLICATE – ORIGINAL SIGNATURES ON EACH FORM



MARPLE NEWTOWN SCHOOL DISTRICT
STUDENT CLUB/ACTIVITY FUND
PAYMENT REQUEST
FORM H

Vendor Name: _____

Date: _____

Address: _____

Organization Name: _____

Invoice Number: _____

Organization Acct #: _____

Quantity	Description of Items Purchased/Services Rendered	Unit Price	Total Amount

Requested By: _____
Student Officer

Approved By: _____
Faculty Advisor

Approved By: _____
Principal

Submit Original in duplicate to Business Office



MARPLE NEWTOWN SCHOOL DISTRICT
REQUEST TO CLOSE STUDENT CLUB/ACTIVITY
FORM I



1. NAME OF CLUB/ACTIVITY OR ORGANIZATION:

2. REASON FOR CLOSING (briefly describe why this organization is being disbanded):

3. DISPOSITION OF FUNDS:

a) Does this organization have any funds: Yes_____ No_____

If yes, what is the account number and present balance: Account #_____; Balance _____

b) What disposition will be made of these funds?

c) How will the funds be used after the above disposition is made? _____

4. DATE OF CLOSING: _____

Submitted by: _____ Date Submitted: _____

Approval of Sponsoring Administrator(s): _____

Approval of Club Officers:

Principal Approval: _____

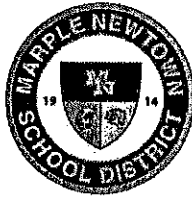
BOARD OF EDUCATION ACTION

This request was: Approved____ Disapproved____ by the Board of Education at the meeting held _____.

Reasons for disapproval or qualifications of approval, if applicable, were as follows:

Date: _____ Board Secretary: _____

Submit Original to Business Office and Copy: Principal; Club Advisor



Book	Policy Manual
Section	100 Programs
Title	Extracurricular Activities
Code	122
Status	Active
Adopted	October 5, 2009
Last Revised	November 27, 2012

Purpose

The Board recognizes the educational values inherent in student participation in extracurricular activities and supports the concept of student organizations for such purposes as building social relationships, developing interests in a specific area, and gaining an understanding of the elements and responsibilities of good citizenship.

Definition

For purposes of this policy, **extracurricular activities** shall be those programs that are sponsored or approved by the Board and are conducted wholly or partly outside the regular school day; are marked by student participation in the processes of initiation, planning, organizing, and execution; and are equally available to all students who voluntarily elect to participate.[1]

Authority

The Board shall make school facilities, supplies and equipment available and shall assign staff members for the support of extracurricular activities for students. Such availability and assignment shall be in accordance with the Equal Access Act.[2][3][4]

The Board encourages secondary level students to pursue clubs and interests that may not be related directly to any of the curriculum programs offered in the district. In pursuit of such goal and in compliance with law, the Board maintains a limited open forum in which secondary students may meet for voluntary student-initiated activities unrelated directly to the curriculum, regardless of the religious, political, philosophical or other content of the speech related to such activities.

Any extracurricular activity shall be considered under the sponsorship of this Board when it has been approved by the Board upon recommendation of the Superintendent.

The Board shall maintain the program of extracurricular activities at no cost to participating students, except that:

1. The Board's responsibility for provision of supplies shall carry the same exemptions as listed in the Board's policy on regular school supplies.[5]

2. Students may assume all or part of the costs for travel and attendance at extracurricular events and trips.

Where eligibility requirements are necessary or desirable, the Board shall be informed and must approve the establishment of eligibility standards before they are operable.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would violate the Code of Student Conduct if:[6]

1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement made in school to complete a transaction outside of school that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to implement the extracurricular activities program. All student groups shall adhere to Board policy and administrative regulations.

Guidelines

Guidelines shall ensure that the program of extracurricular activities:

1. Assesses the needs and interests of and is responsive to district students.
2. Invites the participation of parents/guardians and community in developing extracurricular activities. Such participation shall be in accordance with the Equal Access Act.[3]
3. Involves students in developing and planning extracurricular activities.
4. Ensures provision of competent guidance and supervision by staff.
5. Guards against exploitation of students.
6. Provides a variety of experiences and diversity of organizational models.
7. Provides for continuing evaluation of the program and its components.
8. Ensures that all extracurricular activities are open to all students and that all students are fully informed of the opportunities available to them.[1][Z]

Equal Access Act

The district shall provide secondary students the opportunity for noncurriculum related student groups to meet on the school premises during noninstructional time for the purpose of conducting a meeting within the limited open forum on the basis of religious, political, philosophical, or other content of the speech at such meetings. Such meetings must be voluntary, student-initiated, and not sponsored in any way by the school, its agents or employees.[3]

Noninstructional time is the time set aside by the school before actual classroom instruction begins, after actual classroom instruction ends, or during the lunch hour.

The meetings of student groups cannot materially and substantially interfere with the orderly conduct of the educational activities in the school.

The Superintendent or designee shall establish the length of sessions, number per week, and other limitations deemed reasonably necessary.

The district retains the authority to maintain order and discipline on school premises in order to protect the well-being of students and employees and to ensure that student attendance at such meetings is voluntary.

Legal

1. 22 PA Code 12.1

2. 24 P.S. 511

3. 20 U.S.C. 4071 et seq

4. Pol. 103

5. Pol. 110

6. Pol. 218

7. 22 PA Code 12.4

Pol. 000