ARCADIA HIGH SCHOOL
STARTING A CLUB/ORGANIZATION

The North Central Association policies and criteria for the approval of Secondary Schools includes the statement. “Each member school shall maintain a balance program for extra-curricular activities, based on well-defined purposes, and designed primarily to serve important educational needs of pupils.” Participation in clubs affords many valuable experiences to high school students. Properly motivated clubs make worthwhile contributions to the school and community. Every student is encouraged to choose a club consistent with his/her interest and to become an active member in it.

1. **Organizing a club**
    a) Obtain a club application (new/ongoing) from the Student Services Office.
    b) Select a faculty sponsor, secure his/her agreement to sponsor the club and obtain their signature on the application.
    c) Return the application and a copy of the club constitution to the Student Services Office. The Student Services Assistant Principal and student council will have to approve your request to become an active club. If approved, prepare an announcement for ANN giving the time, date and place of the first meeting.
2. **Sponsors**
    a) Each club must have at least one certified sponsor ON CAMPUS.
    b) The club sponsors must approve all club activities.
    c) Sponsors are to sign only those bulletins or petitions for which they are responsible. No one is to sign a club’s petition, bulletin, or requisition other than the designated sponsor.
3. **Meeting**
    a) Sponsors are responsible to be in attendance at all meetings and for the welfare of students attending club meetings.
    b) The number of meetings should normally be limited to not more than one a week.
    c) Evening Meeting may be held at the sponsor’s discretion. Sponsor or club representative should submit facilities request in advance to the Student Services Administrator. It is recommended that evening meetings be held to a minimum.
    d) Expect in emergencies, no student is to be excused from class for club business or activities and then only with the prior approval of the teacher whose class is being missed.
    e) No membership fees should be charged for participation in a school club or organization.
    f) Each sponsor must carefully control money-raising activities. All such activities must be cleared through the student store, the Assistant Principal for Student Services, and Student Council.
    g) Food Sales that compete with the cafeteria during lunch breaks will not be permitted without advance approval of cafeteria manager (facilities request signature).
    h) All Student monies must be backed in the student store as soon as the money is received. In no instance will disbursements be made from receipts.
    i) All projects, including social functions, must have prior approval from the Student Services Administrator.
4. **Constitutions (The Constitution must be reviewed and signed annually).**
    a) The Student Council and the Student Services Administrator approve of club constitutions.
    b) A copy of all the club constitutions is kept on file in the Student Services Office and with student council.
    c) Revised constitutions must also be approved by the Student Services Administrator and Student Council.
5. **Activity Petitions**
    Petitions are available in the Student Services Office. The Student Government Sponsor, Student Council President, and the Assistant Principal for Student Services must approve these petitions. Petitions will be accepted or rejected on the basis or purpose, financial need, date it is received, conflicts, and the proper completion of the form. Signature of the club sponsor(s), club president and Student store manager, must be obtained before the petitions are sent to the Student Services Administrator.
    a) The petition must be filed seven school days prior to the activity.
    b) If the activity is to be held on campus, provisions for cleanup must be included.
    c) These petitions are to be used for dance, sales, publicity, car washes, ect.
6. Travel
    a) Before a student may leave school for any official school or club business, a parent permission slip must be signed by the parent permission slip must be signed by the parent and carried by the sponsor of the rip.

b) An activity excuse list containing the names of those students going on the trip, and signed by the Assistant Principal, is to be given to the attendance office at least three days before the event.
c) Students are to make prior arrangements with their teachers for making up work missed.
d) If an activity is planned for out of state, it must have administrative and school board approval and be filed at least 60 days before the event. Travel request forms are available from the principal's secretary.
e) If an activity is planned for overnight, it must have administrative and school board approval and be filled at least ten days before the event. Travel Request forms are available from the principal's secretary.

Sample Constitution

I. Name of Club

The name of the organization shall be Arcadia H.S. _____ Student Activities Club. (Please note: The name of organization can in *no way* reflect a bias of sex, religion, creed, color, ect.)

II. **Purpose** (Be specific)

The Arcadia H.S. _____ Student Activity Club is organized exclusively for supplemental education purposes…

_____

_____

_____

_____

III. **Membership** (List club offices and members)

_____

_____

_____

IV. Meetings

The time and days of the meetings are: _____ Special Meeting me be called by the Club President. Notice of each meeting shall be given to each Club member.

V. Club

Role of the Club:

_____

_____

_____

_____

President Signature: _____ Date: _____

Vice President Signature: _____ Date: _____

Secretary Signature: _____ Date:_____

Treasurer Signature: _____ Date:_____

Sponsor Signature: _____ Date:_____