

# **Keller ISD Clubs Handbook**

# Keller ISD Clubs Handbook

## Table of Contents

**Definition of Curricular and Non-Curricular Clubs ..... 2**

**Expectations of All Clubs ..... 2**

**Roles and Responsibilities ..... 2**

**Approval Process for Additional Club Activities..... 4**

**Parent Permission for Student Club Participation ..... 4**

**Expectations Specific to Non-Curricular Clubs ..... 4**

    How to Start a Non-Curricular Club ..... 5

    Requirements for Non-Curricular Clubs (In accordance with Keller ISD Board Policy FNAB): ..... 5

    Limited Open Forums for Non-Curricular Clubs ..... 6

    Communication Regarding Non-Curricular Club Activities ..... 6

    Training Expectations ..... 6

**Appendix A: Annual Application for the Establishment of a Non-Curriculum Related Student Group, Club or Organization ..... 8**

**Appendix B: Employee Acceptance and Acknowledgment to Serve as Monitor Non-Curriculum-Related Student Groups/Clubs ..... 10**

**Appendix C: Permission Form for Participation in a Student Club ..... 11**

**Appendix D: Guidelines for Non-Curriculum Related Club By-Laws..... 12**

**Appendix E: Request for Approval of Additional Club Activities Form ..... 14**

## Definition of Curricular and Non-Curricular Clubs

There are two types of “clubs” for Keller ISD students: Curricular Clubs and Non-Curriculum Student Groups (or Non-Curricular Clubs).

Curricular Clubs are linked to specific content in the district curriculum. These are school-sponsored “standing clubs” that exist year after year. While these clubs have a student leadership component, they have a faculty sponsor that supports their activities.

Non-Curricular Clubs are student-initiated and driven. These clubs start over each year as the interests of the current student body drive them. Non-curricular clubs are only available to secondary students.

## Expectations of All Clubs

Both Curricular and Non-Curricular Clubs are expected to:

- Obtain approval for additional club activities that take place on campus
- Obtain approval for any communications, postings, or flyers distributed outside the assigned club meeting place/time.
- Obtain approval for guest speakers to come on campus.
- Obtain parent permission to participate in club meetings and activities that occur on campus

## Roles and Responsibilities

**The Campus Principal’s Role:** The campus principal or their designee is responsible for approving all student clubs, club activities, and communications outside the assigned club meeting place/time and communicating club rules and procedures to students and staff.

**Club Sponsor’s Role (Curricular clubs):**

- The club sponsor serves as a link between the campus and the club.
- They must attend all meetings and monitor all on-campus club activities.
- The club sponsor shall ensure that an appropriate number of sponsors, based on the size of the group, will be present for all meetings and activities held on the campus by the group.
- The club sponsor is responsible for ensuring club members' safe and appropriate behavior at all meetings and on-campus activities.
- The club sponsor is responsible for ensuring that a student has submitted a Permission Form for Participation in a Student Club before attending any club meetings or on-campus club activities.
- The club sponsor is responsible for maintaining attendance sheets for each meeting.
- The club sponsor is responsible for supporting the proper management of any club activity funds, including following district purchasing policies and procedures.
- They are responsible for ensuring that any expenditures have been approved in the club minutes before submitting requests for activity fund expenditures to the campus designee.

#### Staff Monitor's Role (Non-curricular clubs):

- The staff monitor shall not promote, lead, or participate in the meetings of non-curriculum-related student groups.
- The staff monitor serves as a link between the campus and the club.
- They must attend all meetings and club on-campus activities.
- The staff monitor shall ensure that an appropriate number of monitors, based on the size of the group, will be present for all meetings and activities held on the campus by the group.
- The staff monitor is responsible for ensuring club members' safe and appropriate behavior at all meetings and on-campus activities.
- The staff monitor ensures that a student has submitted a Permission Form for Participation in a Non-Curriculum Related Student Club before attending the student's first club meetings or on-campus club activities.
- The staff monitor is responsible for maintaining attendance sheets for each meeting.
- The staff monitor is responsible for supporting the proper management of club activity funds, including following district purchasing policies and procedures.
- They are responsible for ensuring that any expenditures have been approved in the club minutes before submitting requests for activity fund expenditures to the campus designee.

#### Club Officers

- President
  - Prepare an agenda for each club meeting.
  - Know Robert's Rules of Order for conducting a meeting and practice this procedure.
  - Remain impartial – set an example for others.
  - Know and understand the club by-laws.
  - Carry out the decisions of the group.
  - Know the responsibilities of the club officers.
  - Keep the group goals directed and on track throughout the year.
  - Communicate regularly with the staff monitor
  - Be aware of deadlines for submitting required club documentation
  - Know and comply with all campus expectations and procedures for campus clubs.
- Vice President
  - Be prepared to take over the presidential responsibilities at any time and assist the President in any way.
  - Be prepared to take on any specific duty that is requested of you.
  - Be aware of deadlines for submitting required club documentation.
  - Know and comply with all campus expectations and procedures for campus clubs.
- Treasurer
  - Obtain approval signatures and submit them to the campus designee. This must be done before any expenditure can be processed.
  - Always know how much the club has in its account.
  - Maintain accurate records of monies received, paid or owed.
  - Understand and accept responsibility related to student funds.
  - Prepare a budget and make sure that the club stays within it.
  - Keep records that can be easily obtained and understood, give a treasurer's report at each meeting, and forward it to the campus designee.
  - Be aware of deadlines for submitting required club documentation.
  - Know and comply with all campus expectations and procedures for campus clubs.

- Secretary
  - Submit by-laws and list of officers to the principal's administrative assistant before any funds can be spent.
  - Take minutes of all club meetings and include records of attendance.
  - Submit a copy of the minutes to the campus designee if the minutes include approval for expenditures of club activity funds.
  - Keep an updated membership roster.
  - Be responsible for all correspondence.
  - Maintain and organize all files.
  - Be aware of deadlines for submitting required club documentation.
  - Know and comply with all campus expectations and procedures for campus clubs.
- Club Members
  - Attend meetings and actively participate in club functions according to the club By-laws.
  - Know and comply with all campus expectations and procedures for campus clubs.

## Approval Process for Additional Club Activities

Clubs seeking to hold additional on-campus club activities outside their approved meeting place and time must submit a request to the campus principal or their designee for approval using the district form for Approval of Additional Club Activities (see Appendix E). No activities that would result in extending a non-curricular club's limited open forum beyond their approved meeting place/time will be granted. Guests and outside speakers are not permitted at meetings of non-curriculum-related groups or clubs without prior written approval from the campus principal or their designee. Club activities must not interfere with the school's orderly conduct of educational activities.

## Parent Permission for Student Club Participation

Students Seeking to participate in student club meetings or other activities must first secure parent or guardian permission for all on-campus activities. The student's parent or guardian will provide this permission by signing the Permission Form for Participation in a Student Club (see Appendix C). This form will be submitted to the staff monitor for non-curricular clubs or the club sponsor for curricular clubs.

## Expectations Specific to Non-Curricular Clubs

All non-curricular clubs are expected to have an agenda for every club meeting. This agenda must be shared with the staff monitor before the meeting. All meetings will be conducted by the club by law. The club secretary must keep a record of club members' attendance at each meeting. This record must be shared with the staff monitor. Meeting minutes for each meeting must be kept by the club Secretary and shared with the staff monitor. Any motions/approvals to spend club funds must be recorded in the minutes. The club Secretary must also keep a list of current club members and share this list with the staff monitor. The principal or their designee may request club agendas, meeting minutes, attendance records, and membership rosters from the club Secretary or the staff monitor at any time. Failure to produce these documents could result in suspension of club activities.

## How to Start a Non-Curricular Club

Each year, the campus will open a window for new club applications. This window will open the second week of school and close on the last school day in September. Students seeking to start a non-curricular club must:

- Submit a request using the district's Annual Application for the Establishment of a Non- Non-Curriculum Related Student Group, Club, or Organization (see Appendix A).
- Gain the consent of a faculty member to monitor the club/organization. The proposed monitor must complete and return an Employee Acceptance and Acknowledgement to Serve as Monitor of Non-curriculum-Related Student Groups/Clubs (see Appendix B).
- Develop a set of by-laws that follow the district non-curricular club bylaw guidelines (see club bylaw guidelines).

All forms, including the Annual Application for the Establishment of a Non-Curriculum Related Student Group, Club or Organization, Employee Acceptance and Acknowledgement to Serve as Monitor Non-curriculum-related Student Groups/Clubs and a copy of the by-laws, must be returned to the office of the campus principal or their designee.

### **Non-curriculum clubs may not begin meeting until notification of approval has been given.**

Additionally, all non-curricular clubs approved in previous years must submit a new request during this window. These clubs start over each year as the interests of the current student body drive them. These requests should be submitted to the campus principal's administrative assistant. The campus principal or their designee will respond within ten school days to non-curricular club requests from students submitted using the district form. Submissions received after the September deadline will not be approved.

If the campus principal or their designee approves the non-curricular club request, the club will be assigned a meeting location and time for non-curricular club meetings. Meetings for non-curricular clubs must take place during non-instructional time.

At the first non-curricular club meeting, the group will elect officers and approve the by-laws by majority vote. The list of non-curricular club officers and the approved by-laws must be submitted to the campus principal or their designee within one week of the first non-curricular club meeting.

### Requirements for Non-Curricular Clubs (In accordance with KISD ISD Board Policy FNAB):

- The club/organization must be student-initiated and student-led.
- Each club/organization must have a monitor (faculty member) who must be present at all meetings and activities. Monitors are to serve in a non-participatory capacity to maintain order and monitor student behavior.
- Non-school persons shall not direct, conduct, control, or regularly attend activities of student groups.
- The group members shall manage any fees, dues, or other funds the group maintains. The group shall establish guidelines for using any funds held and ensure accurate record-keeping in accordance with district activity fund requirements.
- Attendance at meetings is voluntary, and all meetings/activities must be student-initiated and student-led. An attendance sheet shall be maintained for all meetings and kept on file with the monitor.
- Meetings or planned activities must not interfere with the orderly conduct of educational activities within the school, and notice of meeting/activity dates and times should be scheduled in advance.

- Membership must be open to all students and must not discriminate in any manner, yet is restricted to students in good standing currently enrolled at the campus.
- Students are expected to conduct themselves according to the KISD Student Code of Conduct standards while on campus.
- In accordance with district policy, all publications and materials associated with the organization must be approved by the principal or their designee before distribution.

### Limited Open Forums for Non-Curricular Clubs

A District secondary school has a limited open forum for purposes of the Equal Access Act whenever the school grants an offering to or an opportunity for one or more non-curriculum-related student groups to meet on school premises during non-instructional time. 20 U.S.C. 4071(b), FNAB(LEGAL)

This creates an opportunity for student-led groups to express ideas and opinions to other students in the student-led group while they are meeting in their designated meeting place during non-instructional time.

These are the ideas of the students, not the campus or district.

The meeting is voluntary. The students may choose to attend or not, so they have a choice as to whether they will listen, participate, stay, leave, etc.

This limited open forum does not exist outside the designated meeting place and time.

### Communication Regarding Non-Curricular Club Activities

The campus will post a list of all current curricular and non-curricular clubs on the campus website. This list will include the club's name and the name of the staff monitor. This list will be updated each year.

Approved non-curricular clubs may have their approved club meeting place and time announced as part of the campus announcements. A student club member must submit these requests and follow the established campus guidelines for submitting announcements.

Any additional communications regarding activities or events for non-curricular clubs will require additional approval from the campus principal or designee, except for communications at the non-curricular club's meetings held at the non-curricular club's approved meeting time. All flyers, posters, or any other written communication intended for distribution outside the non-curricular club's approved meeting time require prior approval from the campus principal or designee.

Non-curricular clubs are not sponsored by the school or the Keller Independent School District and shall in no way imply to students or the public that they are school-sponsored. All letterheads, flyers, posters, social media, or other communications that identify the group shall contain the following disclaimer:

*The student group, club, or organization is student-initiated, meets on the campus during non-instructional hours in an assigned area, and is not sponsored by the school or the Keller Independent School District.*

### Training Expectations

The campus principal or designee will ensure that all prospective staff monitors receive a copy of the Handbook. Prospective staff monitors must review the Non-Curriculum Related Clubs Handbook and meet with the principal or their designee before accepting a student's invitation to assume the role of staff monitor for a student club.

Prospective staff monitors will sign the Employee Acceptance and Acknowledgment to Serve as Monitor Non-Curriculum-Related Student Groups/Clubs, acknowledging that they have read, understood, and will abide by the contents of the Non-Curriculum Related Clubs Handbook.

The campus principal or their designee will provide any student seeking to start a student-led club with a copy of the Non-Curriculum Related Clubs Handbook. Students seeking to start a student-led club must review the Non-Curriculum Related Clubs Handbook before submitting the District Annual Application for the Establishment of a Non-Curriculum Related Student Group, Club, or Organization. Students seeking to start a student-led club will sign on the District Application for the Establishment of a Non-Curriculum Related Student Group, Club, or Organization that they have read, understood, and abide by the contents of the Non-Curriculum Related Clubs Handbook.

## Appendix A: Annual Application for the Establishment of a Non-Curriculum Related Student Group, Club, or Organization

Before any meeting, students desiring to form or continue a non-curriculum-related student group, club, or organization to meet on school premises must file this written request with the campus principal or designee.

Establishing a non-curriculum-related student group, club, or organization and its meetings must be voluntary and student-initiated. Non-school persons shall not direct, conduct, control, or regularly attend activities of such groups. Neither the school nor any school employees may endorse or promote such groups, and school employees or assigned Monitors may only be present at meetings in a non-participatory capacity. Meetings of non-curriculum-related student groups may not materially and substantially interfere with the orderly conduct of educational activities within the school. Requests shall be subject to the principal's approval based on the availability of suitable meeting space and compliance with KISD Board policy (FNAB Local). No club or organization shall be authorized that, by its purposes, goals, or activities, promotes, encourages, or condones, directly or indirectly, participation in any conduct by students that is classified as a criminal offense under Texas law or that poses a risk to the health, safety, or welfare of students. Failure of non-curriculum-related student groups to comply with applicable rules may result in losing the right to meet on school premises and other sanctions as determined by the Principal or designee. Applications for establishing an organization must be submitted and approved annually.

Name of group, club, or organization: \_\_\_\_\_

Date filed: \_\_\_\_\_

Statement of the group's purposes, goals, and activities:

---

---

---

Description of any funding or assistance received from, or affiliation with, any non-student or non-student group:

---

---

---

Schedule of proposed meeting place, day, and times:

---

List of group members with at least ten student signatures:

*All members must have written parental permission included with this application.*

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

Name of teacher who has agreed to serve as the Staff Monitor\*: \_\_\_\_\_

*\*A campus professional staff member cannot be forced to serve. If no campus professional staff member is willing to serve, the group cannot meet.*

By signing and submitting this application, the named non-curriculum student group agrees that the group is not sponsored by the school or the Keller Independent School District and shall not imply to students or the public that they are school-sponsored. All letterheads, flyers, posters, social media, or other communications that identify the group shall contain the following disclaimer:

***The student group, club, or organization is student-initiated and is not sponsored by the Keller Independent School District.***

**Student Acknowledgement**

I (we) understand that the activities of the group/club described above will be governed by the District guidelines specified in the administrative regulation at FNAB and any additional campus guidelines imposed. I (we) understand that off-campus activities arranged by the non-curriculum-related student group do not fall under the school's jurisdiction, and the monitor is not provided for off-campus activities. Furthermore, the school has no liability in relation to on- or off-campus activities. I (we) have read the guidelines in the district Non-Curriculum Related Clubs Handbook and agree to abide by them at all times.

**Student Signatures**

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

- Please attach a copy of the by-laws for the non-curriculum-related student group/club.
- Please attach a copy of the **Employee Acceptance and Acknowledgment to Serve as Monitor Non-Curriculum-Related Student Groups/Clubs** form.
- Please attach a copy of the **Permission Form for Participation in a Student Club** form for each student listed above.

## Appendix B: Employee Acceptance and Acknowledgment to Serve as Monitor Non-Curriculum-Related Student Groups/Clubs

School Year – 20\_\_\_\_ - 20\_\_\_\_

Name of Non-Curriculum-Related Student Group/Club: \_\_\_\_\_

KISD Board Policy FNAB(LOCAL) provides that students may initiate a group or club to meet on campus under the limited open forum status. The group must be student-initiated and student-led. Establishing a group under the limited open forum requires that a campus professional staff member serve as a monitor.

As a professional staff member on the campus where the student-initiated group designated above plans to meet, I intend to serve as the monitor for the group. I have read the Non- Non-Curriculum Related Clubs Handbook and understand that as the monitor, I must agree to the following:

- I must be present at all meetings and activities held on the campus by the group.
- I will ensure that an appropriate number of monitors based on the group size will be present for all meetings and activities held on the campus by the group.
- I will ensure club members' safe and appropriate behavior at all campus meetings and activities.
- I will be responsible for maintaining attendance sheets for each meeting.
- I will ensure that a student has submitted a Parent Permission Form for Participation in a Student Club before attending any club meetings or on-campus club activities.
- I will supervise the student(s) designated to control the group/club funds and ensure appropriate use.

As the monitor, I understand that I may not help plan, advertise, or facilitate the group's meetings or activities held on campus. I know I am not to participate in any discussion and will abide by these restrictions. I also understand that my role as a monitor is limited to on-campus activities. (If I am an employee serving as a monitor for a group and also happen to be a parent of one of the members of the group, I understand that I must be careful to adhere to the responsibilities as a monitor while on campus and to separate my role as a monitor/employee if attending a function held off campus as a parent. I understand that there can be no perception that the group's off-campus activity is school-sponsored.)

My signature on this form is to verify my acceptance to serve as the monitor of the group named above and to acknowledge the responsibilities of the monitor position. I acknowledge that I have read, understood, and will abide by the contents of the Non-Curriculum Related Clubs Handbook. I understand that failure to fulfill the duties delegated to the monitor or by actively participating with the students in the group that I will forfeit the role and that the group may have to disband if another campus professional staff member cannot be found to monitor the group.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix C: Permission Form for Participation in a Student Club

Parental permission is required for any student pursuing membership in a curricular or non-curriculum-related club that meets on campus. This requirement applies to all clubs. This document must be signed by a parent or legal guardian and returned to the sponsor of the curricular club or the staff monitor for the non-curriculum-related student club before the student may be enrolled as a member of the club, attend any on-campus meetings for the club, or participate in any on-campus activities for the club.

Club Name:

---

Statement of Club Purpose (from Club By-laws) and proposed activities:

---

---

---

Name of Curricular Club Sponsor or name of Staff Monitor for the Non-Curriculum Related Club: \_\_\_\_\_

Email address of the Club Sponsor or Staff Monitor for the Non-Curriculum Related Club:

---

Name of Student Applicant: \_\_\_\_\_

As the parent or legal guardian of the student named above applicant, I am aware of the club's purpose and activities. I hereby consent to my child participating in the above-named club.

Name of Parent/Guardian: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix D: Guidelines for Non-Curriculum Related Club By-Laws

Each non-curriculum-related student club is required to have by-laws.

By-laws are rules governing the internal workings of the organization and can include, for example:

1. Standing procedures of the organization
2. Ad-hoc committees and how they are determined
3. Policies related to the time, location, and frequency of organization meetings
4. Statement that Robert's Rules of Order will be followed
5. Process for amending By-laws

The following format is a guideline for content for Non-Curriculum Related Club By-Laws:

### **Article I: Organization Name**

Section I: Name. [These by-laws establish \_\_\_\_\_ as the official name of our organization]

### **Article II: Purpose**

Section I: Purpose / Mission Statement. [Organizations should include a complete statement of purpose, objectives, and mission.]

Section II: Policy Agreement. [Our organization] will abide by all Keller ISD and campus policies and guidelines, especially those relating to on—or off-campus activities that our club may sponsor or in which we may participate. If a violation is also a violation of school rules, the consequences specified by the Keller ISD Student Code of Conduct will apply in addition to any consequences imposed by the organization.

Section III: Affiliations. [If your organization is affiliated with a national or international organization, details of the affiliation should be adequately described.]

### **Article III: Membership**

Section I: Membership. [Organizations should describe who is eligible to be a member of their organization (i.e., criteria). Non-curriculum organizations should include information about the following: Membership in each non-curriculum-related student group must be open to all students and must not discriminate in any manner. Membership is restricted to students currently enrolled at the campus where the group plans to meet. Additional information can be found in KISD Board policy FNAB. It is a good idea for all organizations to include a non-discriminatory clause.

### **Article IV: Officers**

Section I: [List the names of the organization's officer positions and which officers will comprise your executive board/committees, if applicable. The sections below list the specific job duties of each officer position.]

Section II: President. The President shall [list specific duties and functions of this office]

Section III: Vice President. The Vice President shall [list specific duties and functions of this office] \_

Section IV: Treasurer. The Treasurer shall [list specific responsibilities and tasks of this office]

Section V: Secretary. The Secretary shall [list specific duties and functions of this office] \_

**Article VI: Function/Operation [Elections—this article could be included as additional sections in Article IV]**

Section I: Nominations. Nominations for officers are held [list the time of year in which nominations are taken, who is eligible to be nominated for an officer position, and how nominations should be received (i.e., self-nomination, at a meeting vs. over email, etc.)]

Section II: Elections. Officers are elected by...[list the specific process of who can vote, the process of election, and how votes will be taken (i.e., secret ballot, hands raised, etc.)]. Elections will be held on [time of year or specific meeting of the year.]

Section III: Outcome. The winner is decided by [list the voting margin needed to win and who is responsible for counting/verifying votes]

Section IV: Terms. Officers will serve from [how long until how long] and [may/may not] be permitted to serve more than one term in a row.

Section V: Voluntary Officer Resignation. [Example: Any officer of our organization can, at any time, voluntarily resign from their position.]

Section VI: Officer Succession. [If not specified within the Officer Duties, list who will assume a particular officer's responsibilities for the interim in the event of resignation.]

**Article VII: Committees**

Section I: Committees. [If applicable, list the organization's committees, each committee's functions, how chairpersons are selected, and how members are designated to serve on a committee.]

**Article VIII: By-Law Amendments**

Section I. Amendment Proposal. Amendments can be proposed by [list who within the organization]

Section II: Procedures. Rules regarding the proposal of amendments are as follows [list timelines and format preferred for amendments]

Section III: Voting. The amendments shall be voted on [list voting procedures and specific voting margins as well as final approval]

## Appendix E: Request for Approval of Additional Club Activities Form

Club Name: \_\_\_\_\_

Proposed Activity in Detail:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date(s) of Activity: \_\_\_\_\_

Start/Ed Time(s) of Activity: \_\_\_\_\_

Does the Activity require the use of campus facilities? \_\_\_\_\_

If yes, please list the campus facilities requested:

\_\_\_\_\_  
\_\_\_\_\_

Is the activity a fundraiser? \_\_\_\_\_ If yes, attach the sponsor's completed fundraiser request form.

Has the club established an activity account? \_\_\_\_\_

Name of the student submitting the request: \_\_\_\_\_

Signature of the student submitting the request: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Club Sponsor for Curricular Club or Name of Staff Monitor for the Non-Curriculum Related Club: \_\_\_\_\_

By signing below, the club sponsor or staff monitor attests that they have been made aware of this request and, if approved, will be responsible for monitoring the activity.

Signature of Sponsor or Staff Monitor: \_\_\_\_\_ Date: \_\_\_\_\_



# KELLER ISD Outside Instructor/Speaker Application

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Business Phone Number: \_\_\_\_\_

Content/Skill(s) to be Taught: \_\_\_\_\_

Date(s) & Time(s) for Instruction: \_\_\_\_\_

What Qualifications Do You Have to Teach the Content/Skill(s) Listed? Please List Appropriate TEKS Objectives.

---

---

---

---

---

### Guidelines

Outside Instructors **must** agree to the following guidelines before being permitted to teach classes on any KISD campus: **(Note: An Outside Instructor is defined as a person who provides instruction to a class for more than one class period.)**

1. Complete and submit and Outside Instructor Application for principal approval.
2. Submit to a background check at least two weeks prior to the instruction. Forms are available on campuses and should be sent by the campus to the KISD Human Resource Department.(Annual approval required)
3. Presentations may not include any form of advertising (flyers, handbills, stickers, business cards, etc.).
4. Presentations may not be connected to any fundraising activity or any items to be sold.
5. Parents must be informed of the use of an outside instructor at least one week prior to the instruction. The instructor must be available to answer questions posed by parents.
6. If an instructor wants to distribute flyers to the campus he/she must get approval through the Keller ISD Communications office.
7. All instructional materials to be utilized during the course of instruction (i.e. videos, handouts, photographs, etc.) must be previewed and approved by the classroom teacher before any instruction takes place.

I have read and agree to follow the Outside Instructor Guidelines.       YES       NO

\_\_\_\_\_  
Instructor's Signature

---

### OFFICE USE ONLY

I recommend the above mentioned Outside Instructor to teach on my campus during the designated time period specified. I will communicate with parents at least one week in advance concerning the use of an outside instructor.

\_\_\_\_\_  
Campus Name

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Principal's Signature

**File the Completed Original Form on Campus. Send a Copy to the Assistant Superintendent of Administrative Services.**