DALLAS INDEPENDENT SCHOOL DISTRICT | Student Activities

CAMPUS ACTIVITY COORDINATOR

Middle School Meeting

WEDNESDAY, AUGUST 26, 2026

DALLAS INDEPENDENT SCHOOL DISTRICT | Student Activities

Student Activities Team

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

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 may participate in academic competitions, athletics, JROTC, campus-based activities, and visual and performing arts.
- Provides real-life lessons in leadership, teamwork, organization and time management.
- Provides students with a way to stay active and make new friends.
- Allows students to discover and explore their talents and interests.
- Gives students a connection to their school community.
- Enhances educational experience.

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
Academic Pentathlon
TMSCA
Yearbook
Mahjong

High Schools

Academic UIL (9-12)
Cheer
Chess
Debate
Destination Imagination
Esports
Academic Decathlon
TMSCA
Yearbook
Newspaper

OUR SUPPORT TO CAMPUSES

Academic & Training

- Access to study materials, workshops, and camps.
- Training and stipends for coaches.

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.

Student Care & Perks

- Meals at competitions.
- Student participation incentives.

TIPS FOR RECRUITING STUDENTS

Use a Variety of Recruitment Methods:

- **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:** Skip static websites; use Instagram Reels for behind-the-scenes content.
- **Campus Influencers:** Partner with popular student leaders and do 2-minute classroom pitches.
- **Personal Nominations:** Have teachers/members send targeted, personal invitations to prospects.
- **Incentivize with Food:** Lead with "Free Snacks/Pizza" to guarantee a crowd at info meetings.

Tell Your Story & Grow:

- **Hype Up Accomplishments:** Share club milestones, field trips, and member wins via social media.
- **Flaunt Your Success:** Display trophies, awards, and projects in high-traffic campus display cases.
- **Radical Transparency:** Pin meeting schedules and room locations to the top of your social feeds.
- **Social Connections:** Follow us on X and Instagram **@disdactivities** for weekly updates.

TIPS FOR KEEPING & GROWING YOUR TEAMS

01. Make it Fun & Social Focus on building a welcoming team where kids actually want to hang out.

02. Practice with a Purpose Keep your practices organized so everyone feels ready to compete and win.

03. Keep Parents in the Loop Send quick, easy updates home using text apps like Remind.

04. Let Kids Do the Recruiting Encourage your current members to invite their friends to join.

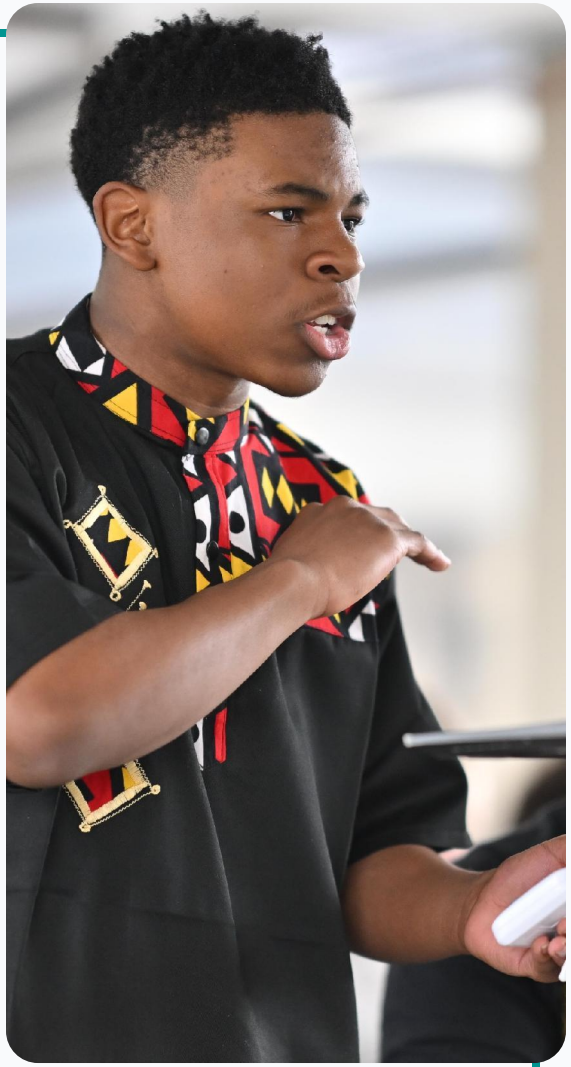
05. Show Up at Open House Have your team wear club shirts and run the booth to welcome new faces.

06. Shine a Light on Everyone Find fun ways to celebrate every single student, not just the top winners.

07. Don't Do It Alone If your team gets too big, ask a colleague to help or name student captains.

08. Celebrate Big & Small Wins Throw parties and share student success on social media and announcements.

09. Make Downtime Fun Bring cards, music, and board games to competitions to help the team bond between events.



SURVEYS TO IMPROVE EXPERIENCES

Student Survey Results

How satisfied are you with the incentives provided?

95% Positive | **5%** Negative

How many practices were held before the competition?

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

Did you enjoy participating in this competition?

97% Positive | **3%** Negative

Overall, did you have fun?

99% Positive | **1%** Negative

Teacher Survey Results

How satisfied are you with the overall participation experience?

97% Positive | **3%** Negative

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

98% Positive | **2%** Negative

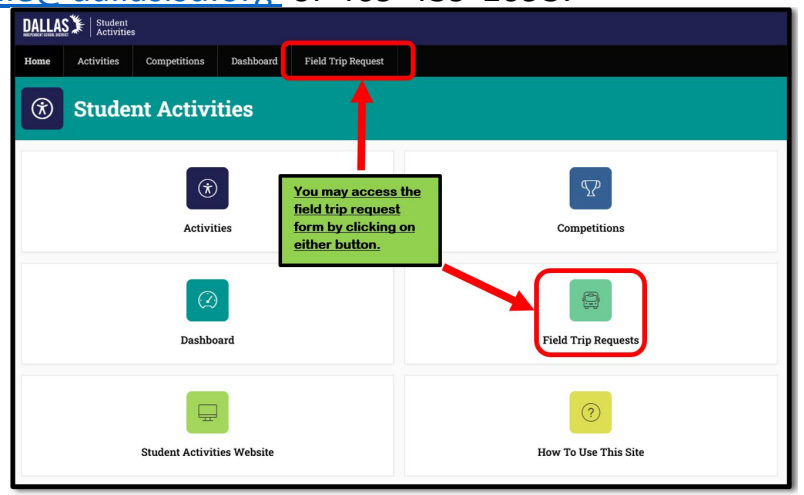
How satisfied are you with the communication you received from the department?

98% Positive | **2%** Negative

FIELD TRIP REQUEST PROCESS

- A field trip request must be submitted 21 days prior to trip in order to attend any Student Activities sponsored events regardless if you need transportation or not.
- Go to dallasisd.org/activities
- Required documents (***roster, one signed permission slip, and chaperone form***) must be uploaded to the trip request after initially submitted and can be downloaded from the trip request.
- Confirmation email will be sent once bus trip has been approved or rejected. Note: Unless the principal approves field trip request, we are unable to see or approve trip. ***Do not cancel your own bus.***
- Contact Omar Ovalle at oovalle@dallasisd.org or 469-439-1093.

***A step-by-step Field Trip Request guide can be viewed HERE**



Coach Expectations

Behavior & Presence

- **District Policies:** All participating schools must adhere to district policies and regulations regarding student behavior.
- **Remain on Site:** Coaches are expected to remain at the competition site until the activity is over.
- **Transportation Stay:** If students use own transportation, please stay on site until the last student is picked up.
- Students must have **written parent's permission** to participate.

Logistics & Safety

- **Bus Supervision:** Coaches must accompany team on buses provided by the District.
- **Emergency Contacts:** Coaches must bring all student emergency contact information to events.
- **ID Badges:** Dallas ISD badges are required to be worn at all events sponsored by Student Activities.

Student Expectations

- **District Policies:** Students must demonstrate appropriate behavior throughout all workshops and tournaments.
- **Honesty & Integrity:** Students must adhere to the highest standards of honesty in all activities.
- **Health & Safety:** Follow all Dallas ISD health safety guidelines and protocols.
- **Consequences:** Unacceptable behavior may result in removal from the program.
- **Backpack Policy:** All students are required to use clear or mesh backpacks.

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.

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ACADEMIC UIL COMPETITION

Julian Spearman, Coordinator

972-749-5727

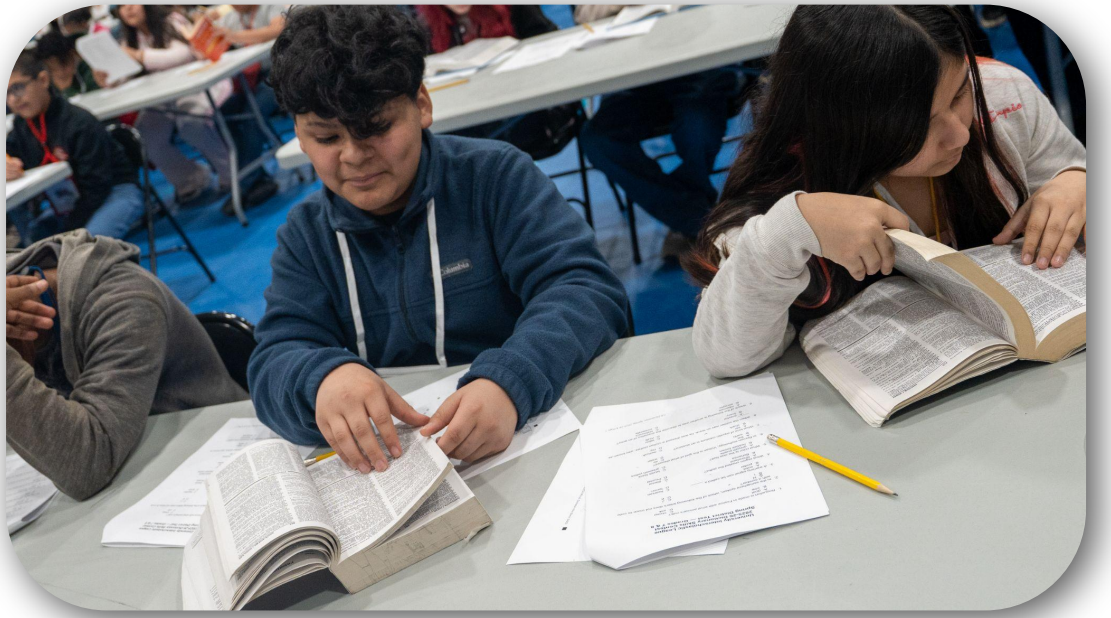
JSpearman@dallasisd.org

ACADEMIC UIL COORDINATOR

- Register as a UIL Coordinator
  - Middle Schools – https://www.uiltexas.org/form/aplus/home.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



DALLAS INDEPENDENT SCHOOL DISTRICT | Student Activities

SUPPLEMENTAL PAY
CAMPUS ACTIVITY COORDINATOR AGREEMENT

TO HAVE A SUCCESSFUL PROGRAM, WE RECOMMEND THE FOLLOWING:

1. Oversee the administration of all extracurricular and co-curricular academic competitions, including but not limited to UIL
2. Attend academic competition coordinator meetings
3. Secure and keep on file Professional Acknowledgement Form from all UIL coaches
4. Ensure students are provided the opportunity to attend club meetings and practice for competitions throughout the school year.
5. Communicate 3-week regain eligibility forms with campus colleagues and/or students as necessary for students participating in academic extracurricular activities

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.
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

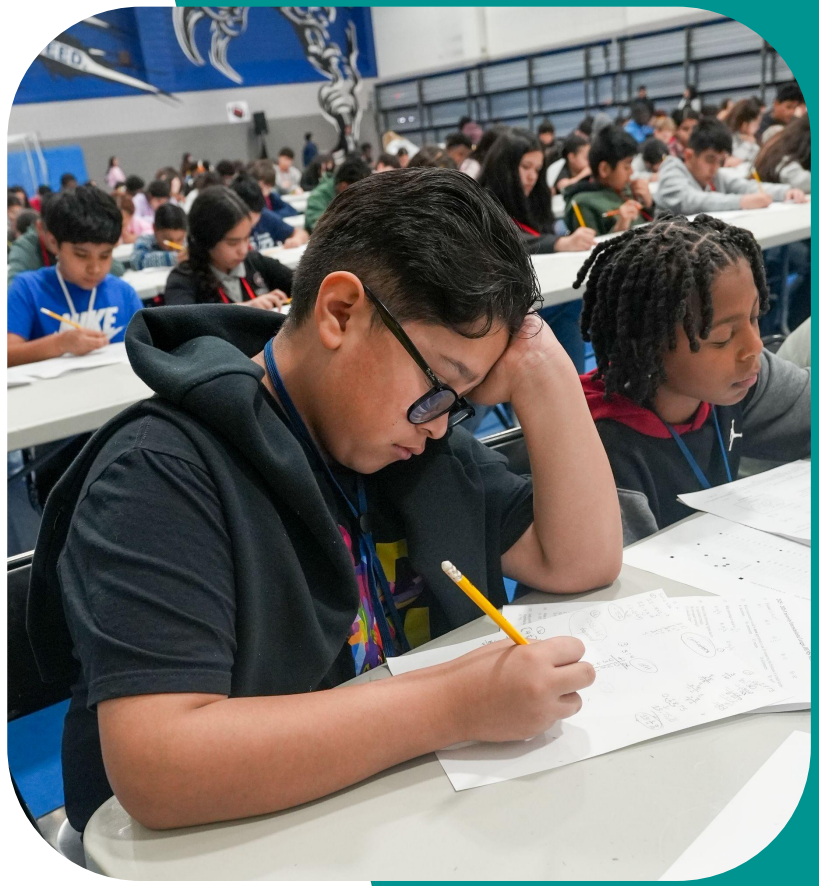
ANNUAL STIPEND ($1,000-$2,000)
(One stipend is available for one High School, Middle School and/or Elementary School Coordinator per school or may be split among multiple coordinators)

- $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.

MIDDLE SCHOOL EVENTS

6TH GRADE	7TH GRADE	8TH GRADE
• CALCULATOR APPLICATIONS	• CALCULATOR APPLICATIONS	• CALCULATOR APPLICATIONS
• CHESS PUZZLE	• CHESS PUZZLE	• CHESS PUZZLE
• DICTIONARY SKILLS	• DICTIONARY SKILLS	• DICTIONARY SKILLS
• LISTENING	• LISTENING	• LISTENING
• MAPS, GRAPHS, & CHARTS	• MAPS, GRAPHS, & CHARTS	• MAPS, GRAPHS, & CHARTS
• MATHEMATICS	• MATHEMATICS	• MATHEMATICS
• NUMBER SENSE	• NUMBER SENSE	• NUMBER SENSE
• READY WRITING	• READY WRITING	• READY WRITING
• SCIENCE	• SCIENCE	• SCIENCE
• SPELLING	• SPELLING	• SPELLING
• SOCIAL STUDIES	• EDITORIAL WRITING	• EDITORIAL WRITING
	• IMPROMPTU SPEAKING	• IMPROMPTU SPEAKING
	• MODERN ORATORY	• MODERN ORATORY
	• ORAL READING	• ORAL READING



UIL COMPETITION PROCEDURES

Recruit teachers to coach each event

- Middle and Elementary School: A stipend of $50 per contest, per grade level being coached is applicable to coaches that *coach* ***and*** *have students compete* in DISD Academic UIL competitions.

Register Students

- Middle - www.dallasisd.org/activities

Submit Field Trip/Transportation Request by

- Deadline to submit: January 28, 2027

Participate in UIL Competitions

- Dec. 5 & Feb 20

IMPROMPTU SPEAKING

- This contest provides opportunities for students in grades 7 and 8 to evaluate speeches given by others; to explore the use of the voice and body in speaking situations; to examine the different purposes for speaking; to organize ideas; to prepare and deliver various speeches; and to develop self-confidence.
- Contestants will draw three topics and have three minutes to prepare a speech, which must be presented without any notes. The contest gives participants experience in thinking, organizing, formulating clear thoughts, and delivering those thoughts to an audience effectively.
- The maximum time limit for each speech is five minutes. There is no minimum time limit. Students who exceed the allotted five minutes shall be penalized one rank.

MODERN ORATORY

Students will deliver a three to six minute speech without the use of notes on their topic. In the process of preparing for the contest, the student will need to:

1. define the problem;
2. determine the pro and con issues;
3. research the issue;
4. look at both sides of an issue;
5. reach a conclusion; and
6. support that conclusion with documentation.

MODERN ORATORY

Contestants must select one of the following topics for developing the oration.

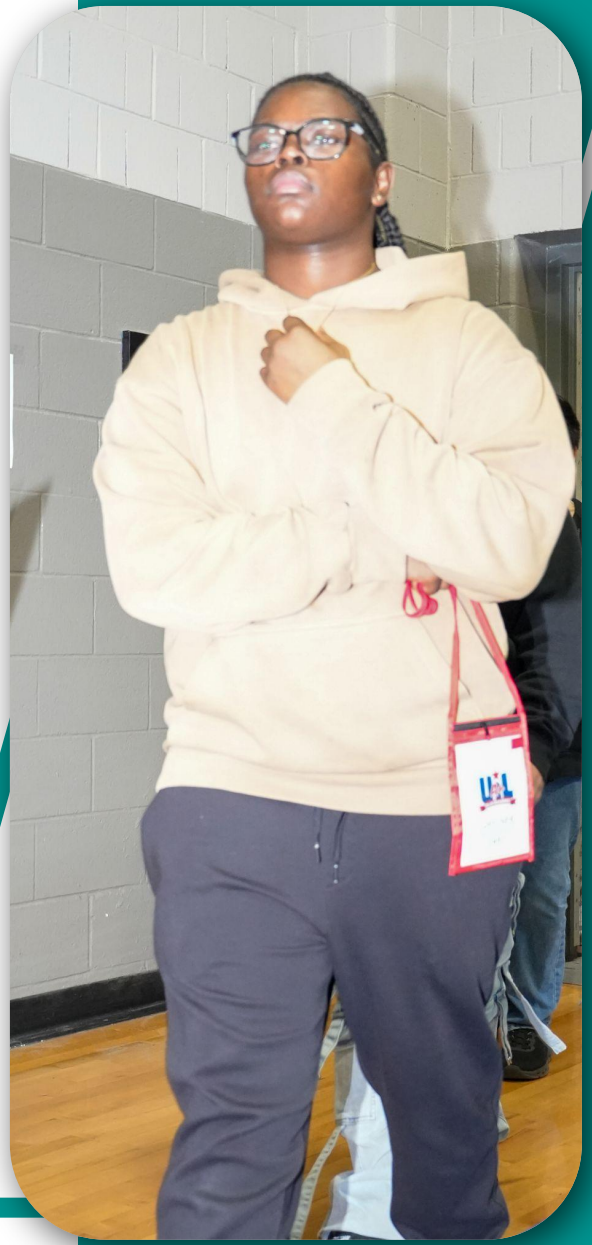
1. Does listening to music help focus while studying?
2. Is renewable energy worth the cost?
3. Should the minimum age for social media accounts be raised to age 16?
4. Are AI tools helping students learn more effectively?
5. Should Texas require financial literacy classes for high school students?

ORAL READING

Students in **grades 7 & 8** read selections of prose or poetry according to the following schedule:

- **2026-2027- prose**

Each selection may be one poem, a cutting of a poem, or a combination of poems. The same selection may be read in all rounds, but different selections are permissible. Selections must be published although the poet may be unknown or anonymous. Student Activities will not be providing poems.



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

Middle School Online & Other Resources:

https://www.dallasisd.org/msuil

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

https://www.uiltexas.org/aplus/resources/home

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

- Nystrom Desk Atlas
- Merriam-Webster's Intermediate Dictionary
- Scientific Calculator (or any non-graphing calculator)

THE VIRTUAL CHALLENGE MEETS

Chuck Thompson

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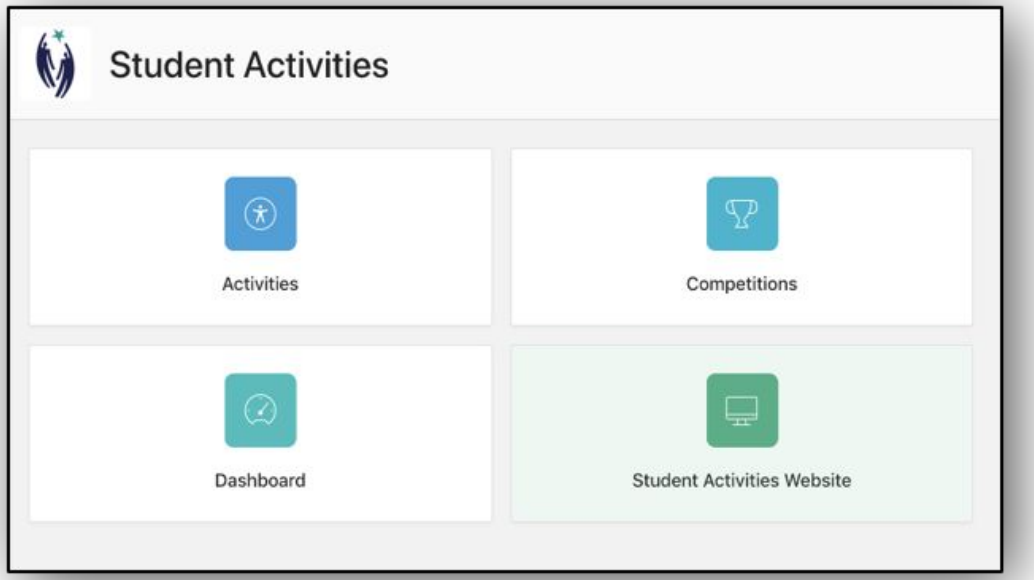
From the data collected, an annual report will be generated and given to the Dallas ISD leadership team and school board members to assess the extracurricular participation at the district-wide level.

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

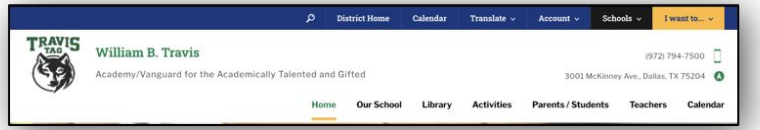
1. Coordinate Posting Work with campus website designee to coordinate the posting of activities to your webpage.

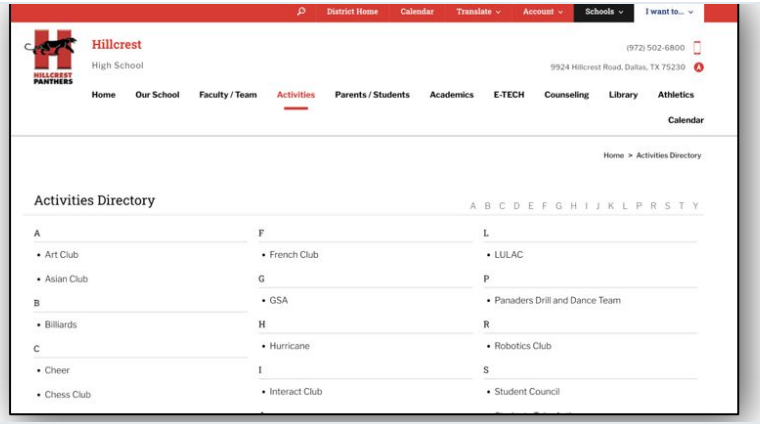
2. District Compliance Clubs and activities posted must meet the district's requirement for organizations.

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.

DALLAS INDEPENDENT SCHOOL DISTRICT
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THANK YOU

Questions?