The Early College at Guilford

Club Handbook

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CLUB POLICY

FORWARD

This handbook of organization, policies, and procedures is made available to all students, parents, and staff members to provide clarity and understanding of our total club program. This document supplements The Early College at Guilford Student & Family Handbook with additional information that directly affects the day-to-day operation of our school. Please familiarize yourself with its contents as they are provided to facilitate the success of our school. Please keep this handbook readily available during the school year and access this document whenever you have questions. Suggestions or recommendations for its improvement are appreciated as this handbook cannot address every situation that could possibly arise in the workplace.

INTRODUCTION

One of the unique aspects of the Early College at Guilford is the fact that our extracurricular clubs are student-led. It is critical to state that due to school size (student body and staff) limitations, it is difficult to have an infinite number of clubs on campus. Thus, club standing is reviewed each year by the staff and principal. Exceptions, concerns, and questions to any of these policies must be adjudicated by the principal and faculty council with feedback from the Interclub Council.

STUDENT CLUB PARTICIPATION EXPECTATIONS

- The expectation is that every freshman and sophomore student will participate in one competition and one service-learning club.
- Freshmen will declare their clubs on or before October 1.
- Club members cannot be required/mandated to join a social media platform. Google Groups may be used.

CLUB EXPECTATIONS

- The new club application deadline for the subsequent school year is May 1st.
- To submit a new club proposal, **New Club/Activity Proposal Form** (Appendix p. 23), a student must be a rising Junior or Senior and be in good standing.
- Each year, club presidents must work with the club sponsor to ensure the following items are reviewed, approved, and/or updates within all established deadlines:
    - Club bylaws
    - The planning, scheduling, reserving locations, and participation/execution for all events and competitions
    - Budget planning including a review of previous year finances as well as discussing current year fundraising efforts, membership fees, competition fees, etc. projections
    - ECG Club Directory/website information
    - Press release materials prior to submission
- Clubs are required to secure a minimum of three GCS approved parent volunteers to support the club.
    - Parent volunteers must complete the GCS Volunteer Registration.
        - Log into the gcsnc.com website then click on the following:
            - Click on the **Menu** (top right)
            - Click on **Community**
            - Click on **Volunteers**

        - Scroll down and click on **JOIN OUR VOLUNTEER TEAM AND GET YOUR SPOT!** REGISTER HERE (Left column)
            - If you have not previously created an account:
                - Click on **New Volunteer? Click Here to Register**
- Service clubs will have **a minimum of one anchor activity** each semester.
- Service clubs must offer **at least 10 hours** of service opportunities for members each school year – July 1st restarts the calendar – summer projects are included.
- Competition clubs must offer support for competition preparation and compete in **at least two** competitions each year.

CLUB OFFICER EXPECTATIONS

- All club officers will be elected utilizing election protocols reviewed by the club sponsor and stated in the club bylaws.
- Elected officers are responsible for the operation of the club including meetings, events, finances, fundraising and communication.
- Club officers are expected to work with their club sponsors to complete a **Club Event Planning Form** (Appendix p. 27) and a **Club Event Planning: Run of Show** (Appendix p. 28) when planning club events to ensure that all club events are executed effectively and efficiently, are appropriate for the school, have administrative approval, and adequate adult supervision.
- Club Secretaries:
    - Are responsible for providing a full club roster to the club sponsor by October 15 each year if not sooner.
    - Will report to club president and club sponsor attendance rosters from club meetings and club activities.
- The club president, or their designee, is a member of the ECG Interclub Council.
- Club attendance at Interclub Council meetings is mandatory – if the president cannot attend, it is the president's responsibility to ensure the club is represented.
- The outgoing officers must have a transition meeting with the new board members and cooperating club sponsor prior to the last day of the school year.

CLUB SPONSOR INFORMATION

- Club presidents may not host meetings or events without the club sponsor present.
    - If a sponsor cannot attend, the meeting or event will be **cancelled or postponed**.
    - Sponsors may contact an approved Guilford County School Parent Volunteer to supervise the meeting or event.
- The club sponsor will notify the principal with updated event coverage information.
- The following items must be approved by the sponsor prior to utilization and/or distribution:
    - ECG website content
    - Event dates and time selected (in conjunction with administration)
    - Club Event Planning Form & Club Event Planning: Run of Show
    - Social Media posts
    - Event marketing materials
    - Fundraising materials and protocols
    - Bylaws
    - Election protocols
    - Club budget proposals
    - Yearbook content

CLUB DEADLINES

- Clubs are required to turn in/share their organizational structures (bylaws), protocols, fiscal plans and officers virtually by September 1st each year to ECG principal.
- Club President will provide club snapshot information for the on the ECG website within 7-10 calendar days after the beginning of the year ICC meeting.
    - Club Snapshots required and optional items will be reviewed at the beginning of the year's ICC meeting.
    - For example: Name of the club, basic structure and purpose - create a compelling statement of what makes this club unique and enjoyable (3-5 sentences), etc.
- Formal requests, review, and presentation to meet outside of PLUS Time will be conducted at the beginning of each year by September 1st
- Elections must be held by May 1st
- New club proposals for the subsequent school year is May 1st
- Board transition meetings must be held prior to the last day of the school year
- End of year audit meetings must be held by May 20th

REASONS FOR CLUB PROBATION, HIATUS OR TERMINATION

- Administrative decision.
- Faculty committee recommendation.
- Club fails to interact with club sponsors and hosts meetings or events without sponsor present.
- The club fails to meet expressed deadlines set by administration and the Interclub Council.
- Clubs meet at times outside of assigned and approved times as confirmed by the club sponsor and principal.
- Service clubs do not meet the minimum of one anchor activity each semester.
- Competition clubs do not compete in two competitions during the school year.
- Club fails to complete by-laws, press release information and fiscal plans.
- The club does not follow prescribed Guilford County Schools fundraising, financial, field trip, and other GCS protocols.
- The club does not follow prescribed Guilford College facility use protocols.
- The club sponsor reports that formal events are being held without sponsor and without principal approval.
- The club misses more than two Interclub Council meetings.
- Club posts advertisement (hard copy or virtually) are used without sponsor permission and or demonstrate inappropriate content as defined by the ECG and GCG Handbook governing policies
- Club fails to meet deadlines.
- Club president fails to complete the end of the year audit.
- The club does not complete information such as completed press releases requested at the end of the year audit.
- Club membership totals will be a consideration.
- Club sponsor steps aside.

SUMMER EXPECTATIONS

- Club president must have an audit meeting with the principal prior to August 1st each Summer.
    - The entire club board is welcome to attend
    - Club sponsors are not required but are welcome to attend
- Meetings can be held at the George White House or via a Zoom meeting

- Club presidents summer work:
    - Host a minimum of one summer club board planning meeting

- Secure a **minimum of three parents** who are willing to become approved GCS Volunteers to support the club if an emergency arises with club sponsors as we want to ensure the integrity of your club meetings and events
- Review club finances (Club President & Club Treasurer) with the ECG Treasurer
  - There will be three audits over the course of the year
- Create a list of club events and/or competitions with tentative dates and suggested locations
- Begin work on tentative **Club Event Planning Form** (Appendix p. 27) and **Club Event Planning: Run of Show** (Appendix p. 28) for club activities/events
- Be in attendance at beginning of the year Interclub Council meeting
- Begin to create information and content for beginning of the year Club Fair
- Secure at least two members of the club to attend the beginning of the year Campus Clean Up hosted by the Environmental Club.
  - Students may not represent more than one club at the event

- Summer Meeting Agenda Items will include but are not limited to:
  - Confirmation of club board members
  - Meeting Times/Frequency/Location
  - Summer board meeting information
  - Required parent volunteers
  - Club event review
  - Fundraising
  - The Club Event Plan Form and Run of Show
  - The Budget Plan template (3 audits per year)
  - Club Fair ideas (Club Carnival)
  - Previous year audit of archival material
  - Archive planning
  - Parent meetings and communication plans
  - Club Bylaws
  - Club directory/website
  - ICC Summer meeting date
  - Club school accounts
  - Dues or membership fees
  - Competition fees
  - Use of School Cash Online
  - PTSA Mini Grants (Appendix p. 33 & 34)
  - Principal contact information
- Scheduling Events:
  It is critical that we discuss the new ECG focus on combining events and hosting a maximum of two major events per month. We are very interested in having a dialogue with our club leaders to see how club events/activities fit the model as we want to honor traditional events and celebrations and not end them.

CLUB ELECTION PROTOCOLS

- Elections must be held by May 1st of each year.

- Club presidents must meet with the club sponsors to review and approve election protocols each year prior to holding elections.
- Club sponsors must review, make improvements, and approve election protocols each year.
- Each January and February, clubs will ensure that election protocols are reviewed with membership.
- Required election items that must be included in Club Bylaws:
    - Only active club members can run for administrative positions on ECG clubs
    - Define what is permitted and not permitted for in person campaigning
    - Define what is permitted and not permitted for virtual campaigning
    - If speeches are involved, create speak guidelines and review formats
        - Define the format for club review:
            - In-person during PLUS time
            - Recorded and viewed virtually
        - Suggestion is speeches should be 1-3 minutes in length
        - Speeches must be approved by the club sponsor prior to being presented
    - Define voting methods and timelines for elections
        - Decisions must be reached if voting is conducted online or with hard copy ballots
        - Club sponsors must supervise club voting forms and election results
        - Club sponsor ensures that only the Club President has access to forms and results
    - Define notification method of election results
- Grade level restrictions for leadership positions do not exist.
- Club sponsors must review candidate ballot lists with the administration to ensure candidates are "in good standing" prior to elections being held. Good standing violations are defined in the ECG Student & Family Handbook.
    - A student must have had two consecutive semesters without a violation and is running during the third semester since the incident.
- Because of the high level of responsibility each officer has in running their club, the school has developed the following policy regarding officer positions:
    - A student may be president of only one club in any given year for ECG affiliated clubs. Co-president is counted as a presidential position.
        - No appeals of this policy will be considered.
        - Non-affiliated ECG clubs include:
            - EducateUS
            - ECG Robotics
            - Rise
            - Tech Refuge
    - In addition, a student may only hold two (total) positions in any given year for ECG affiliated clubs. This includes appointed positions.
    - The intent of the policy is to allow as many students as possible to hold leadership positions within club organizations and to ensure that those elected have adequate time to contribute in a meaningful way to their club and its operations while concurrently meeting academic expectations for high school and college classes.
- By May 1st, current year club presidents will
    - Meet with the club sponsor to review the slate of new officers prior to submission and notifications to candidates
    - Submit the election results to a shared ECG Club Board file. The Student Council President is tasked to create the shared file each year.

INTERCLUB COUNCIL

- The Interclub Council is comprised of:
    - Student Council President serves as Interclub Council President

- ECG principal
- Student Council Secretary
- Club Presidents

- The purpose of the council is to ensure the club's protocols and events are productive, represent the Guilford County School and Guilford College Core Values, and do not overlap or interfere with another club's event.
- The Interclub Council will:
  - Be Chaired by the Student Council President
  - Meet a minimum of once a month
  - Organize an orientation club fair at the beginning of each year
  - Will ensure club leaders will attend training sessions held by the ECG Treasurer, GCS District Relations, PTSA Mini Grant Committee, and other critical personnel to support effective and efficient execution of club activities.
    - For example:
      - Review of internal support to reserve space on the Guilford College campus
      - Updates and how to use School Cash Online
      - Training to support school archives and press release submissions
  - Hear concerns and appeals of club conflicts
  - Coordinates philanthropic efforts of the school to provide a school with a wide effort toward these charitable events

- Leadership Roles:
  - **Interclub Council President**
    - Will meet with the principal prior to the 1st week of August to:
      - Set dates for Interclub Council meetings
      - Set dates for agenda reviews (2-3 days prior to the scheduled meeting)
      - Review Club calendar
    - Will create a draft agenda for each meeting
    - Will meet with the principal the week prior to each meeting to review agenda
    - Will provide agenda to the council Secretary
    - Will help facilitate council meetings
    - Will review the attendance of clubs with the secretary and bring the information to the pre-council meeting with the principal
    - After attendance reviews completed, president will contact club presidents to inform them of the club's potential consequences
    - Will send ICC meeting minutes to the principal for approval for distribution
    - Will ensure communication of ICC meeting minutes is provided to club presidents and the ECG staff within 72 hours of each monthly meeting.
    - Will meet with Club Presidents throughout the year to check in on club initiatives and activities
      - Suggestion during lunch or after school meetings – 10-minute check-ins
      - Meetings could occur over a 2-3-week period in the following months
      - August
      - December
      - January
      - End of Year review with Principal (after May 1st due dates)
    - Host an end of year celebration within one to two days at the conclusion of Guilford College Spring classes in May.
  - **Council Secretary**
    - Will traditionally be the Student Council Secretary
    - Will take attendance at all council meetings
    - Will take meeting minutes at council meetings and send minutes to principal for approval

- Will work with the Council president to ensure council meeting agendas to club presidents
- Once minutes approved by the principal, work with the Council president to ensure council meeting minutes are provided to club presidents and the ECG faculty
- Will notify the Council president and principal once a club president has missed two meetings

- **Club Presidents**
  - Attend each meeting
  - Participate in all required training offered at Interclub Council meetings
  - Send suggested meeting agenda items to Council president the Wednesday of the week prior to the council meeting
  - Participate and provide feedback and suggestions at council meetings
  - Required to provide ICC meeting minutes and actions updates to their club board as well as at club meetings.

- **ECG Principal**
  - Will review with council club protocols
  - Will communicate each year with GCS employees and PTSA members to solicit their support to help train club presidents
    - For example:
      - PTSA Mini-grant protocols
      - GCS Fundraising protocols
      - Marketing and Public Relations
  - Will meet with the council president each month the week prior to the scheduled council meeting to review ICC agenda items
  - Will work with ECG Treasurer to provide clubs with financial updates
  - Will work with council president to lead meetings (as needed)
  - Will be a full participant in council meetings
  - Will assist the council members in understanding and fulfilling their duties

- **Club sponsors**
  - Will provide feedback and support to clubs and their executive boards to help them be a full participant in council meetings and activities
  - Will provide feedback on all club protocols to the administration
  - Club sponsors are welcome to attend Interclub Council meetings.

- Policy for club president absences:
  - If a club president misses two Interclub council meetings without having an acting representative of the club at meetings, the club advisor, student council president, and principal will meet to discuss the continuity of the club president's position and potential club probation status.
  - If the club president is seen as not being able to keep up with their responsibilities and tasks, the club presidents service will be terminated, having the next person of succession in the club become the new president.

CLUB SERVICE-LEARNING HOURS

- Club meetings do not count towards service-learning hours. The Club Executive Board may make an appeal for meeting hours directly with their sponsor based on meeting objectives and actions.
- Hour verification:

  - Students are NOT permitted to verify hours for club member activities.
  - The club sponsor will verify hours via the x2vol system.
    - This is meant to ensure hours are legitimate and that there is no favoritism in the process.
  - Club Boards will work with the club sponsor to create a method to track/record club service learning participation – hours.
    - For example, some clubs have created a shared spreadsheet that tracks hours for the club members. They also ensure the club sponsor has access
    - Club secretaries have traditionally kept a roster for student participation in club activities.
- Service hours are required to be logged into via **x2vol**. Please direct questions to the Service-Learning Coordinator.
  - Timelines for submission of volunteer hours will be established by both ECG and Guilford County Schools.
  - ECG staff and Interclub Council may also institute additional timelines.
- The expectation at ECG is that every student earns at least the GCS Service-Learning Certificate of **100 hours**. Students are encouraged to pursue the GCS Service-Learning Diploma of **200 hours**.
- x2vol service hours will be reviewed by the Service-Learning Coordinator
  - Senior class hours will be reviewed consistently and information provided to seniors as needed
  - Opportunities that have not been verified after two months or more will be denied. The activity may be resubmitted to the verifier. It is recommended that students make additional contact with the verifier to ensure they receive the proper credit.
- Refer to the Guilford County Schools website for additional service-learning information including service-learning handbook, service-learning opportunities, approval forms, etc.
  - **Please resubmit these hours. They were not approved within the two month window. Please talk to the sponsor of this event and inform them that you will be re-submitting for their approval. If you have any additional questions, please let me, Dr. Kash, know.**

NEW CLUB/ACTIVITY PROPOSALS

- Due to school size (student body and staff) limitations, it is difficult to have infinite clubs on campus; however, we are always willing to consider new ideas and suggestions. We want to ensure that we have meaningful participation and focused activities.
- A **New Club Proposal Form** (Appendix p. 23) is available on the ECG Club webpage.
- The club application deadline for the subsequent school year is May 1st. The applications will be submitted to the principal.
- Prior to submitting a **New Club Approval Form** (Appendix p. 23) application, students must meet with and secure a potential club ECG faculty sponsor.
- As part of the proposal process, a student must produce verified interest signatures of 20 or more students prior to being considered by the faculty panel.
- Student must be a rising Junior or Senior and be in good standing to submit a club proposal
- Applications will be reviewed by a faculty counsel.
- A proposal presentation will be made by the potential student leadership and potential sponsor(s) to the faculty committee comprised of four ECG teachers.
- The faculty panel will review decisions with the principal.
- If approved, the immediate next step will be to create and submit club bylaws to the principal.
- New clubs must have principal approval prior to beginning any club activities.

CLUB EVENT PLANNING & FINANCIAL PROTOCOLS

At ECG, we look forward to having a variety of student-centered events throughout the year. To facilitate effective and efficient events, clubs must adhere to the following protocols:

APPROVAL

- Clubs must receive preliminary approval for an event before discussing the event with students and/or advertising.

- To get the required approval, club board members must complete a **Club Event Planning Form** (Appendix p. 27) and a draft of the **Club Event Planning: Run of Show** (Appendix p. 28) with as many details as possible and submit it to the club advisor for approval signature. It is understandable that at the beginning of the planning stages not all the information on the form will be available.

- When selecting a proposed date, club presidents review the school calendar with the club sponsor for any school conflicts. Conflicts in scheduling will be reviewed and resolved by the principal.

- Once you have the approval of the advisor, submit the form to the school principal for approval signature.

- **Provide a copy of the approved, signed form to the ECG Treasurer**. Clubs will keep the original form to update as more details are added.

- Once you receive the school principal's approval, you can continue planning and begin marketing for the event.

- The ECG Treasurer will use the information on the form to reserve Guilford College facilities, if necessary.

- **If the ECG Treasurer does not have an event form, no reservation requests will be submitted to Guilford College.**

- If you need an athletic facility, club presidents/sponsors must contact Coach Chamra for reservation requests.

- Club presidents and sponsors will be copied on the reservation request email to understand when or if a confirmation is sent by Guilford College.

- The club sponsor will work with the principal and the ECG Treasurer to ensure that any event that deals with money adheres to all GCS fundraising or money collection protocols

- The ECG Treasurer will schedule a meeting with the club board regarding budget, required forms, financial needs, etc.

SUPERVISION

- All ECG club events must be supervised by the staff sponsor, GCS approved parent sponsor, Guilford College advisory, an external GCS staff member, or other GCS approved volunteers/chaperones.

- Chaperones and volunteers must be approved as Guilford County Schools Volunteers, have the approval of the school principal, and complete the **Chaperone/Volunteer Participation Agreement** (Appendix p. 30)
- Advisors, parent sponsors or supervising chaperones must be willing to participate in all areas required during the event planning and attending the event itself. Students may NOT plan or hold an event without advisor or chaperone involvement throughout the entire process. It is vital that parent advisors or chaperones are willing and able to communicate regularly with the club advisor, school principal, and ECG Treasurer as needed.

- All parent advisors, chaperones and volunteers must complete the **Chaperone/Volunteer Participation Agreement** (Appendix p. 30).

PLANNING

Once you receive event planning approval, you should immediately begin detailed planning for the event. This should include any outside services needed such as food, DJ, supplies, etc. Planning should take place ***at least*** 4 weeks prior to the event. This gives sponsor, school administrator and the ECG Treasurer time to process approvals and spending, as necessary.

1. **Facility:**
   You should have already completed the **Club Event Planning Form** (Appendix p. 27) that lists the facilities you want to reserve for the event. Once you submit a copy of the form to the ECG Treasurer, wait at least one week to receive confirmation of the reservation. If it has been over a week, please contact the ECG Treasurer. **If you have not completed the Club Event Planning Form** (Appendix p. 27)**, or if you did not give the ECG Treasurer a copy of the form, no facility will be reserved.**

2. **Account Funds:**
   The ECG treasurer will work with club boards throughout the event planning process, making sure purchases are approved and club funds are available.

   If you have applied for a PTSA Mini Grant (Appendix p. 33 & 34), please be sure you have PTSA approval and the approval amount before counting on the funds for the event. If the club president as not yet heard back on a Mini Grant application, you will need to contact PTSA for an update before moving forward with event planning.

   PTSA mini-grants and reimbursement requests are a separate process from club accounts at ECG. The ECG Treasurer is not responsible for the submission of Mini Grant applications or requests for funds from PTSA.

   Mini Grant applications will be sent to the principal who will sign and submit the form for the club. Clubs should contact the PTSA Mini Grant representative or the PTSA Treasurer directly.

   If at any time, there are not enough funds to cover requested purchases from the club account you will not be approved to move forward with that purchase.
3. **Vendor Quotes:**
   Any vendor services must be pre-approved by the school principal prior to scheduling them for the event. Clubs must provide a written quote for vendor services such as DJ, photo booth, catering, etc. to the ECG Treasurer. Quotes should include services to be provided, as well as final cost.

When considering a food vendor such as pizza, ensure you receive a written quote with final costs and make sure they will accept a check as payment.

4. **Supplies:**
   Any supplies purchase must be pre-approved by the school principal and ECG Treasurer prior to making any purchases for the event. Supplies that need to be purchased from local stores will need to be bought by students or parents, then the cost will be reimbursed from the club account using the club account. This also includes online retailer purchases such as Amazon. If you are using online retailers to purchase supplies, you will need to print the "shopping cart" to be used as a quote.

5. **Guilford College Notification:**
   Once you receive confirmation for a Guilford College facility reservation, you will need to notify Guilford College's Campus Safety and give them the details of the event.

PURCHASES

During the planning process you will be working closely with the club advisor, school principal and ECG Treasurer with purchases and payments.

All purchases and payments must be pre-approved by using the following steps:

1. **Quotes:**
   If you plan to use any vendor services such as a DJ, photo booth, catering, etc. clubs must get a written quote from the vendor. Quotes should contain a list of services to be rendered and a final cost.

   Submit the quote for approval by completing a **Guilford County Schools Request for Funds from School Treasurer** (Appendix p. 29), attach the quote and submit the form to the club advisor for approval. Then, submit the form to the school principal for approval. Finally submit the form to the ECG Treasurer.

   This must happen ***at least*** 2 weeks before the event takes place. The ECG Treasurer will not process last minute requests for any reason.

   The ECG treasurer will confirm the funds and contact you to move forward with scheduling the vendor for the event. **DO NOT SCHEDULE THE VENDOR UNTIL YOU GET VERIFICATION FROM THE ECG TREASURER**.

   After the event, the vendor should submit the final invoice to the ECG Treasurer at sandefm@gcsnc.com. The invoice should match the quote.

   For food purchases such as pizza, a check will be cut upon approval and given to the club advisor to pay the vendor.

2. **Supplies:**
   Supplies from local stores will be purchased by students and/or parents, then reimbursed from the club accounts. To be reimbursed, a **Guilford County Schools Request for Funds from School Treasurer** (Appendix p. 29) must be completed and preapproved. If you do not have an exact amount of the purchase, you can estimate the amount to be spent and put that on the form. The form must be

submitted to the club advisor for approval. Then submit the form to the school principal for approval. Finally submit the form to the ECG Treasurer.

If you do not receive preapproval before purchasing supplies, you may not get reimbursed.

The ECG treasurer will confirm the funds and contact you to move forward with the purchase. To receive reimbursement, you must submit original receipts to the ECG Treasurer.

Reminder, if you are making a purchase from an online retailer such as Amazon, you must first print the "shopping cart" as a quote and submit it with the **Guilford County Schools Request for Funds from School Treasurer** (Appendix p. 29). Then you will be notified to make the purchase and submit the receipt to the ECG Treasurer.

MONEY COLLECTION

- If a club is collecting money at any event – donations, entry fee, food, fundraising, etc. – the club sponsor and or adult volunteers ***must*** always be present with the money box, and is responsible for the overall collection, counting and submitting the funds to the ECG Treasurer. Students may assist with this process, but the club sponsor will be the one accountable for all the money collected.

- Clubs can collect cash/check at the event or can collect funds using the SchoolCash Online system. This system can be set up for just about any type of money collection, including item sales, entry fees, and general donations.

Other collection services, such as GoFundMe, Venmo and CashApp *are not allowed*.

- If you plan to collect money at the event, that should be noted on the **Club Event Planning Form** (Appendix p. 27), along with the purpose of collecting money, and what adults will be responsible for the funds.

- After the event, any money collected must immediately be submitted to the ECG Treasurer the next school day. To submit funds, the club sponsor or supervising adult must complete the **Guilford County Schools Collection Report/Student List** form (Appendix p. 27) and submit it to the ECG Treasurer with the cash box (if any).

- If you wish to collect money through the SchoolCash Online system, you must complete the **School Fee Setup Request for Online School Payments** form (Appendix p. 31) and submit it to the ECG Treasurer for approval.

CLUB EVENTS INVOLVING CLASSROOM VISITS

If the event includes visiting classes during instructional time,

1. The club will determine and clarify the purpose of the visit
2. The club President will review the need with club sponsor for their initial approval
3. Once initial approval is provided, the club sponsor will meet with the principal to review the concept/need for final approval.

4. If approved:
    - The club president will work with the club and sponsor to determine which club members will complete the visits:

- Junior & Senior club members are strongly recommended to complete the visits
- Freshman & Sophomore members will not participate unless the club sponsor clears the student leaving class with potentially impacted staff members
- Club sponsors will survey peers to ensure the visit does not interfere with instructional programming (For example: a teacher may be giving a test)
- Once the club sponsor has surveyed peers, the sponsor will email the ECG staff with the purpose of the event, date(s), time(s), and club member(s) who will be making the visit

OFF CAMPUS CLUB EVENTS/OVERNIGHT TRAVEL PROTOCOLS

Action Steps for the trip sponsor:

1. Club sponsor and club Executive Board will complete a **Club Event Planning Form** (Appendix p. 27) and a **Club Event Planning: Run of Show** (Appendix p. 28)
    a. Guidance: Check the date of the request for any school conflicts with your club or competition team sponsor.
    b. Additional considerations: Due to instructional commitments, clubs should not schedule more than one trip/activity during the same month

2. GCS Board Policy Code: 3320* (formerly IFCB) & GCS Regulation Code: 3320-R* (formerly IFCB-P) have been utilized to develop ECGs protocols.

3. The sponsoring teacher must hold a preliminary conference with the building principal and ECG Treasurer and secure the principal's tentative approval before conducting any discussions with students/parents regarding the proposed field trip.
    a. All field trips within the state must be approved by the school principal.
    b. To begin the process for an in-state, out-of-state, or overnight field trip, you must complete a ***Guilford County Schools Request to Sponsor a Field Trip***. Provide as many details as possible and submit the form to the school principal for approval.
        i. See the ECG Treasurer to ensure the utilization of the most updated GCS form.
    c. Additionally, prior to any notice to students, parents, or the community, overnight and/or out-of-state field trips must have the initial approval of the Superintendent or his/her designee.
    d. Final approval must be obtained from the Superintendent or his/her designee **at least one month** in advance of the date of the trip.
    e. Once the principal has approved and signed the Request to Sponsor a Field Trip Form, make a copy for yourself and submit the original form to the ECG Treasurer. The treasurer will forward the form to the Superintendent's office for signature. Once the form has been approved and signed by the Superintendent, the treasurer will contact you to let you know you can move forward with planning the trip.
    f. All school trips are subject to cancellation or postponement by the Superintendent, when emergencies or hazardous conditions exist. Such conditions include severe weather warnings and national security alerts that affect the travel area. Staff, parents, and students should be aware of this possibility as any trip is planned.

PLANNING

Once you receive all approval, you should immediately begin detailed planning for the trip. This will include travel, accommodation, registration, food and activities, as well as the total costs.
The following required forms should be completed and submitted to the ECG Treasurer for processing.
Once you have the required documentation printed (see below) you can set up a meeting with the ECG Treasurer for help with getting the forms completed.

4. The sponsor will work with the ECG Treasurer to complete the following transportation protocols:
    a. Prepare the ***Field Trip Calculator form***
    b. Prepare and complete online ***Travel Tracker***.
        i. The sponsor must register to use Travel Tracker.
            1. The sponsor will work with the ECG Treasurer to complete.
    c. The sponsor is responsible to secure a bus driver utilizing the contact list provided by the Transportation Department.
        i. Please see the ECG Treasure for support.

5. Complete the **Out of State Travel Request Form**
    a. This form requires the signature of the treasurer, principal, principal supervisor and superintendent. It will be submitted to the Purchasing Department along with event documentation.

6. Complete the **Attendees Information Form**
    a. Use this form to list everyone that will be attending the event. The information on this list will be kept confidential and will be used to purchase transportation.

7. Complete the **Travel Expense Form**
    Use one form per vendor (airline, hotel, conference registration, etc.) Complete the "Prepay" area. Include a quote per person or room along with event documentation.

8. Complete the **Purchase Order**
    Guilford County Schools prefers vendors to be paid directly, so please keep this in mind when planning activities. Find out if any of the vendors will accept a check as payment for the activity and have them provide an invoice. You will need to complete a purchase order form, get the approval signature of the school principal and submit the form and invoice to the ECG Treasurer. The ECG Treasurer will process a check and mail it to the vendor.

9. Complete the **Required Documentation**
    a. Printout of the event agenda
    b. Copy of registration information that includes an electronic registration link, as well as each registrant information. You can complete each registrant information and print out the form, but DO NOT submit the registration.
    c. Printout of the hotel quote by entering the data for the hotel but do not finalize the reservation.
    d. Printout of the flight quote by entering the data for the flight but not finalizing the flight.

10. Complete the following Permissions Forms for internal and external field trips
    a. GCS Parent Permission Form
        i. See the ECG Treasurer for the appropriate form.
        ii. Distribute GCS permission slips to students, collect them and keep them with you.
        iii. Permission slips are in the same area as Request to Sponsor forms.
        iv. GCS Parent Permissions form turn in 10 school days before date of trip
    b. **Comprehensive Consent Form for Participation** (Appendix p. 24)
        i. Provides important information to club sponsors and parents/guardians about transportation permission and parental consent.
    c. ***ECG Field Trip/Extracurricular Activity Eligibility Form*** (Appendix p. 26) – Notification to staff
        i. Distributed **10 school days prior** to the trip
        ii. Collected **5 school days prior** to the trip

11. Medications

a. On all field trips away from the main school campus, EpiPen's/inhalers and any other emergency medications must be taken.
b. If medications are administered, it must be documented on the ***medication log*** located in the George White House.
c. Sponsors will meet with the school nurse 1-2 weeks prior to the trip to review medication protocols.

12. Funding
    a. During the event planning you will be collecting quotes for all items that need to be purchased (hotel, airfare, registration, etc.). Included in these quotes there should also be any outside activities (bowling, baseball, museums) that can be prepaid before your arrival. GCS prefers to pay vendors directly so please plan accordingly.
    b. Compile all the quotes to calculate the total amount of fees per student that you will need to collect. Complete the **School Fee Setup Request for Online School Payments** form (Appendix p. 31) and submit it to the ECG Treasurer. The ECG Treasurer will set up the fee in SchoolCash Online and attach the fee to the list of students attending the event.
    c. Prior to any money collection, ensure that club sponsor and club president have met with the ECG Treasurer at the initial planning phases of the trip to clarify procedures.
    d. **ECG is moving to have all monetary payments through the School Cash Online – see ECG Treasurer with any questions.**
    e. Fees must be collected **two weeks before** or make arrangements for payment one week before any trip

13. Supervision
    a. The principal must make certain that adequate supervision is provided for all field trips. At least two (2) adults are required per class for a trip. In addition to teachers, parents can fulfill this minimum supervision requirement. There shall be no swimming or other water sport activities unless a certified lifeguard is on duty and there is sufficient adult supervision.

14. Chaperones/Volunteers
    a. All ECG club or team events must be supervised by the club advisor or parent chaperone. Parent chaperones must be approved as a Guilford County Schools volunteer, as well have the approval of the school principal. Chaperones are to be listed on the Request to Sponsor a Field Trip form which will serve as the school principal approval.
    b. Parent chaperones must be willing to participate in all areas required during the event planning and the event itself. Students may NOT plan or attend an event without advisor/chaperone involvement throughout the entire process. It is vital that parent chaperones can communicate regularly with the club advisor, school principal and ECG Treasurer as needed.
    c. Volunteers must be approved as a Guilford County Schools volunteer. If you plan to use volunteers during an out-of-state event, you must provide proof of school principal approval of the volunteer – email would be one way to accomplish this.
    d. All chaperones and volunteers must complete the **Chaperone/Volunteer Participation Agreement** (Appendix p. 30).

15. Reimbursements
    a. It is preferred practice that clubs pay vendors for registration, activities, etc. directly from the club account. However, there are instances where students and/or parents are required to make purchases and get reimbursed from the club account.
    b. Before making any purchases or payments, you must complete the **Guilford County Schools Request for Funds from School Treasurer** (Appendix p. 29) form and get it signed by the club advisor and school principal. Once you have signatures, submit the form to the ECG Treasurer to confirm funds are available. Then, you can move forward with the purchase.

c. To be reimbursed, you must turn in all original receipts to the ECG Treasurer.

Note: See the ECG Treasurer to cross reference any potential GCS changes to protocol steps that may be made throughout the year by ECG, GCS, and the Guilford County Board of Education.

Additional ECG Protocols

1. Additional Sponsor Responsibilities
    a. Emil a list of names to staff **3 school days prior** to the trip/activity
        i. Trip location and times
        ii. Purpose of trip
    b. Sponsors will provide a hard copy of students in attendance on the day of the event to the Attendance Office and will email the teaching staff to ensure attendance is taken correctly

2. Communication to ECG Staff
    a. The club sponsor will ensure that the event is on ECG Club Calendar immediately upon approval
    b. The event will be included on principal's weekly email update

3. Pop-up Opportunities – defined as anything **less than two weeks prior** to the event
    a. Principal will conduct the approval process
        i. Rubric for review
            1. Does it meet curriculum/meet community and school goals or skill development
            2. Anything **less than 4 days** prior to prospective event will not be permitted
            3. Size of the footprint considerations
                a. Impact on instructional time
                b. Impact (benefit) on students
                c. Number of students requesting to participate
                d. Size/type of the group may supersede in-house forms and timelines
                e. Single section of class
                f. One club involving 30 or less
                g. Principal discretion
    b. If approved, sponsor is still required to follow GCS and ECG Protocols

CLUB CALENDAR, EVENT COMMUNICATION, AND ADVERTISING

- All communications must be approved by club sponsors prior to any marketing.
- Traditional methods of communication
    - Administration
        - Use of ConnectEd system which includes student GCS email, parent emails, and ECG staff emails. Along with phone contacts with ECG parents and staff
    - Google Club Calendar
    - School webmaster

- Club sponsors
- School counselor
- PTSA virtual avenues
- Google Groups
- Sponsor approval of utilization of Guilford College email (students@guilford.edu) and Guilford College Google Groups
- GCS Good News Press Release
- Interaction with the Yearbook staff

PLUS TIME EXPECTATIONS

- A PLUS Time schedule will be created to begin each school year.
- Club sponsors will be in attendance at PLUS Time.
- Clubs are required to have a minimum of one meeting each month.
- The proposal for meetings outside of PLUS Time are made by the club sponsor to administration by September 1st each year.
- Club President, Executive Board, and sponsor will ensure that a plan/agenda is created for each meeting. Agendas should be submitted at least the day prior to the meeting to the club sponsor.
- The club secretary takes roll (and minutes) at each meeting. The secretary will build attendance records and present concerns to the club sponsor.
- The President and all Club Officers are expected to attend PLUS Time meetings.
  - It is the Presidents job to ensure chain of command is utilized to lead the meeting in the event of their absence.
- All freshman and sophomores are required to attend PLUS Time each time offered.
- Upperclassmen are encouraged to attend all meetings pending college course schedule.
- Potential exceptions to PLUS Time requirements that may require afterschool programming:
  - The size of the club is not conducive to the size and time restrictions of PLUS Time may require afterschool programming.
  - The resources/materials needed to execute club function cannot be accessed and utilized appropriately in a thirty-minute time frame
  - Competition club needs will be addressed each year by the president and club sponsor as well as reporting date(s) and time(s) to the principal
- Competition Clubs that meet after school must ensure that freshman and sophomore members are supervised by an Executive Board member, sponsor and GCS approved volunteers during the Competition Club PLUS Time.

CLUB BUDGETS

- Club boards are required to provide SLT approved budget Excel to the club sponsor Fall, Winter (January), and an End of Year (EOY) budget.
- ECG Treasurer will provide club balance sheets to Club sponsor and Presidents.
- Club Presidents will meet with the principal and treasurer by September 1st.
- The Club President and Club Treasurer is responsible to discuss club financial planning, intended fundraising events, and budget spreadsheet with the sponsor and ECG Treasurer by September 1st.
- Budget and fundraising training is conducted by the ECG Treasurer at the beginning of the year Interclub Council (ICC) meeting.

PTSA FINANCIAL SUPPORT FOR CLUBS

- The PTSA Treasurer will provide a report of mini grant allocations throughout the year at PTSA meetings.
- The PTSA Mini Grant Chair will conduct training with Club Presidents at the beginning of the year ICC meeting.
- Ensure to review the ECG Mini Grant Program and PTSA Mini Grant Procedures in the Appendix (p. 33 & 34).

CATEGORIZATION OF ECG CLUBS

The Early College at Guilford hosts a variety of club and group options including the following types:

- **Service Clubs**
  - Are organized for the common benefit and active in community service
  - Meet a minimum of once a month
  - Aim to promote community welfare and goodwill through internal and external school events
  - Promote the school community and perform charitable works
  - May sponsor and lead fundraising efforts
- **Interest Clubs**
  - Come together because they share a common hobby, passion or goal
  - Organize activities, events, and discussion related to their shared interests
  - Provide a platform for like-minded individuals to connect and learn from each other
  - Foster a sense of community and shared experience around particular activities and topics
  - May sponsor and lead fundraising efforts
- **Competition Clubs**
  - Join based on a shared interest, often with the goal of participating in organized competitions, either against other clubs or within the club itself
  - Formed around a common passion or activity
  - Often involve higher levels of competition including regional, state, and national competitions
  - May have tryout processes for members
  - May involve student costs to participate in
  - May sponsor and lead fundraising efforts
- **Student Organizations**
  - United by a shared interest, purpose, or goal
  - Can vary widely in their focus
  - Offer students opportunities to connect with like-minded individuals, develop leadership skills and engage with their school community and external communities
  - May sponsor and lead fundraising efforts

- **Non-Profit Organizations/Non-Government Organizations**
  - Focus on social, charitable, or public benefit goals
  - Established by ECG students
  - May be supported by alumni
  - May operate independently/outside the organizational structures of ECG (Non-ECG affiliated)
  - Funded through various sources, including donations, grants, membership fees, and fundraising activities

ECG SERVICE CLUBS

- Clubs include:
  - Campus Life
  - Interact
  - Red Cross (serves under the HOSA umbrella)
  - Student Human Relations Coalition (SHRC)
  - UNICEF

ECG INTEREST CLUBS

- Clubs include:
  - Data Analytics and Cybersecurity Club* (DACS)
  - ECG Performing and Visual Arts Association* (PVA)
    - Dance
    - Theatre
    - A Capella+
    - Music
    - National Arts Competition (NAC)
      - Includes the NCASA Art Showcase
  - ECG Active
  - Environmental Club
  - International Club
  - Publishing Club
  - Vedic Association*

Note:

- (*) Indicates that the club is sponsored by and led by GCS approved parent volunteers. ECG administration supports the club as they are ECG affiliated clubs.
- (+) Indicates that the competition is sponsored by the North Carolina Association of Scholastic Activities (NCASA)

ECG COMPETITION CLUBS AND GROUPS

- Clubs include:
  - A Capella*
  - Battle of the Books (BOB)+
  - Biology Olympiad*
  - Chess Club+
  - Code Club+
    - Ready, Set, App
  - DECA*
    - Economics Challenge
  - Engineering*
  - Envirothon+ (operates under the umbrella of the Environmental Club)
  - FBLA* – Future Business Leaders of America
  - HOSA+ – Health Occupations Students of America
  - Math Club+
    - State Math Contest
  - Mock Trial*
  - National Arts Competition* (operated under the umbrella of the ECG PVA Association)
  - National History Day+

- Quiz Bowl+
  - Twelve
- Rocketry*
- Rubrik's Cube*
- Science Olympiad+
- Speech and Debate*
- The Quill+

Note:

- (*) Indicates that the club is sponsored by and led by GCS approved parent volunteers. ECG administration supports the club as they are ECG affiliated clubs.
  They are Outside of School Competition Groups. The precedent for out of school ECG Competition Teams was set by ECG Robotics Teams
- (+) Indicates that the club is sponsored by an ECG or Guilford College faculty member.

ECG STUDENT ORGANIZATIONS

- Clubs include:
  - National Honor Society
  - Student Council

ECG NON-PROFIT ORGANIZATIONS/NON-GOVERNMENT ORGANIZATIONS (NGO)

- The presidents of the clubs must meet with the principal at the beginning of the school year and meet to conduct the end of year audit.
- Officers are also to attend the Interclub Council meetings.
- The officers of these organizations are elected or appointed outside the purview of the school
- Clubs include:
  - Educate US (Appointed by NGO director) – alumni run
  - Learning Helpline (appointed by NGO directorate)
  - RISE (appointed by NGO director) – alumni run
  - Robotics (elected)
  - Tech Refuge (formerly CompuCycle)

PROPOSING AN OUT OF SCHOOL ECG COMPETITION GROUP

- Interested students must complete a **New Club/Activity Proposal Form** (Appendix p. 23) and provide a copy to the principal
  - A meeting will be scheduled with the principal to review the proposal
  - Prior to the meeting with the principal, the student must secure three-parent volunteers to sponsor the club
    - This aligns with GCS Student-Parent Handbook policy.
    - Parent volunteers must complete the GCS Volunteer Registration located on the gcsnc.com website

- The parent volunteers and interested students will meet with the principal to review the proposal and expectations/obligations:
  - Financial
  - Transportation/travel
  - Competition membership
- ECG staff is not responsible for fiscal, transportation or competition membership items.
- Parents will be responsible for all fiscal obligations.
  - Currently, many of the clubs have individual accounts with ECG

NORTH CAROLINA ASSOCIATION OF SCHOLASTIC ACTIVITIES (NCASA) COMPETITIONS

- NCASA presents scholastic competitions that promote intellectual achievement and excellence
- Guilford County Schools participates and covers financial obligations for ECG to be a member school of the NCASA
- School competition teams contribute to the ECG point totals for the NCASA Scholastic Small Schools Cup
- The Joe Childers Scholastic Cup is awarded by the NCASA to the high school that earns the most Scholastic Cup points through participation and excellence in scholastic competitions throughout the school year.
- Competitions include:
  - Twelve
  - Dance Ensemble
  - Art Showcase
  - A cappella
  - Quiz Bowl
  - Show Choir
  - The Quill
  - Economics Challenge
  - Chess
  - Odyssey of the Mind
  - Science Olympiad
  - Envirothon
  - Student Technology Association
  - Tarheel Forensic League
  - Poetry Out Loud
  - National History Day
  - Cyberpatriot
  - HOSA
  - State Math Competition

- Additional Cup Partners are always under consideration

APPENDIX

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EARLY COLLEGE
AT GUILFORD COLLEGE

New Club/Activity Proposal Form

The following form must be filled out to request a new club or activity. The completed form must be presented to the principal. A meeting will follow to discuss the proposal.

Student Presenting the Proposal: _____

Name of Proposed Club/Activity _____

Name of the proposed sponsor: _____ _____
Signature of the Sponsor

General Description and Goal(s) of the club/activity:

_____
_____
_____
_____

Why are you interested in starting this club/activity?

_____
_____
_____
_____

When and how often do you plan on meeting? _____

To have a successful club/activity, what is the minimum number of members that you will need? ____

What type of area do you need to meet in (classrooms, library, etc.)? _____

Will you have Membership requirements/dues? _____

What will it cost to operate the club? Describe where and how the money will be used. _____
_____
_____

EARLY COLLEGE
AT GUILFORD COLLEGE

Comprehensive Consent Form for Participation

Coach/Adviser & School Organization: Student:

Submit this form, completed and signed, before attending your first official scheduled competitions, events, and activity as a member of your competition team, club, or organization. Students will not be allowed to make the trip unless parental permission is granted.

This form is valid for the entire school year 2025-2026, ending June 30, 2026. Your coach will bring this form to each function or competition. Completing and signing this document indicates the student and parent/guardian have read this form and approve its contents. Specifically, completing and signing this document provides consent for:

1. Student travel, to and from, and attendance at scheduled competitions, events, and activities
2. Emergency medical treatment
3. Emergency medical insurance information
4. Students abiding by Conduct Code, team and school rules

It is a privilege and an honor for a student to attend local, district, state, and national functions or competitions on behalf of **The Early College at Guilford**. As such, each student represents our school, our community, and his/her family as a young scholar, competitor, or professional. Students are expected to follow all rules and regulations in the ECG and GCS Student & Family Handbooks. In cases of uncertainty, the student should confer with his/her coach prior to acting, since ignorance of the rules is not an acceptable excuse. Coaches and chaperones accept the responsibility of enforcing the rules and regulations to ensure, to the greatest degree possible, the safety and well-being of the student.

Transportation Permission Form

As indicated by my signature below, I give my son/daughter permission to travel to/from and attend or participate in scheduled competitions, events, and activities. We, as indicated by our signatures, will abide by the TEAM POLICIES AND STANDARDS OF BEHAVIOR in the team manual.

- Students must be transported by a parent/guardian and approved GCS volunteer who is at least 21 years of age and possesses a valid North Carolina Driver's License and liability insurance.

I relieve Guilford County Schools of any liability (financial or otherwise) in case of illness, accident, or other emergency that may occur while transporting my student from the above listed event.

I also commit to having my student at the designated rendezvous spot at least 5 minutes before the scheduled departure time and commit to picking my student up at the agreed upon return time. Furthermore, I understand that students may return from their trip earlier than expected and agree to remain available via phone to arrange for earlier pick-up.

Parent/Guardian Signature: _____ Date: _____

(OVER)

Parental Consent

I hereby certify that (student's name) _____ has permission to participate in the scheduled competitions, events, and activities according to the policies and provisions as stated.

The school system is responsible for students based on the laws of the state of North Carolina. If an accident happens, medical assistance should be sought immediately. The parent/guardian will be contacted, and medical charges will be assigned to the parent or guardian.

Procedure for release of medication during travel: We will need the Authorization of Medication Form - located on the ECG website under Quick Links. This also includes over-the-counter medication. Unauthorized use of any medication is prohibited by GCS policy.

I authorize the following regarding medications. Initial those applicable:

____ none to be taken.

____ authorized per existing "Authorization of Medication for a Student at School" form.

____ authorized per the attached special authorization form
Submit the Authorization of Medication Form (Procedure JGCD-P) to include medicines beyond the normal school day during this trip).

Parent Name(s) _____

Cell number(s) _____

Insurance. Company _____ Policy #_____

Policy Holder_____ Insurance Agent_____

Please explain any relevant medical issues of which we need to be aware while traveling with your young person:

In the event of an accident or medical emergency while traveling to, from, and while attending competitions, events, and activities, I authorize the supervising teachers to seek medical assistance, and I will assume responsibility for all expenses.

Parent/Guardian Signature: _____ Date _____

EARLY COLLEGE
AT GUILFORD COLLEGE

Field Trip/Extracurricular Activity Eligibility Form

This form is set in place to establish greater communication when students are involved in school-related field trips and extracurricular sponsored activities. Students have one school day per absence to make up any missed assignments (i.e. if the field trip is two days, then students have two days after they return to have work submitted).

Student Name: _____

Field Trip Destination/Activity_____

Sponsor of Field Trip/Activity_____

Dates of Field Trip/Activity: Start date/time _____ End date/time _____

Sponsor must provide this form well in advance. Form due by _____

Period	Teacher/Subject Taught	Student Cleared *(Yes/Conditional)*	Comments/Assignments
1			
2			
3			
4			

The sponsoring teacher is responsible for sending out an email of all the students that will be attending the field trip a minimum of 3 days prior to the event.

Initial by Sponsoring Teacher _____

EARLY COLLEGE
AT GUILFORD COLLEGE

Club Event Planning Form

Club Name _____ Advisor Name _____

Event Name _____

Event Date: _____ Event Time: _____

Purpose of Event / Event Description

_____

Proposed Location _____

Secondary Location _____

- Contact Ms. Sandefur for Guilford College building space
- Contact Coach Chamra for athletic facility

Proposed Budget _____ Number of Participants _____

Will a chaperone be supervising this event? ☐ Yes ☐ No
Is chaperone an approved GCS Volunteer? ☐ Yes ☐ No
If yes, chaperone name and contact _____

Will you be collecting money at the event? ☐ Yes ☐ No
If yes, for what purpose?
(entry fee, food, donation, etc.) _____
Name of adult(s) responsible for collecting money at the event: _____

Location Confirmed by Guilford College? ☐ Yes ☐ No

PTSA Mini-Grant Approved? ☐ Yes ☐ No

Guilford College Public Safety Contacted? ☐ Yes ☐ No

Sponsor Approval (Signature) _____

Administrator Approval (Signature) _____

Club Event Planning: Run of Show

Action Item	Person Responsible (Who Can Help)	Resources	Status Update	Due Date	Comments
Contact Yearbook					

EARLY COLLEGE
AT GUILFORD COLLEGE

Guilford County Schools
Request for Funds from School Treasurer

Date of Request: _____ Amount of Request: _____

Make Check Payable To: _____
Address: _____
_____

For: _____

Club / Department: _____ Account to be Charged: _____

Payment Documentation Attached: (*check which applies*)
☐ Receipt
☐ Invoice
☐ Other: _____

Signature of Requestor: _____
Club Advisor Signature

For office use below this line

_____ _____
Principal Signature: Date:

Check Number: _____

Date of Payment: _____

_____ _____
Check Recipient Signature: Date:

EARLY COLLEGE
AT GUILFORD COLLEGE

Chaperone/Volunteer Participation Agreement

Thank you in advance for volunteering to chaperone (event) _____. This event is an extension of our curriculum and an important part of quality school experience. During each event, all school rules and policies apply to both students and adults, as written in the GCS and ECG Student & Family Handbooks. Please give careful consideration to the requirements below before signing this agreement. To provide a safe environment for student activities, in addition to fully adhering to Guilford County Schools' Board of Education policies and state and federal regulations, we require the following:

- No tobacco products or alcohol are allowed, whether at school or off-site, even if the site normally permits them.
- Younger siblings or other children may not accompany parent chaperones unless approved by the school administrator.
- Issues regarding student discipline, other than redirecting students, should be reported to a staff member as soon as possible.
- Chaperones should not discipline students, issue consequences or get heavily involved in mediating disagreements.
- Chaperones need to be legal guardians, parents, grandparents, or others at the discretion of the school administrator.
- Confidentiality is a must. Information about individual students, discipline problems, etc., cannot be shared with individuals who are not employees of the school.
- Chaperones need to be familiar with all the school rules address in the Parent and Student Handbook and should follow them on all trips and seek help from a school staff member with enforcement.
- Appropriate language should be always used. Students should never be exposed to "adult" conversations, swearing, etc.
- Never leave the group you are chaperoning without arranging for another adult to take over your responsibilities.

I have read and understand the policies listed above. I agree to fulfill my obligations as a chaperone or volunteer for Early College at Guilford College.

_____	_____
Signature	Date
_____	_____
Print Name	Name of Student
	_____
	Relationship to Student

EARLY COLLEGE
AT GUILFORD COLLEGE

School Fee Setup Request
For Online School Payments

Fee Title: _____ Requested By: _____

Total Cost: _____

Description / Details: _____

_____

Start Date: _____ End Date: _____

Installment Payments Allowed? ☐ Yes ☐ No

If "Yes", please describe: _____

Fees can be applied to an individual student, to a grade level, to a specific teacher's class, or to a group of students. Select one of the categories below:

Student Name: _____

OR
Grade Level(s) _____

OR
Class (Teacher Name) _____

OR
Student Group/Club (please list student names or attach list):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____
26. _____

For Office Use Only:

Date Entered in SFO: _____ Date of Deposit (*attach report)*: _____

Treasurer Signature: _____

Guilford County Schools
Collection Report / Student List

School Early College at Guilford Date: _____

Teacher/Club Advisor, Etc. _____ Grade Level / Club _____

Event Zoo field trip, lost media book, parking permit, etc	Account No.	No. of Students	Fee	Amount
			A. Total Receipts	

Submitter Receipt Number _____ **through No.** _____

VOIDED RECEIPTS (if applicable) _____

Student List (to be used when collecting 4.99 or less)

Event / Description: _____

	Student Name (First & Last Name)	Account No.	Cash	Check	Amount
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
				B. Total Student List	

Compilation:

Currency		
Coins		
Checks		
Total (must equal C)		C. Total Collections (A+B)

Prepared by: _____

Treasurer _____ **Date** _____ **Treasurer Receipt #** _____

The ECG Mini-Grants Program

Each school year, the ECG Mini-Grants program awards small grants to encourage student leadership, innovation, and academic enrichment. Mini-Grants are offered to approved student clubs and groups for expenses not covered through other funding sources. Preferences will be given to requests that have the potential to benefit the most students or the biggest impact in the community.

Who Can Apply?

- An ECG student who is both a club officer and a current PTSA member

How to Apply

- The Mini Grants application form can be found on the school website or by contacting Danielle Adegoroye (folasayo1@yahoo.com).
- Applications are required to include a description of the project, its expected outcomes, a timeline, and a detailed budget. Proposals must provide an explanation of all items/expenses needed to complete the project/request. Full instructions can be found on the school website under the PTSA tab.
- Application must be signed by the submitting student Club Officer and emailed along with all supporting documentation to the Club Advisor and Principal (Pete Kashubara kashubp@gcsnc.com) for signature. If approved by Dr. Kashubara, the application will be forwarded to the Mini-Grants committee.

Selection Process

- Requests are reviewed by the Mini-Grants Committee.
- Projects may be fully or partially funded
- You will be informed once a decision is reached by the committee.

Expectations for Award Recipients

- Funds must be used as outlined in the approved proposal.
- Each club will have 90 days once the grant is approved to use the money unless other arrangements are made with the committee.
- If the funds are not used, then those funds will be re-granted to other clubs.
- If your project expenses exceed the amount on the approved grant, you must submit your overage as a new grant request before you may request reimbursement for the overage.

Club/Student Mini Grants Procedures

revised 7-22-2025

1. The Mini Grants application form can be found on the school website or by contacting Danielle Adegoroye (folasayo1@yahoo.com).

2. Mini-Grants are offered to approved student clubs and groups for expenses not covered through other funding sources. Mini Grants must be submitted by a student who is both a club officer and a current PTSA member. Preference will be given to requests that benefit the most students or have the biggest impact in the community.

3. Funding requests must:
    a. Directly benefit students at ECG in 2025–2026.
    b. Have a broad community impact.
    c. NOT be used for personal items such as club t-shirts or snacks for meetings, club dues, parent donations, or other fundraising sources should be used to cover such expenses.
    d. NOT exceed $1,000 for any given club per school year. This allows all clubs the opportunity to request funds.

4. Complete the application. A completed application will:
    a. Have every field on the application filled.
    b. Explain all items/expenses required to complete your project/request. Detailed explanations of both the project and all financial requirements must be included using the space provided on the application, the budget worksheet on the school website, and/or additional documentation (quotes or documentation of the research to support the request such as vendor quote/estimate for printing a magazine). Include as many details as possible so the review committee will have clear understanding of the request. Itemized cost estimates of the project and expenditures will expedite your request. *It has been the case that the grants have been returned for more information due to lack of detail, errors in accounting, etc. This will slow the process of approval.* Please only request funds for which you have a documented, supported need.
    c. Be signed by the submitting student Club Officer AND the Club Advisor.

5. After completing the application, **save it as a unique name**. Email the completed, signed form along with all supporting documentation to the Club Advisor and ECG Principal (Pete Kashubara kashubp@gcsnc.com) for signature. The ECG Principal will review the application. If approved by the principal, the application will be signed and forwarded to the Mini-Grants committee.

6. The Mini Grants Chair will facilitate the mini-grant committee review process. Please answer any questions in a timely manner as this will help expedite the processing of the grant request.

7. You will be informed once a decision is reached by the committee. The committee decision can be one of four things:
    a. Not enough information available to make a decision. You will be given the opportunity to provide the requested information to help the committee better understand your project.
    b. Approve the request
    c. Approve a modified version of the request (i.e., reduced dollar amount based on knowledge of prices and or stated scope of the project)
    d. Deny the request

8. If approved, the Mini Grants Chair will send you an email with:
    a. a signed, approved copy of the grant request form
    b. a blank PTSA check request form

9. Each club will have 90 days once the grant is approved to use the money unless other arrangements are made with the committee. If the funds are not used, then those funds will be re-granted to other clubs. **If your project expenses exceed the amount on the approved grant, you must submit your overage as a new grant request before you may request reimbursement for the overage.**

10. Reimbursement for approved expenses can be obtained by completing a Check Request Form (attached to grant approval email and available in the George White House). A completed check request will include a copy of the grant approval email, all receipts, and the club advisor's signature. Completed check requests should be delivered to the PTSA mailbox in the George White House. Allow 2 - 3 weeks for processing.

11. If you have any questions, please contact the Mini Grants Chair (Danielle Adegoroye at folasayo1@yahoo.com).

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