



Clubs & Organizations Update

Student Services

CLUBS & ORGANIZATIONS

PROCEDURE REVIEW



SENATE BILL 12

At the beginning of this school year, we had already revised our procedures to be in compliance with SB 12.

This includes the requirement of a parent signature for a student to join a club.





2025-2026

We began the year with the following procedures in place:



Student Clubs: Current Procedures



Club Approval & Membership Requirements

- Clubs must maintain a **minimum of 10 active student members**.
- Clubs must have at least **one approved sponsor** that is a Wylie ISD certified professional employee. Paraprofessionals may only be club sponsors with Principal approval.
- Clubs must have a **clearly defined purpose** that is **school-appropriate**.
- All clubs must develop and maintain **written club guidelines**, which **students must sign** in order to join.
- All student members must have **documented parent permission** to join the club.
- Clubs must be approved by administration and are subject to review.



Visitors & Guest Speakers

- All outside visitors and guest speakers must be approved in advance by the campus principal and Student Services.
- No guest speaker or outside individual may attend a meeting without prior approval.



Student Clubs: Current Procedures



Club Participation & Supervision

- Sponsors are responsible for knowing **who joins the club** and ensuring membership records are accurate.
- Sponsors are responsible for ensuring all club members have a **signed parent permission form**.
- Sponsors must remain present and actively supervise all club meetings and events.



Campus Website Information

Sponsors are responsible for ensuring the Campus **Webmaster has current and accurate club information**, including:

Club name

Sponsor name

Purpose/description

Meeting details



Student Clubs: Current Procedures



Social Media and Communication

- All communication with club members and parents **MUST** be through **ParentSquare**. No other communication apps are district-approved.
- Social media accounts should follow **Wylie ISD district and campus guidelines**.
- Ensure all names, photos, and other information are **correct and appropriate**.
- Social media accounts and websites should be **linked on the campus website**.



PROCEDURE REVISIONS

We made the following additions to our clubs and organizations procedures:



Student Clubs: Added Procedures



Club Recruitment Week Guidelines

- Clubs are **only permitted in the cafeteria or commons spaces** during **Club Recruitment Week**.
- **Only paper handouts, tri-fold displays, & swag about the club** are allowed.
 - Handouts, tri-folds, and swag must be approved by a campus administrator.
 - Must follow board policy GKDA LOCAL.
- **No overt recruiting or soliciting** is allowed; students must approach the table voluntarily to inquire about membership.
- Clubs will not have recruitment tables at Eastside Rally or Pirate Preview.
 - Exceptions are PTSA and Booster Clubs.

Club Recruitment Week will be held at the start of each semester to showcase club offerings. Specific campus dates will be advertised through the campus newsletter, social media, and daily announcements.



Student Clubs: Added Procedures



Materials & Distribution

- Any materials distributed during club meetings must be **approved in advance by the designated campus administrator**, in accordance to Board Policy and applicable law.
- Digital recruiting or giveaways outside of approved guidelines are not permitted.



Social Media and Communication

- The club sponsor must be the **administrator of any social media accounts** for the group and **approve all potential posts**.



Student Clubs: Added Procedures



Visitors & Guest Speakers

- The approval form has been changed to **Outside Visitor Approval Form** rather than the Guest Speaker form because the purpose is to keep record of all visitors to clubs and organizations, even those who will not actively be “speaking.”
- A digital spreadsheet of each campus’s approved visitors has been created, and campus administrators and receptionists can view the approved visitors by date and club.
- The **Club Sponsor** will:
 - Meet the visitor in the **front office**
 - **Escort the visitor** to and from the meeting location
 - The club president or another club member may accompany the sponsor



Student Clubs: Added Procedures



Visitors & Guest Speakers (continued)

- Sponsors will communicate to guests that they may not bring items for distribution unless they are approved by campus administration, in accordance to Board Policy and applicable law.
- Once a visitor request is submitted, the visitor will receive the following guidelines:
 - Report to the front office upon arrival, and you will be escorted by the club sponsor to and from the meeting room.
 - Any materials that you plan to bring to students in the club or organization must be approved by campus administration prior to your visit. If there is no approval, you may not hand out the materials.
 - You may only visit the meeting area for the group you are visiting. You may not remain on campus after the meeting or go to other areas of the campus.



Failure to follow club processes and expectations may result in suspension of the club or revocation of sponsorship for a calendar year.





MONITORING COMPLIANCE

Policies & procedures have a training and monitoring component.



Student Clubs: Monitoring the Compliance of Policies & Procedures

- Campus administrator designees will meet with Student Services before each semester (July & December) to review procedures and expectations.
- Campus administrator designees will meet with sponsors at the beginning of each semester (August & January) to review sponsor responsibilities.
- Sponsors will sign an agreement that acknowledges their responsibilities.
- Each campus will complete a checklist with Student Services that provides the following documentation:
 - All sponsors trained and date of training
 - Parent permission slips verified for each club
 - Club qualifications met
 - Sponsor agreements signed



Student Clubs: Monitoring the Compliance of Policies & Procedures (*continued*)

- Campus administrator designee will explain procedures to front office staff:
 - Viewing spreadsheet of approved visitors
 - Front office staff will call campus administrator designee if the sponsor does not come to escort the guest
 - Front office staff will contact administration to speak to a visitor who is not on the approved list
- Front office staff & administrators will monitor the visitor approval spreadsheet to ensure all visitors meet the district's guidelines.



Questions?

