

SHOREWOOD CLUBS AND ACTIVITIES

CLUB APPLICATION PACKET

Please read this entire packet. Fill out the application on page 5 and submit it to the Activity Coordinator. Check the Activity Office for updates on club status.

10 EASY STEPS TO STARTING A NEW CLUB

- 1) Find a Shorewood staff member to advise club.
- 2) Fill out the **club application form** and submit it to the Activities Coordinator for ASB Executive Office approval. If approved, the club can begin advertising and recruiting (follow “Student Interest Group” expectations). After two years, clubs can apply for official ASB sponsorship and will present to the Student Council for approval.
- 3) Schedule a regular meeting day – at least twice a month and keep minutes of all meetings if interested in applying for official ASB sponsorship (sample on **p. 8** - to be turned in at the end of each quarter and kept on file in the Activities Office).
- 4) Choose/elect officers
- 5) If your group has existed for two years, you may apply to be an official ASB sponsored club (curricular or non-curricular). **See pages 3 for details concerning the difference in classification of clubs.**
- 6) If you decide on official sponsorship, the club needs to write a constitution with the advisor (sample on **p. 7**). Clubs can only be denied official ASB Club sponsorship based on the neutral criteria (**p. 6**)
- 7) Constitution will be presented at the next available Student Council Meeting
 - Representatives will ask questions and make comments and suggestions for change
 - There will be a hand vote to either accept or reject the constitution
- 8) ASB Executive Board and Activities Coordinator will provide any support needed.

STARTING A NEW CLUB



The school district philosophy adheres to the belief that student involvement in activities outside the regular curricular program is an integral part of a complete educational program. Student participation in these programs adds to the student educational experience and enhances the overall educational process. Extra-curricular opportunities are designed to enrich classroom learning by providing activities, which allow students to experience first hand situations. Club activities encourage student participation through teamwork and social interaction. Planning,

problem solving and goal setting are some of the skills learned through the club experience. Advising student activities requires time and effort. In the case of an ASB club or activity advisor, time and effort are essential if the club is to operate for the benefit of its members, the school and the community.

A general job description for an ASB club advisor is included in this manual. Advisors should read it carefully. Students should be encouraged to participate fully in all phases of club activities – from planning to record keeping – however, they cannot be expected to manage their clubs and activities without advisor supervision. Students must be apprised of correct ASB procedures and advisors must carefully monitor students' use of these processes. Advisors are to provide direction, counseling and guidance in the supervision of these extra-curricular activities. They should also be able to administer and implement district policies and procedures in a manner that protects the welfare of our students.

The process for starting a new club is fairly simple, but can take a few months. According to law, the club must be cultural, athletic, recreational, or social in nature. Although it is acceptable to be related to the curriculum, no club may be used to earn funds for a class or for curriculum. Furthermore, no activities of a club may be graded for earning credit in a class. So a club must be optional and non-graded.

CLUBS WILL BE DIVIDED INTO ONE OF THREE CATEGORIES:

Student Interest Group: Unpaid advisor without an ASB account. One which applies itself to outside interests of which are appropriate to school environments. The ability to use schools space as well as announcements, bulletin, and wall space for advertisements are included with this title.

Curricular: One which applies itself outside of class academically or pertaining to a course at Shorewood, but which adheres to all rules set forth above (i.e Math Club, Science Club, etc.) Only curricular clubs can receive direct funding from ASB. According to the Courts, a student group directly relates to a school’s curriculum only if:

1. the subject matter of the group is actually taught or will soon be taught, in a regularly offered course (examples: DECA as related to Marketing/Business courses or a French club);
2. the subject matter of the group concerns the body of courses as a whole (example: National Honor Society); or,
3. participation in the group is required for a particular course or results in academic credit (ASB club status is determined by time spent outside of the classroom. i.e. music, annual, leadership, drama)

Non-curricular: One which applies itself to outside interests of which are appropriate to school environments and are in accordance with all above rules. The ability to use schools space as well as announcements, bulletin, and wall space for advertisements are included with this title.

All rules apply to Student Interest Groups, Curricular, and Non-curricular clubs. Both types of Curricular clubs are allowed to fundraise for themselves, however only Curricular clubs will receive funds from ASB in pursuit of club related activities.

Student Interest Group vs. Curricular Clubs vs. Non-Curricular Clubs

	Student Interest Groups (1st 2 years)	ASB Approved Curricular Clubs	ASB Approved Non-Curricular Clubs
Membership	Fill out application	Fill out application	Fill out application
Rules	SW Staff Advisor	SW Staff Advisor	SW Staff Advisor
	Follow district/school rules	Create a Constitution	Create a Constitution
		Have Officers	Have Officers
		Keep minutes of all meetings	Keep minutes of all meetings
		Follow district/school rules	Follow district/school rules
ASB Provides	<i>Access to:</i> Building, PA, bulletin boards, daily bulletin, Activity Fair	funding - can request, - but not a guarantee <i>Access to:</i> Building, PA, bulletin boards daily bulletin, use of our name ASB supplies, NEST, Act. Fair, etc. All students must have an ASB card	No ASB funds, but can fundraise <i>Access to:</i> Building, PA, bulletin boards daily bulletin, use of our name ASB supplies, NEST, Act. Fair. Members are encouraged to have an ASB care
Members	SW Students	SW Students	SW Students
	Open to all students	Open to all student	Open to all student
		Club Constitution expectations	Club Constitution expectations

JOB DESCRIPTION FOR CLUB/ACTIVITY ADVISOR

(Faculty Member)

- Guide and supervise club activities and ensure compliance with the law
- Set expectations, clarify, plan, and set objectives
- Supervise and evaluate students and activities
- Monitor purchase orders, follow correct district operating procedures
- Monitor fund-raising activities, cash handling and reconciliation. Have all moneys deposited with the ASB on same day as getting the money
- Maintain inventory (equipment, uniforms, etc.)
- Know what activities are taking place, utilize creativity, demonstrate skills and preparedness
- Oversee any budget, and work with students to anticipate revenues and expenditures
- Act as a role model
- Work and communicate with the Activities Office and administrators regarding club events/activities, issues/concerns, facility usage, etc

QUICK REFERENCE TO CLUB RULES/EXPECTATIONS

1. All ASB sponsored clubs need to keep a record of all meetings. (Curricular or Non-curricular).
2. All clubs (organizations unique to Shorewood and/or not part of the WIAA, SAAA, or SEA contract) need to have an application and constitution on file, have a SW staff member as the advisor/supervisor, and be classified as curricular or non-curricular based on district policy.
3. Only curricular clubs can request money from the ASB, but it is not a guarantee.
4. All ASB clubs can fundraise, but must follow guidelines listed below.
5. ASB clubs need to meet an average of twice a month during the school year.
6. **ASB clubs must have approval from the Activity Coordinator to run events/hold meetings after school hours. Please check the Activity Office for further guidelines.**

FUNDRAISING GENERAL RULES

1. All fundraisers must be pre-approved (forms available through the Activity Office or online).
2. Any products ordered or contracts signed need to be run through the Activity Accounting Office BEFORE the fundraiser can begin.
3. All school, district, and state guidelines will be followed at all times.
4. When the fundraiser is complete, a profit/loss form must be completed and placed on file.

FAILURE TO FOLLOW THE ABOVE RULES MAY RESULT IN LOSS OF FUNDRAISING PROFITS, ASB STATUS, AND/OR SCHOOL SUPPORT.

SHOREWOOD HIGH SCHOOL: ORGANIZATION APPLICATION • DATE _____

Student Leader Name: _____ E-mail: _____

1. Name of the Activity/Club/Organization: _____
2. Applying for: (circle one) Student Interest Group • ASB Sponsored Curricular Club • ASB Sponsored Non-Curricular Club
3. What day/time/location of meetings (cannot be SAS unless an academic club) _____

4. Shorewood Staff Advisor _____
5. List 7-10 students (first and last) interested in being part of this club: _____

6. Mission Statement (What is the intended function of your group):

7. Please provide an overview of the program and the approximate number of students who will actively participate in your proposed organization.

8. Are there any entry fees, participation fees or equipment maintenance fees or other costs associated with your group?

9. What approximate amount of money would be necessary for you to run your program covering all essentials?

10. Please detail the application/tryout process for membership into your organization. Please state whether you will have officers. If so, describe the process of electing the officers.

Neutral Criteria

FOR ASB RECOGNITION OF STUDENT CLUBS

- 1) Non-disruptive of educational environment – Clubs with a purpose, intent or activities that have the likely effect of disrupting the educational environment may be denied ASB recognition.
- 2) Legal purpose and conduct – Clubs with a purpose, intent or activities involving advocacy or participation in illegal conduct will be denied ASB recognition.
- 3) No negative impact on District’s cost for liability insurance. –Clubs engaged in activities, which have a high probability of student injury, may be denied ASB recognition. [Determination to be made by District office in consultation with the District’s Risk Management Program.]
- 4) No hazing, harassment, intimidation or bullying – Clubs will not engage in any activities which violate District Policy No. 3308 – Harassment, Intimidation and Bullying. Clubs must promote open participation for all students.
- 5) Organization – Club must have a constitution, by-laws and officers.
- 6) Advisor – Student Clubs must designate a staff advisor who has agreed to be responsible for supervision/monitoring of student club activities.
- 7) Minimum membership & Meetings – at least 7 active members, meeting at least 9 times per year.
- 8) Club’s focus/mission cannot duplicate an existing club’s purpose.

For office use only	
Date Submitted _____	
Presented to Executive Council on _____ Approved Denied	
Notes	

Presented to ASB on _____ Approved Denied	
Notes	

_____	_____
President	Vice President
_____	_____
Treasurer	Recording Secretary
_____	_____
Corresponding Secretary	Activity Coordinator

SW Club Constitution Template

YOU ONLY FILL THIS OUT WHEN YOU APPLY FOR CLUB STATUS AFTER YOUR FIRST TWO YEARS.

CONSTITUTION OF THE _____ CLUB OF _____ SCHOOL

Preamble

We, the students, for the promotion of good government, good sportsmanship, student activities, and the general welfare of the students of Shorewood High School, establish this Constitution of the _____ Club.

Article 1. Name of Organization

Section A. It is resolved that the name of this organization shall be the _____ Club of _____ School.

Article 2. Purpose

The purposes of this organization shall be to:

Section A.

1. To create
2. To achieve

Section B.

- 1.
- 2.

Article 3. Membership

Section A. Membership in _____ Club is established by

Section B. Membership in _____ Club is maintained by

Article 4. Duties

Section A. Duties of _____ Club

1. To create
2. To assist
3. To achieve
4. To organize
5. To attend
6. To support
7. To raise funds for
- 8.
- 9.

Article 5. Amendments

Section A. This constitution shall be amended by a 2/3 majority vote of the membership provided.

Adopted on this ____ day of _____, 20 ____ by: _____

\$\$\$ ASB MONEY \$\$\$

Activities done by ASB student groups with school approval or district supervision on or off school premises are ASB and, therefore, all money raised must be deposited to the ASB Fund.

All purchases are to show evidence of prior student approval.

Purchases are to be made with an ASB purchase order. Follow the procedure for obtaining a purchase order.

Bills are paid by school district warrants. All bills, receipts and invoices need a signature to indicate that the merchandise was received. Additionally, a student signature approves the bill for payment from student funds. Send bills to the bookkeeper's office for processing.

All money must be deposited to the school district bank account. Students must take all money directly to the cashier for receipt. Receipts are essential; they provide the record of responsibility and verify amounts.

Each ASB club or activity has an individual account number. This number is unique to them and is used on all deposit information and purchase orders.

The school bookkeeper is the building's ASB bank. Activities must periodically compare their account balances with the bookkeeper's balance for the activity.

All expenditures (payments) must show evidence of student approval and include copies of minutes approving such expenditures.

