



CAMPUS ACTIVITY COORDINATOR

High School Meeting

TUESDAY, AUGUST 25, 2026





Student Activities Team

Adriana Chavez | Shenita Jones
Norma Lopez | Christina Martinez
Kendall Russo | Omar Ovalle
Michelle Read | Thomas Hunter
Lennon Formaggini | Erika Escobedo
Antonio Verduzco | Julian Spearman

OUR PURPOSE

The Student Activities Department creates experiences for students to participate in extracurricular activities while providing students and teachers with necessary resources and support to be successful at no cost to schools.

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Students have opportunities to participate in academic competitions, athletics, visual and performing arts, JROTC, and campus-based organizations.

- **Develops** real-world leadership, teamwork, organization, and time management skills.
- **Encourages** students to discover new interests, talents, and potential career pathways.
- **Teaches** students to overcome setbacks, apply feedback, and embrace a growth mindset.
- **Fosters** friendships and a stronger sense of belonging within the school community.
- **Builds** confidence by providing opportunities to achieve goals, perform, compete, and celebrate accomplishments.
- **Enhances** the educational experience by encouraging engagement, increased motivation, and stronger academic performance.



STUDENT ACTIVITIES BY GRADE LEVEL

Elementary Schools

Academic UIL (2-6)

Cheer (4-6)
Chess (K-5)
Debate (5)
Destination Imagination
Esports (4-5)
Lone Star Challenge (4-6)
TMSCA (3-5)

Middle Schools

Academic UIL (6-8)

Cheer
Chess
Debate
Destination Imagination
Esports
Mahjong
Pentathlon
TMSCA
Yearbook

High Schools

Academic UIL (9-12)

Cheer
Chess
Debate
Decathlon
Destination Imagination
Esports
Newspaper
TMSCA
Yearbook



OUR SUPPORT TO CAMPUSES

Academic & Coach Support

- Access to equipment, curriculum, and study materials.
- Training, workshops and stipends for coaches.
- Dedicated program coordinators to provide year-round support.

Student Experience

- Meals provided during competitions.
- Student participation incentives.
- Celebration of achievement through medals and trophies.

Competitions & Events

- Participation in district-wide academic competitions and tournaments.
- Payment of competition registration fees.

Travel & Logistics

- Transportation to competitions.
- Travel arrangements and lodging for regional, state, & national advancement.



TIPS FOR RECRUITING STUDENTS

Use a Variety of Recruitment Methods:

- **Morning Announcements:** Promote upcoming informational meetings, practices, and events.
- **Interactive Fairs:** Host live demos and quick games during lunch/open houses.
- **Visual Campus Takeovers:** Vibrant posters featuring QR codes for instant digital sign-ups.
- **Modern Social Media:** Create engaging content that showcases practices and team culture.
- **Bring-a-Friend Days:** Encourage current members to invite classmates to attend a practice.
- **Personal Invitations:** Ask teachers, counselors, and administrators to refer students who would thrive in the program.
- **Parent Outreach:** Increase program visibility through the campus messenger, website, and newsletters.
- **Student Testimonials:** Have current participants share their experiences through videos, announcements, or classroom pitches.
- **No Experience Needed:** Emphasize that beginners are welcome.
- **Be Accessible:** Post meeting schedules and room locations in high traffic areas.
- **Promote with Us:** Repost photos and videos from [@disdactivities](#) to market your program.



TIPS: KEEPING & GROWING YOUR TEAMS

- **Make it Fun & Social** Build a welcoming, inclusive environment where every student feels like an important part of the team.
- **Practice with a Purpose** Keep meetings engaging, organized, and meaningful so students continue to grow.
- **Celebrate with Parents** Share student milestones and breakthroughs with their families.
- **Build Team Traditions** Create memorable experiences through spirit days, senior recognitions and end-of-season celebrations.
- **Ask for Student Feedback** Regularly ask students what they enjoy and how practices can be improved.
- **Shine a Light on Everyone** Celebrate effort, improvement, attendance, and sportsmanship.
- **Foster Student Leadership** Give students ownership through leadership roles, mentoring, and team responsibilities.
- **Invite Special Guests** Break up the routine by welcoming teachers, administrators, and families to participate in practices.
- **Make Downtime Fun** Bring cards, music, and board games to competitions to help the team bond between events.
- **Flaunt Your Success** Display trophies, awards, and projects in high-traffic campus display cases.



SURVEYS TO IMPROVE EXPERIENCES

Student Survey Results

How satisfied are you with the incentives provided?

95% Good to Excellent | **17%** Fair to Good

How many practices were held before the competition?

41% between 1-6 | **59%** between 7-10

Did you enjoy participating in this competition?

97% Yes | **0%** No

Overall, did you have fun?

99% Yes | **0%** No

Teacher Survey Results

How satisfied are you with the overall participation experience?

97% Good to Excellent | **3%** Fair to Good

How satisfied are you with the level of support from the department?

98% Good to Excellent | **2%** Fair to Good

How satisfied are you with the communication you received from the department?

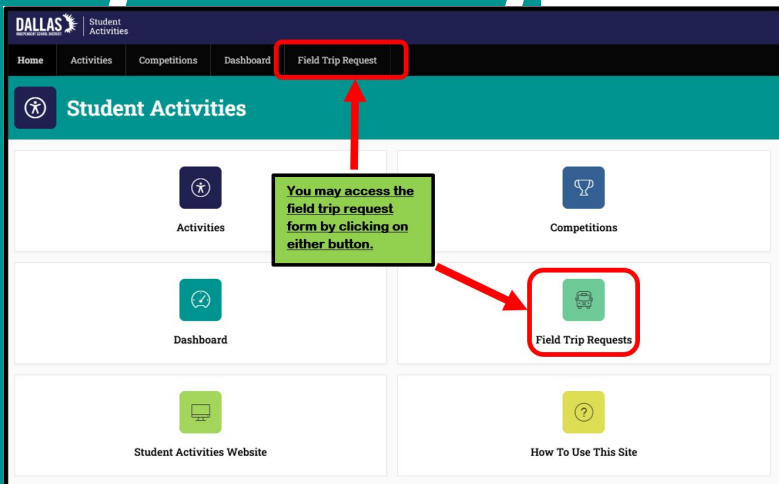
98% Good to Excellent | **2%** Fair to Good



FIELD TRIP REQUEST PROCESS

A field trip request **must be submitted** in order to attend any Student Activities sponsored events **regardless of transportation method**.

- Visit the Student Activities application at dallasisd.org/activities to complete the request. The application is also accessible through the Dallas ISD Portal.
- Submit at least 21 days prior to the trip. Deadlines will be communicated by the Student Activities program coordinator.
- **Note:** Principal approval of the field trip request is **required** for the campus to participate in the event.
- **After submitting the trip request**, upload the required documents: a roster, one signed permission slip per student, and a chaperone form (if applicable). **All forms are available for download within the trip request.**
- An email notification will be sent after your transportation request has been processed, indicating whether it has been approved or denied.
- Contact Omar Ovalle at ovalle@dallasisd.org or 469-439-1093 for assistance or to request bus cancellation. **Please do not cancel buses yourself.**



***A step-by-step Field Trip Request guide can be viewed [HERE](#)**

COACH EXPECTATIONS



Administrative Responsibilities

- **Conduct Practices:** Hold regular practices throughout the school year to prepare students for competition.
- **Meet Deadlines:** Submit student registrations, field trip requests, and required documentation by published deadlines.
- **Verify Eligibility:** Confirm that all participating students meet grade eligibility requirements.
- **District Policies:** Ensure students adhere to all Dallas ISD policies and expectations for behavior.
- **Rule Compliance:** Ensure students understand and follow all event rules and procedures.

Event Responsibilities

- **ID Badge:** Wear your Dallas ISD employee ID badge at all Student Activities-sponsored events.
- **Remain on Site:** Stay at the competition until the event has concluded and all students have been released.
- **Student Supervision:** If students provide their own transportation, remain on site until the last student has been picked up.
- **Bus Supervision:** Accompany your team on district-provided transportation.
- **Emergency Contacts:** Bring emergency contact information for all participating students.

STUDENT EXPECTATIONS

- **Respect the Facility:** Leave classrooms, cafeterias, and holding areas cleaner than you found them.
- **Academic Integrity:** Cell phones and other unauthorized resources are prohibited during assessments.
- **Represent Your Campus:** Demonstrate good sportsmanship and treat competitors, staff, volunteers, and facilities with respect.
- **Follow Directions:** Promptly follow instructions from coaches, judges, event staff, and volunteers.
- **District Policies:** Comply with all Dallas ISD policies and procedures throughout workshops and tournaments.
- **Health & Safety:** Follow all Dallas ISD health and safety procedures throughout the event.
- **Backpack Policy:** Use only clear or mesh backpacks at Student Activities events.
- **Accountability:** Failure to meet these expectations may result in disqualification, removal from the event, or loss of future participation privileges.



CAMPUS ACTIVITY COORDINATOR



Competitions & UIL Duties:

- **District Liaison:** Act as the main contact for the Student Activities Department.
- **UIL Coordinator:** Register as the official Campus UIL Coordinator.
- **Recruit Coaches:** Find and sign up teachers to coach different events.
- **Show Up for the Team:** Attend UIL competitions to support the students.
- **Handle the Paperwork:** Submit coach stipends and pay forms on time.

Tracking Activities:

- **Count Every Student:** Track who is joining clubs and after-school events.
- **Log After-School Fun:** Keep tabs on student attendance at after-school activities.
- **Keep Digital Records:** Log all student participation info on the activities website.

COACH DESIGNATIONS & AGREEMENTS

- Principals designate all academic coaches in Oracle.
- Coaches will then accept the position in Oracle & sign the agreement electronically. This step **must** be complete to receive both communications & stipend payments.
- Coordinators receive supplemental pay in accordance with agreement (\$1,000 - \$2,000).
- \$1,000 stipend for meeting requirements in agreement, including campus participation in district-sponsored UIL Academic Meet. You **must** be on site the day of the competition.
- \$1,000 stipend for tracking and documenting a minimum of 50 percent of student participation in at least one extracurricular activities by snapshot deadline.
- Submit all required paperwork by the requested due date.
- Verify that all students are academically eligible to participate in field trips – meaning they must be passing all classes.





ACADEMIC UIL COMPETITION

Michelle Read, Coordinator

972-749-5724

mread@dallasisd.org

ACADEMIC UIL COORDINATOR

- Register as a UIL Coordinator
 - High Schools – <https://www.uiltexas.org/form/academic-coordinator/submit.php>
 - Student Activities will provide a list of coach selections to Campus Activity Coordinators upon request.
- Campus Activity Coordinators are responsible for recruiting coaches for UIL events only.
- Secure and keep on file a [Professional Acknowledgement Form](#) from all UIL coaches.
- UIL event coaches **must** be designated in Oracle by principal and must sign a coach agreement to get paid.



UIL COACH DESIGNATIONS & AGREEMENTS

- Principals designate coaches in Oracle
- Coaches accept position and sign coach agreement electronically
- Coaches must meet all requirements outlined in the supplemental



FULL-TIME PROFESSIONAL EMPLOYEES WITH A TEACHING CERTIFICATION WILL BE CONSIDERED ELIGIBLE FOR THE CAMPUS ACTIVITY COORDINATOR STIPEND WHO:

1. Maintain documentation of student participation in academic competitions
2. Track and document student participation in all extracurricular and co-curricular activities for campus by the three designated snapshot dates: **December, March, and May**
3. Register as the campus UIL Coordinator via <http://www.uilTEXAS.org/academics>
4. Assist campus leadership in recruiting and selecting academic coaches for academic events
5. Register student participants in UIL Academic competitions
6. Attend all district UIL Competitions and submit remuneration forms to Student Activities after UIL attendance
7. Verify all students are academically eligible to compete – meaning students are passing all classes
8. Complete all field trip paperwork required by campus and district
9. Sponsors must have student emergency contact information in their possession at the site of the event/competition.
10. Adhere to all district policies, including at least one adult chaperone for every 10 students for school related trips
11. Make sure all volunteers complete the online volunteer application at <https://dallasisd.voly.org/>
12. Make sure coaches and students receive all UIL study materials and resources
13. For any trips occurring overnight, please make sure to include proof/documentation of having had a parent meeting

ANNUAL STIPEND (\$1,000-\$2,000)

(One stipend is available for one High School, Middle School and/or Elementary School Coordinator per school or may be split among multiple coordinators)

- \$1,000 stipend for meeting all requirements listed above, including campus participation in a district sponsored UIL Academic Meet; payable when completion has been recorded. Employees are only eligible to receive payment once designation has been accepted and signed via Oracle.
- An additional \$1,000 stipend for tracking and documenting a minimum of 50 percent of student

participation in at least one extracurricular or co-curricular activity by designated snapshot dates, payable when completion has been recorded. Employees are only eligible to receive payment once designation has been accepted and signed via Oracle.



HIGH SCHOOL EVENTS

GENERAL ACADEMICS

- ACCOUNTING
- CURRENT ISSUES & EVENTS
- LITERARY CRITICISM
- READY WRITING
- SOCIAL STUDIES
- SPELLING & VOCABULARY

STEM

- CALCULATOR APPLICATIONS
- COMPUTER SCIENCE
- MATHEMATICS
- NUMBER SENSE
- SCIENCE

JOURNALISM

- EDITORIAL
- FEATURE
- NEWS
- HEADLINE
- COPY EDITING

SPEECH

- PROSE
- POETRY
- INFORMATIVE SPEAKING
- PERSUASIVE SPEAKING

DEBATE

- CROSS-EX
- LINCOLN DOUGLAS
- CONGRESS



UIL COMPETITION PROCEDURES

- ❑ **Recruit teachers to coach each event**
 - High School: A stipend of \$100 per contest, per competition level being coached is applicable to coaches that *coach and have students compete* in DISD Academic UIL competitions.
- ❑ **Register Students**
 - Academics High School - speechwire.com
- ❑ **Submit Registration**
 - Deadline to REGISTER: March 5, 2027
- ❑ **Participate in UIL Competitions**
 - DISTRICT: APRIL 3, 2027 @ SKYLINE HS
- ❑ **Submit Remuneration Form to mread@dallasisd.org**



STUDY MATERIALS & ONLINE RESOURCES

High School UIL:

Michelle Read

972-749-5742

MRead@dallasisd.org

Middle School UIL:

Julian Spearman

972-749-5727

JSpearman@dallasisd.org

Elementary School UIL:

Lennon Formaggini

972-749-5722

LFormaggini@dallasisd.org

High School Online & Other Resources:

<https://www.dallasisd.org/hsuil>

<https://www.uiltexas.org/academics/resources/contest-handbooks-manuals>

The Virtual Challenge Meets Membership

<http://virtualchallengemeets.com>

Events: Dictionary Skills, Listening Skills, Maps, Graphs & Charts, Calculator Applications, Mathematics, Number Sense, Spelling, Science & Social Studies

MRC Enterprises

<http://www.mrctests.com/>

Current Issues & Events, Literary Criticism, Social Studies, Ready Writing
+ Online Access (except for Ready Writing)

THE VIRTUAL CHALLENGE MEETS

Chuck Thompson



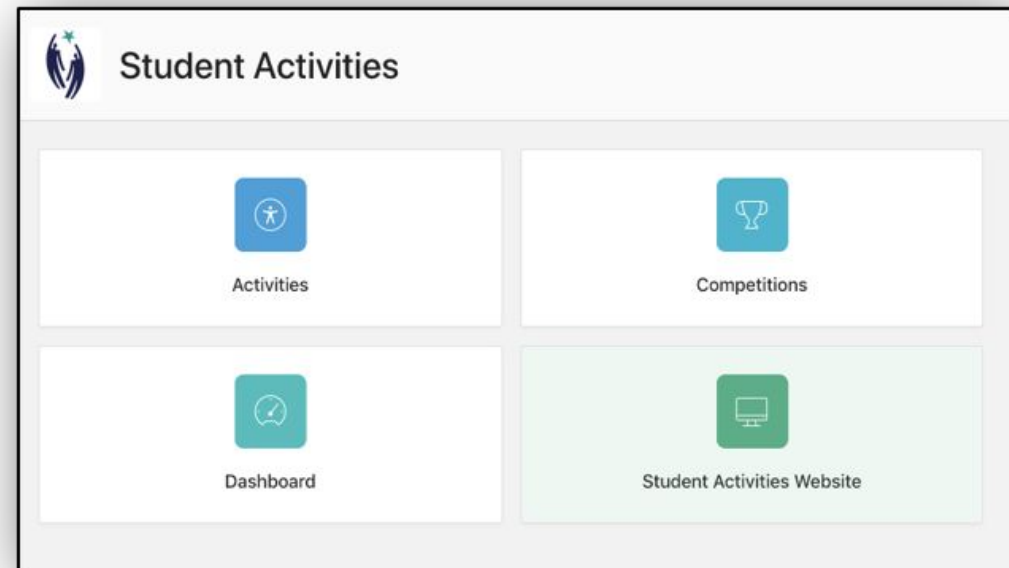


From the data collected, an annual report will be generated and given to the Dallas ISD leadership team and school board members to assess the extracurricular participation at the district-wide level.

DOCUMENTING PARTICIPATION

DISTRICT PRIORITY

All students should be involved in at least one extracurricular or co-curricular activity each year.



PARTICIPATION DOCUMENTATION

- Maintain rosters of student involvement
- Document student participation
 - dallasisd.org/activities
 - Step-by-step process provided
- Enter information by the four designated snapshot dates
 - Friday, October 16, 2026
 - Friday, December 4, 2026
 - Friday, March 25, 2027
 - Friday, May 7, 2027
- Communicate tech questions directly with the Student Activities Department



EXTRACURRICULAR ACTIVITIES & CLUB REQUIREMENTS

STUDENT & TEACHER PARTICIPATION

- Students and teachers should have a **choice in participating**.
- Students must attend at least **nine meeting sessions** in the same club to get participation credit.
- **Students must have written parent's permission to participate.**
- Activity/club should sponsor at least **one event** that occurs outside of the set meeting time.
- Activity/club should help students feel **connected to the school** or part of a team.

CLUB OPERATIONS & STANDARDS

- Activity/club must be **posted on your school website**.
- Activity/club must have **student officers** (6th – 12th Grade Only).
- Activity/club should be **fun and memorable**.
- Activity/club should have a **set meeting time**, calendar of events, membership roster, and attendance sheets.
- Activity/club should engage participants in **student-centered learning**.



POSTING ACTIVITIES ON SCHOOL WEBSITE

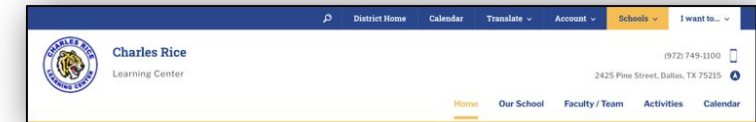
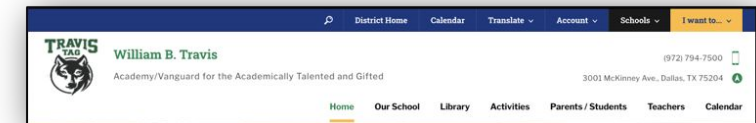
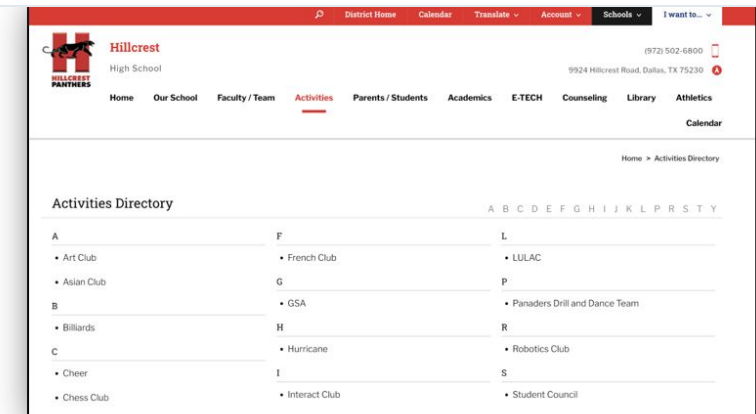
1. Coordinate Posting Work with campus website designee to coordinate the posting of activities to your webpage.

2. District Compliance Clubs and activities posted must meet the district's requirement for organizations.

3. Navigation Placement Post organizations under the **Activities Tab** in the navigation menu on your school's home webpage.

4. Support Contact For help with posting, contact the district's webmaster team at:

- memendiola@dallasisd.org
- mleo@dallasisd.org



CATEGORIES DEFINED

Athletics

An organized sport sponsored by UIL and/or campus that provides students the opportunity to play on a competitive team with a fall and/or spring schedule of events.

EXAMPLES: UIL Sports, Cheerleading, Intramural Sports, T-ball, etc.

Academics

A program/organization that complements the academic curriculum and challenges students to demonstrate mastery of specific skills and knowledge while promoting aspects of a field of study.

EXAMPLES: Academic UIL, Chess, Debate, Yearbook, etc.

Visual & Performing Arts

An organization/club that promotes visual and performing arts while providing students the opportunity to showcase their talents in the arts.

EXAMPLES: Art Club, Ballet, Choir, School Play/Musical, Step Team, etc.

Service & Leadership

An organization/club that advocates student leadership, volunteerism, and scholarship while promoting community engagement and citizenship.

EXAMPLES: 4-H Club, NHS, NJHS, PAL, Recycling Club, JROTC, HOSA, etc.

Avocation

An organization/club that promotes hobbies outside of classroom work, particularly for pleasure or interest.

EXAMPLES: Anime, Arts & Crafts, Board Games, Garden Clubs, Crochet, etc.



THANK YOU

Questions?