

Graded Clubs and Activities Guidelines 2026-27

Graded offers a wide range of clubs and activities where students can explore their passions and share common interests. These student-led organizations provide leadership opportunities while fostering discussion, collaboration, and a passion for learning.

Graded hosts over 30 student-led clubs and activities, ranging from social impact initiatives to personal interests and sports. The list of current clubs and activities is available [here](#).

At such a large and involved institution, we need a number of policies and procedures to ensure everything runs smoothly. Hence, all clubs and activities, whether prospective or already established, are required to follow the guidelines stated in this document.

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High School Clubs and Activities Categories

With such a wide variety of offerings, clubs and activities are divided into four categories. Club leaders should select the category that best aligns with their group.

If you believe your club falls into another category, please consult with the Student Life & Clubs Associate Manager.

1. Graded Service Clubs

Long-standing service clubs affiliated with external or internal service missions. Requires long-term commitment and regular reflection.

All service clubs must:

- Have at least one faculty supervisor.
- Maintain a clear leadership structure and operational procedures.
- Hold weekly meetings with detailed minutes.
- Have been in existence for at least one year.
- Include a minimum of 10 members with at least three grade levels represented.
- Report their attendance records and club achievements at the end of each quarter.
- Lead or contribute to **at least one impactful service initiative per semester** (excluding bake sales), which may include:
 - Fundraising for a cause.
 - Volunteering regularly at a local organization.
 - Hosting awareness events or advocacy campaigns on campus.

2. Graded Activities

This category is for our councils and competitive or performance-based groups that represent Graded at events or conferences.

All Graded activities clubs must:

- Have at least one faculty supervisor.
- Maintain a clear leadership structure and operational procedures.
- Hold weekly meetings with detailed minutes.
- Have been in existence for at least one year.
- Maintain a dedicated space on the school website.
- Include a minimum of 10 members with at least three grade levels represented.
- Report attendance records and club achievements at the end of each quarter.

3. Academic Clubs

This category is for on-campus clubs centered on academic enrichment and intellectual exploration.

All academic clubs must:

- Have at least one faculty supervisor.
- Be open to all interested high school students.
- Include a minimum of eight members with at least two grade levels represented.
- Report attendance records and club achievements at the end of each quarter.

4. Student Activities

This category is for new and/or developing service, interest, or hobby-based clubs initiated by students and is open to all. Student activities may become a Graded service club after one year of consistent impact.

All student activities clubs must:

- Have at least one faculty supervisor.
- Include a minimum of two executive officers.
- Be open to all interested high school students.
- Maintain detailed meeting minutes.
- Focus on participation.
- Include a minimum of eight members with at least two grade levels represented.
- Report attendance records and club achievements at the end of each quarter.

Executive Officers and Supervisors

Leadership Structure

Clubs, councils, and activities must have **at least two executive officers** who manage the organization's day-to-day business. While a club or activity should have no more than five officers, a special appeal may be made to the Student Life & Clubs Associate Manager if additional leadership is needed. Students may be members of multiple clubs and activities, but **they can only hold officer positions in a maximum of two clubs.**

A typical set of executive officers includes:

1. **President:** As the head of the club, the president oversees club operations, chairs meetings, and prepares meeting agendas.
2. **Vice President:** Chairs meetings and/or heads the club in collaboration with the president.
3. **Treasurer:** Manages the club's financial affairs, including record-keeping. **This role is mandatory for all clubs and activities that raise funds.**
4. **Secretary:** Records meeting minutes and handles all correspondence for the club.

Officer Removal

Officers who consistently fail to fulfill their responsibilities may be removed from their positions. Leaders shall **make provisions for removing officers** who do not attend meetings. This decision requires a discussion among the officer team and approval from the adult club supervisor. Removed officers can remain club members. An officer who is removed could still be a member of the club.

Adult Supervisor

All organizations must have **at least one faculty supervisor**. Club leaders must **involve their supervisors in all activities, correspondence, and events to ensure student safety, appropriate conduct, and adherence to school rules.**

Meetings

1. Clubs and activity leaders must **keep their assigned Agenda and Minutes Document and take attendance on the Attendance Sheet.**
2. Leaders should **add any events, projects, and meetings**, including the designated meeting time, to the Agenda and Minutes Document.
3. Leaders should **provide proper notice for all meetings**. When notice is given for a meeting, it must be made to anyone eligible to attend.
4. All councils, clubs, and activities must have a **designated meeting time and location**. Meetings can take place during lunchtime, after school, or during Tuesday or Wednesday Flex.

Club and Activity Eligibility and Maintenance

To encourage a diverse range of services and the creation of unique clubs and activities, each **club or activity should have a distinct focus and should not be similar to any existing ones**. If a club's faculty advisor notices a focus that drifts too closely to an existing club's focus, a meeting will be scheduled with the Student Life & Clubs Associate Manager to discuss the future direction.

Membership

Clubs and activities must **clearly define their membership requirements**. This includes specifying who is eligible to vote on club affairs and participate in activities. Generally, clubs and activities **should be open to any student who wishes to join**. **Members are expected to be active and attend at least 75% of all scheduled meetings and events**. If a member doesn't meet the above expectations, a meeting will be held with the member, the club officers, and the faculty advisor to determine the next steps. These could include probation, suspension, or removal from the club/activity. The Student Life & Clubs Associate Manager will be informed. **Leaders are required to report their attendance records and club achievements at the end of each quarter**.

Leadership

Officer Appointment Guidelines

Clubs and activities **need a clear, equitable procedure for appointing officers**. All applicants must be given equal opportunity based on demonstrated ability and competence, regardless of race, sex, gender, color, religion, national origin, disability, age, sexual orientation, political belief, or other personal status. Any club member in good standing may apply for any officer position.

Recommended Appointment Process

- Submit a letter of application outlining interest and qualifications.
- Participate in an interview process conducted by a committee made up of:
 - Current non-applying officers
 - Faculty advisor
 - At least two general club members
- Deliver a brief presentation to all club members.

- Final appointment decisions must be made collectively by the interview committee.

Timeline and Transition

- New officer appointments should be made at the beginning of the second semester and finalized by the end of February.
- Seniors may not assume officer roles after the February break, but are encouraged to remain active members to support the leadership transition.
- Whenever possible, previous officers shall attend meetings to help coach and support new officers. Newly elected officers should work in collaboration with the previous officers. The goal is to have a coaching model for newly appointed officers as they transition into their new roles and responsibilities.

Advisors

An advisor is a faculty or staff member who provides support and guidance to officers and members of a student organization. They serve as both an official representative of the group and a student advocate. An advisor provides ideas, shares insights, offers a different perspective, and encourages organization members. The advisor should be a caring individual with a genuine interest in the students, the organization, and its programs and activities.

Advisor Responsibilities

The responsibilities of the faculty advisor shall be to:

1. Stay aware of the activities and programs sponsored by the student club or activity.
2. Meet regularly with the Student Life & Clubs Associate Manager to discuss upcoming meetings, long-term plans, goals, and any issues the club may be facing.
3. Attend regular meetings and take attendance.
4. Assist in orienting new student leaders and members.
5. Maintain regular contact with the Athletics and Activities Office.
6. Provide direction in meeting facilitation, group-building, goal setting, and program planning.
7. Assist in monitoring fundraising activities through the Student Life & Clubs Associate Manager.
8. Inform members of unacceptable behavior and the possible consequences.
9. Model behavior that follows the Graded core values.
10. Monitor the social media account (if applicable).

Audits

1. Graded shall formally conduct **annual reviews** of clubs to ensure that guidelines are being followed. This typically occurs at the beginning of the second semester.
2. Officers may be contacted by the Student Life & Clubs Associate Manager outside of this official auditing period.
3. During audits, officers must provide examples of projects that demonstrate the club or activity is active and in compliance with the guidelines.

New Club or Activity Establishment

1. It is important to note that **many projects do not require the establishment of a club**; successful student operations have occurred without the status of a club.
2. Those interested in forming a new club or activity must complete the [Club and Activity Application Form](#) and submit it to the Student Life & Clubs Associate Manager.
3. Upon approval, a pitch meeting will be held with the applicants, advisor, and the Student Life & Clubs Associate Manager.
4. When presenting a pitch to create a new club, a yearly timeline must be provided, which should be relevant throughout its operation.
5. The likelihood of acceptance of a new application will depend on multiple factors, including but not limited to:
 - a. The degree of preparedness of applicants,
 - b. Demonstration of extensive and thorough planning,
 - c. The originality and *authentic need* addressed by the club or activity.
Authentic need is defined as bringing value to the school community; an original club with a unique mission.
6. **Grade 10–12 students** may propose and lead new clubs.
 - a. **Grade 9 students** may **co-found** a club **only if they are partnered with a grade 10–12 student who serves as a** co-leader.
 - b. A committed **faculty advisor** is required for all clubs.
 - c. New clubs will operate with a **Founding Committee** during Semester 1.
 - d. Formal leadership roles (i.e., President, VP) may be earned **at the end of the first semester**, based on commitment and collaboration, and are chosen by the faculty advisor.
 - e. New clubs must maintain active membership and regular meetings to remain recognized.
7. **Both new and existing clubs and activities must apply for each new school year.**

- a. **The application deadline is Sunday, May 24.** Follow-up meetings may be scheduled if additional information is required before approval.
- b. **Timeline:**
 - i. **May 18:** Application opens
 - ii. **May 24:** Application closes
 - iii. Follow-up meetings will be scheduled
 - iv. **August 31:** First day of official club meetings
 - v. **September 14:** Pick/drop period ends

Social Media Policy for High School Clubs and Activities

Most clubs should not operate a social media account. A limited number of active, existing accounts may be approved to maintain their own social media accounts. These exceptions must demonstrate a clear need aligned with their mission, submit a social media plan, have an actively involved faculty advisor, and have the email address associated with the account managed by the Student Life & Clubs Associate Manager.

An account is considered "Graded-affiliated" if it meets any of the following criteria:

- Uses the name "Graded" or any variation thereof.
- Utilizes Graded's logo, branding, or official imagery.
- Represents a Graded club, activity, class, or student group.
- Could reasonably be interpreted by the public as connected to or endorsed by the school.

Graded reserves the right to request the modification, removal, or deactivation of any account that meets these definitions.

All Graded-affiliated student-run accounts must follow the [Graded Clubs and Activities Social Media Guidelines](#), including requirements related to content, privacy, faculty supervision, and account access managed by the Student Life & Clubs Associate Manager.

Finance and accounting guidelines

All funds raised by clubs, activities, and projects must be deposited into the Graded Student Fund Account. Leaders may request a line item for their club, activity, or project. If money is used for activities or donations, withdrawal requests can be made through the Student Life & Clubs Associate Manager.



Graded has specific Pix accounts and QR codes for fundraisers, bake sales, and other events. Money collected will be transferred directly to your club's school account.

Additionally, the faculty advisor can reserve school credit card machines. They should email the Student Life & Clubs Associate Manager, Julia Vieira, at julia.vieira@graded.br at least one working day in advance.

To schedule a fundraiser or make donations, leaders should contact julia.vieira@graded.br. Club bake sales or other fundraising activities **must be scheduled, organized, and run by students only**; parents should not act on their behalf. Please note that Graded cannot reimburse students for purchases made. All purchases must be approved and go through the Activities Office.

No student or club may use their own bank account to keep club funds.