

# Regulation

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FISCAL MANAGEMENT

4601.1

## ORGANIZATIONAL PROCEDURES TO ESTABLISH NEW EXTRA-CLASSROOM ACTIVITY FUNDS

### I. Statement of Policy

Students of Waterville Jr/Sr High School who wish to establish a new extra-classroom activity must submit a written proposal to the Building Principal (the Principal) and include the following information:

#### A. Club Proposal Requirements:

1. Provide a written description of the proposed club's mission, goals, and intended activities.
2. Outline the projected frequency of meetings and any planned fundraising activities.
3. Obtain a minimum of seven student signatures from those committed to participating in the club.
4. Student organizers should recruit a faculty member to serve as an unpaid advisor for the first year.
5. Submit the proposal to the Principal and schedule a meeting for review.

### II. Responsibilities of the Building Principal

Upon receiving a club proposal, the Principal shall:

#### A. Review the club proposal to ensure:

1. The club's mission and activities align with the District's educational purpose and policies.
2. The proposed club does not duplicate existing clubs/activities in function or fundraising efforts.

#### B. Meet with the student organizers to discuss feedback and next steps.

#### C. Approve or deny the club's provisional status.

1. If the proposal meets the criteria, the principal will allow it to operate as a provisional club for a one-year trial period.
2. The Principal will notify the Waterville Teachers Association (WTA) of the provisional club.

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D. Monitor and document the club's activities

1. All clubs should participate in the following:
  - a. Jr/Sr High Club Fair held in September
  - b. Submit information to the Jr/Sr High administration that includes
    - i. Name of faculty advisor,
    - ii. Number of active participants,
    - iii. Elected officers,
    - iv. Club mission and yearly goals,
    - v. Metrics for evaluating the club's success,
    - vi. Meeting dates, fundraising and service activities,
    - vii. Maintain attendance records and meeting minutes,
    - viii. Submit an end of year reflection and future plans,
    - ix. Attend financial training.

E. Club Dissolution

If a provisional club or fully recognized club does not provide required information in D.1 or does not meet the minimum number of active participants (7) for two consecutive semesters, or if the district's budget can not support extra-classroom activities, it will be dissolved.

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Waterville Central School District  
Superintendent Approved: 02/13/24, 03/12/25