

MUHLENBERG STAFF AND STUDENT
CO-CURRICULAR
HANDBOOK

*Find Your
Purpose*

2026-2027

Muhlenberg School District
801 Bellevue Avenue
Reading, PA. 19605
610-921-8000

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I. Introduction

The Muhlenberg School District encourages all students to take advantage of the multitude of extracurricular offerings. Participation in athletics and co-curricular activities is a positive influence on the physical, mental, emotional and academic growth of students. All students will be given access to the MSD Co-Curricular Handbook during their first activity meeting.

Staff Survey Link: [Staff Survey Form 26-27](#)

Student Survey Link: [Student Survey Link 26-27](#)

II. Co-Curricular Eligibility Requirements

Academic

Attendance

Emergency Forms

Eligibility Reports

Student Handbook Link:

[Student Handbook 26-27](#)

III. General Student Expectations

A. See above link to Student Handbook

IV. General Staff Expectations

A. Attendance:

- Monthly [Google Form](#)

B. Announcements:

C. Agendas:

D. [Checklist](#) (clickable link)

- Monthly [Google Form](#)

E. Rosters:

- [Student Activity Membership List](#) due by September 30th
- Update Rosters monthly via Google Form
- Agendas should also be available

F. Meeting Dates:

- Each club/activity should be meeting at a **minimum** of twice per month, or two hours each month.
- Meetings should be scheduled two weeks in advance and posted to students.
- Meetings should be scheduled via [FMX](#).
- The first year a club is suggested is a pilot year. There is not a stipend for first year clubs. There is a Google interest form to complete. Link:
 - <https://forms.gle/Ar9S2anG8Pi8ficu7>

G. Important Events:

- Submit a [Social Media Request Form](#) for all events you wish to have promoted through the official **#GoMuhls** social media platforms.

H. Social Media Collaborative:

- Establish and maintain a social media presence for the student club, activity, or sport to highlight student accomplishments, celebrate events and achievements, promote school spirit, and communicate upcoming meetings, fundraisers, competitions, and activities. The platform should serve as a reliable communication tool that keeps students, families, and the school community informed while showcasing the organization's impact and encouraging participation.

I. Management of Student Activity Funds:

- Refer to [Board Policy 618](#) regarding Student Activity Funds

Fundraising:

- Fundraisers must be approved by your building principal. The form should be completed two weeks prior to the start of the fundraiser.
- Complete the [Fundraising Form](#)

Deposits:

- All funds should be deposited into the organization's account within five school days.
 - If a deposit cannot be made on the day the money is received, ensure that all cash and other monetary items are stored securely in the building safe in the main office until the deposit is made.
- [Deposit instructions and form](#)
 - Activity funds- see the principal's secretary to complete a small, white "activity fund deposit slip" to also submit with the above paperwork.
 - This form must be signed by a club officer.

Purchase Orders:

- [Purchase order form](#)
 - Must be completed for all purchases.
 - Purchase orders should be submitted well in advance to provide the business office time to approve and order (2-4 weeks).
 - Budget codes can be obtained from the secretary to the building principal.
 - All purchases over \$500 require 3 quotes.
 - Activity funds- The purchase order must be signed by a club officer.
 - Purchase orders should be submitted to the administrative assistant or principal's secretary in the building where the club operates.

J. Class Advisors:

- Class Advisors serve as mentors for their assigned graduating class, fostering school spirit, student leadership, and a positive class culture throughout the students' high school experience. Advisors work collaboratively with students, families, administrators, and other staff members to organize class meetings, oversee student officers, coordinate fundraising efforts, and plan class-sponsored events such as homecoming activities, prom, senior traditions, and other approved functions. They are responsible for ensuring that all activities comply with district policies and procedures while also maintaining accurate financial records in collaboration with the building and business office. Class Advisors help create meaningful experiences that promote student engagement while preparing students for successful participation in school and community life.

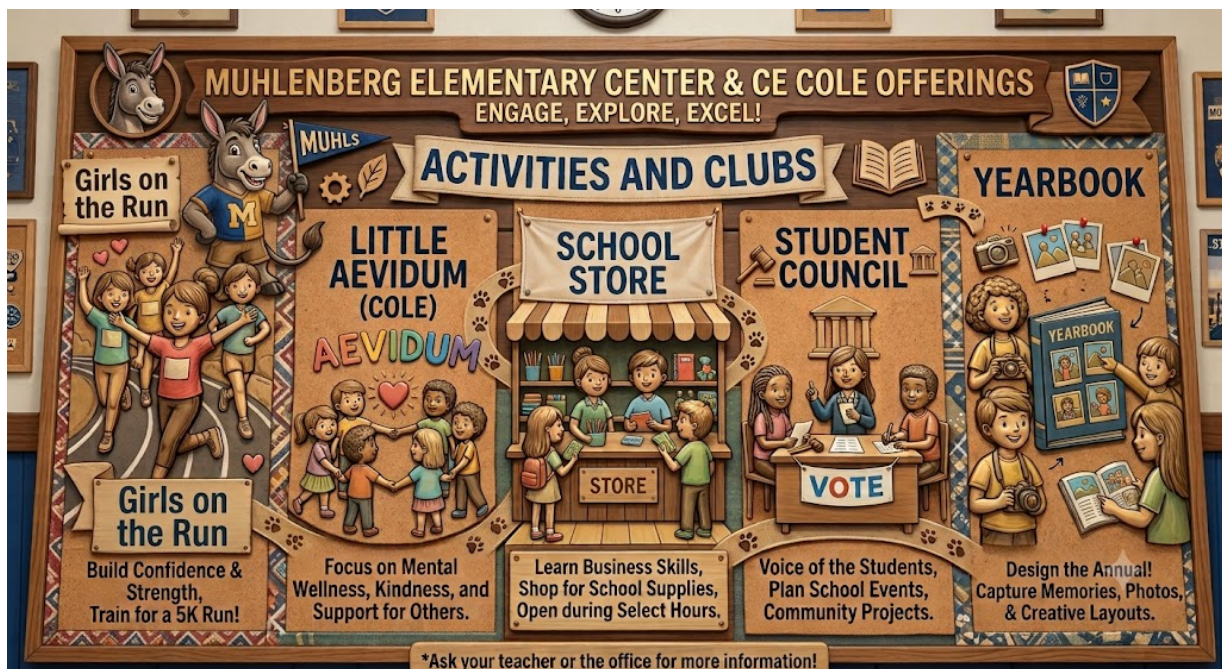
V. Supervision

- Activity advisors and class advisors are expected to attend their events and be in attendance for the duration of the event (set up, clean up, student pick up)
- Advisors are responsible for supervising students in the classrooms, locker rooms, lobby and activity areas at all times while waiting to be picked up.
- Report concerns immediately to the building administrator in attendance.

VI. Athletic and Co-Curricular

Muhlenberg Elementary Center/CE Cole

Activities and Clubs
Girls On The Run
Little Aavidum (Cole)
School Store
Student Council
Yearbook



Muhlenberg Junior High

Athletics	Activities and Clubs
Intramurals	Aevidum
Baseball	Art
Basketball B & G	AFJROTC
Cheerleading	Crochet
Cross County B & G	Gay Straight Alliance
Field Hockey	Golf
Football	Science
Soccer B & G	Volunteer
Softball	What's So Cool About Manufacturing?
Track and Field B & G	Student Council
Volleyball	
Wrestling B & G	

MUHLENBERG JUNIOR HIGH SCHOOL

★ MUHLS ★

EXPLORE OUR EXTENSIVE SPORTS & ACTIVITIES!

- INTRAMURALS
- BASEBALL
- BASKETBALL (B & G)
- CHEERLEADING
- CROSS COUNTY (B & G)
- GOLF
- SOCCER (B & G)
- SOFTBALL
- TRACK AND FIELD (B & G)
- VOLLEYBALL
- WRESTLING (B & G)

- AEVIDUM
- ART CLUB
- AFJROTC
- CROCHET CLUB
- GAY STRAIGHT ALLIANCE
- SCIENCE CLUB
- VOLUNTEER CLUB
- WHAT'S SO COOL ABOUT MANUFACTURING?
- STUDENT COUNCIL

JOIN THE MUHLS COMMUNITY!

Muhlenberg High School

Athletics	Activities and Clubs	
Baseball	Academic Challenge	Leo
Basketball B & G	Aevidum	One by One
Bowling B & G	Anime	Purposeful Youth
Cheerleading	Art	Reading Olympics
Cross Country B & G	AFJROTC	Science
Field Hockey	Chess	Social Media
Football	Dance Team	Spanish
Golf B & G	E Sports	Swole Patrol
Lacrosse B & G	Fashion	Table Games
Soccer B & G	Film Club	United Nations
Softball	Student Council	
Swimming & Diving B & G		
Tennis B & G		
Track and Field B & G		
Volleyball (Girls)		
Water Polo B & G		
Wrestling B & G		

District Co-Curricular Team

Mr. Kyle Crater, Director of Curriculum and Instruction

Ms. Lori K. Morris, Supervisor of AEDY/Co-Curricular Student Engagement

Mr. Haniff Skeete, High School Principal

Mr. Christopher Becker, Junior High School Principal

Mr. Aaron Kopetsky, CE Cole Principal

Mrs. Virginia Hornberger, MEC Principal

Mrs. Tara Pacharis, High School FCS Teacher/Principal Intern