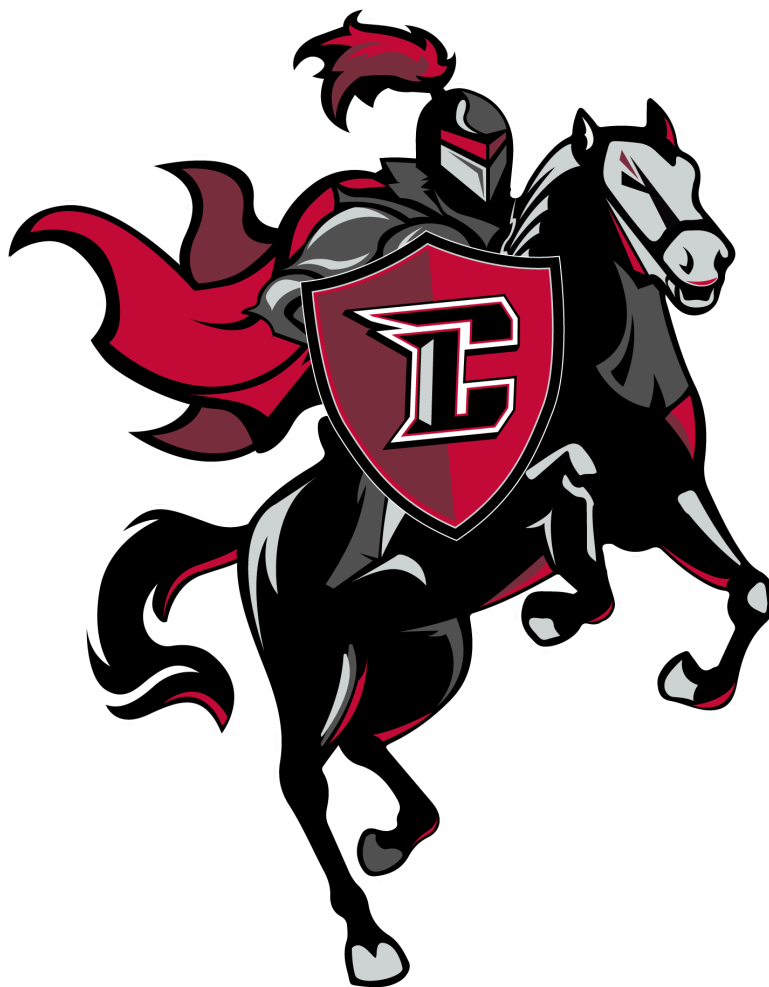
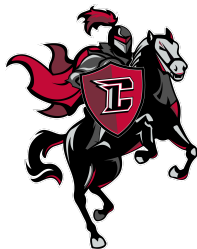


Churchill High School Club Packet





Student Interest Groups and Clubs- Established Winter 2023

Churchill High School tries to provide an activity, team, or group for as many students as possible. We like to think that we have “something for everyone” to do while a student at CHS. With this in mind, we try to approve as many clubs and groups as possible. We do, however, have limited resources and limited staff to be able to run EVERY group as a full-scale club. As such, the following descriptions and parameters will be put in place regarding clubs and interest groups going forward. For organizational purposes, HONORS SOCIETIES at Churchill High School will fall under the category of CLUBS.

****ALL NEW GROUPS WILL START AS A STUDENT INTEREST GROUP****

Clubs

For a student group to have Club status, the following criteria must be met:

- Clubs must have the appropriate and completed paperwork on file.
- Clubs must have a staff sponsor present at all meetings and events.
- Clubs must maintain an average of at least 15 students per gathering over a two-year period to remain an active club.
- Clubs must maintain accurate attendance records for each meeting, and the spreadsheet must be shared with the Student Activities Director.
- Clubs must meet a *minimum* of 11 times per school year (one regular meeting per month, one introductory meeting at the beginning of the school year). Meetings should average 45-60 minutes, minimum.

***** Clubs that fail to meet this criteria will be reclassified as a Student Interest Group*****

In order for a Student Interest Group to move into Club status, the Interest Group must meet the above criteria for a minimum of 6 months (trial period), and then apply for Club status using the appropriate forms. Interest Groups will be asked to share attendance records and possible meeting minutes with the Student Activities Director.

Student Interest Groups who do not meet the criteria to become a Club MAY continue as a Student Interest Group as long as the staff sponsor(s) wishes to continue.

At Churchill High School, we pride ourselves in having "something for everyone;" This includes our activities, athletics, events, clubs, and honor societies. With all of these extracurriculars, it is important to keep a balance amongst the number of events, fundraisers, announcements etc that are taking place at any given time, and with this in mind, we ask that each club sponsor read and understand this information. Please keep in mind that slight adjustments may occur on a year-to- year basis; however, this information should mostly stay the same.

Activity Accounts/Finances

If a club requires funds for any dues, fundraisers, or purchases, **THE SPONSOR** must create an activity account with the bookkeeper in the Business Office. Any dues or purchases can then be paid by completing a Check Request form through the bookkeeper. All requests will require a W9 from the vendor, so please plan ahead when making purchases. Students **SHOULD NEVER** have cash funds in their house or kept anywhere except the activity account.

Any dues for Honor Societies should be collected by the **SPONSOR**, deposited into an activity account and then paid from the account.

In certain time-sensitive circumstances, the Student Activities Director or Business Principal may be able to pay the dues using a credit card and reimburse from the account.

Scheduling Events

If a club or honor society wants to schedule an event, please follow these steps:

1. Check with the Student Activities Director to make sure there are no conflicts.
2. The **SPONSOR** must fill out a Building Use form through the Business Office to reserve any space that may be needed. This also informs the custodians of any building use.
3. Any funds for or from the event must stay with the **SPONSOR**, and it must be deposited into the appropriate account via the bookkeeper.
4. Appropriate chaperones must be used at all events.

Fundraisers

Donation Drives and Fundraisers: There is a balance of serving our community, our clubs, and our building that must be kept.

Fundraisers: All fundraisers in the building must go through the Student Activities office and have approval before plans are made. Please have your students touch base with the Student Activities Director regarding date availability. After this, the **SPONSOR** must complete the Fundraiser Google Form that has been sent to all staff.

Monetary Donation Drives: Monetary donation drives are limited to two per year per Board Policy. We have selected the canned food drive (we solicit and accept monetary donations) and First Step. *They will be the only two allowed each year at Churchill.*

Non-monetary Donation Drives: Non-monetary donation drives are important and worthy projects for the betterment of the community. However, a balance must exist within the number of non-monetary drives we participate in each year. ***Only one drive per month will be permitted, with no non-monetary drives conflicting with our two big efforts-Canned Food Drive and First Step.*** This would not include community outreach programs, such as choir choosing to perform at a senior center. *The limit is only for the collection of goods for donation.* Please plan accordingly with your groups, allowing all groups an equal opportunity to serve our community.

We have many groups who want to participate in non-monetary drives. Please work to balance the opportunities for these groups.

NOTE: Student Activities is completely self-funded. At times, funds will be available to help offset the costs with various clubs and events. This changes on a yearly basis.

Ways to Communicate

Announcements:

Typically, our announcements will be read at the beginning of Charger Time. Please try to submit your announcements by FIRST HOUR to ensure they make it into the script.

There is a Google Form for the announcements that can be found here: [MORNING ANNOUNCEMENTS](#). It is best if **SPONSORS** bookmark the link. Please remember these announcements should be informational only, and they should be brief and concise with no long lists of player names etc.

Any specific player and performance recognition can always be made on Social Media, and if our account is tagged, we will repost it. This is mostly to limit the classroom disruption.

Additionally, any team, activity, program, club etc. can always submit a Google Slide with information on it, and I will put it on our digital screens throughout the building. They don't need to be terribly fancy; however, the more they catch the eye, the better, obviously.

Social Media:

It is recommended that clubs and societies create social media accounts to relay information. The Churchill accounts can be tagged in these posts, and they can be re-posted by the Churchill accounts to reach a wider audience. X (formerly Twitter: @CHS_Chargers). Instagram: (chschargers).

NOTE: Please do not tape posters or flyers to the walls! The tape does not hold well, and duct tape rips off the paint!

Cords and Activity Letters

In recent years, there has been an uptick in groups inquiring about graduation cords, activities letters etc.

Our current policies state, CHS reserves cords for graduation for honors societies only. In some years, students who may have earned cords from a larger, statewide educational organization are permitted to wear cords or stoles on a case-by-case basis.

However, we recognize that some of our clubs are a part of larger organizations that may offer regalia to students who meet certain requirements. With this in mind, effective immediately, all school-sponsored CLUBS who have a written, approved set of criteria in their bylaws may be permitted to wear such regalia, with approval, at commencements. These criteria require a MINIMUM of two years of participation and an attendance requirement for meetings, events, and activities.

All other clubs, including service clubs, have the ability to award Activity Letters to their members. In order to receive a letter, the club must have an approved set of criteria on file in the Main Office. Typically, the criteria are attendance and participation-based and takes a student two years or so of consistent participation to earn the letter. I have a copy of the Student Council Academic Letter Award Criteria if anyone would like to see an example. Please see the image below, from the DISTRICT, regarding Activity Letters.

Letter Jackets and Letter Awards

Letter Jackets

- Also Known as Varsity Jackets
- Available to Students Who Earn an Academic, Activity, and/or Athletic Letter
- "Livonia Churchill/Franklin/Stevenson" on the back of the jacket for Academic/Activity Letters
- "Churchill/Franklin/Stevenson Varsity" on the back of the jacket for Athletic Letters

Letter Awards

- Three types of letters (Academic, Activity, and Athletic)
- "Academic" stitched into the Academic Letter
- "Activity" or official name of the Club Activity Stitched into the Activity Letter
- Athletic Letter is blank
- One block letter design for each high school

Field Trips

Any and all field trips (conferences, competitions, etc) must be approved before attending. Field trip forms are available through the principal's secretary. Each student must have a field trip permission slip filled out for EACH trip (per Board Policy). Recurring trips may be able to use one permission slip as long as destinations, dates, and times are listed on the form (per Board Policy)

OVERNIGHT FIELD TRIPS require additional paperwork for insurance and multiple levels of approval. Please complete paperwork for overnight field trips at least two weeks in advance, MINIMUM.

When in doubt about anything related to clubs, societies, or activities, please contact the Student Activities Director!