

26-27 SMCHS Club Policies and Guidelines

The following information is for club officers to read, acknowledge, understand, and keep for club records. By completing an online club application, club officers acknowledge that they have read, agree to, and will abide by the following policies and guidelines, and agree that failure to comply with these policies and guidelines may lead to the club's active status being revoked.

Common Reasons for Non-Approval

- If a club is too similar to another club that already exists, the two clubs should merge or join forces.
- Club represents an organization that has interests contrary to the values or beliefs of the Roman Catholic Church or the Diocese of Orange.
- Planned club activities expose students to risk or potential physical or emotional harm.
- Planned club activities are not possible given the school facility capabilities.
- The moderator cannot participate in meetings or off-campus activities.

Types of Clubs

- **ACADEMIC.** Focus on enhancing academic courses offered on campus through a direct tie to the curriculum. The moderator must be a teacher of the subject matter.
- **SERVICE.** Focus on communities that have suffered catastrophic events in the recent past or that suffer from the long-term effects of poverty. It may also focus on the long-term welfare of a community through health, education, or sustainability or on making economic and socio-political processes more efficient and just, looking outside the range of conventional methods.
- **SOCIAL/ SPECIAL INTEREST** Does not directly tie to curriculum and does not have a service component.

Club Leadership

- Students may only serve as club presidents in one club and may be officers in no more than two clubs.
- All clubs must have a faculty moderator. Faculty moderators may oversee no more than two clubs at any given time. Faculty Moderators must be in attendance for all club meetings.

Club Events

- Clubs are expected to meet monthly, as evidenced by the club secretary emailing meeting minutes and notes to clubs@smhs.org. Clubs will also use 5-star to insert meeting dates and keep their roster. Presidents must coordinate with ASB Commissioners to stay up to date with 5-star.
- Club moderators are expected to attend all club meetings and all off-campus club activities. Failure to abide by this policy may result in the club losing its approval status.

- Moderators must submit a field trip request form and be present at any Club meetings or events off campus.

Club Fundraising and Drives

- All fundraisers must be submitted to the Activities Director and approved by SMCHS Administration, a process that takes two weeks.
- Only service categories raise money or plan a drive for a non-profit cause. Academic clubs focus on enhancing academic courses offered on campus through a direct tie to the academic curriculum. Social clubs may only volunteer time, meet as a club to conduct club business, but may not collect money.
- Drives are any event or activity collecting non-monetary items for a non-profit cause. The Director of Christian Service in Campus Ministry will directly oversee drives. Any questions regarding drives should be directed to Ms. Cutcher.
- Clubs are encouraged to participate in acts of service, and fundraisers for non-profits should only be conducted when service opportunities for clubs are unavailable.
- No more than one club will be permitted to hold a fundraiser at any given time.

Conduct

- All clubs must operate by behavior and conduct guidelines as laid out in the Parent/Student Handbook. All SMCHS policies for students apply for all club activities, including off-campus activities. Any violations may result in student disciplinary action, as well as the possibility of the club losing its active status.

School Announcements/Advertising and Social Media

- All posters must be digital, not physical. The Activities office must approve posters before they can be posted on digital displays across campus. Requests to post digital posters/flyers can be sent to clubs@smhs.org.
- Social Media per the Diocese of Orange: No forms of social media (i.e., Facebook, Twitter, Instagram, etc.) are approved media outlets.

Finances

- Any fundraising money raised must immediately be turned over to the Activities Office for proper tracking and accounting.
- Any expenditure of funds must be coordinated by the club's faculty/staff moderator using SMCHS-approved procedures.

Announcements

- Any ETV or email announcements must be submitted by the faculty/staff club moderator.

Use of School Facilities

- Club Moderators must submit all facility requests to the Facilities Department through the online Event Manager before club activities on campus.