

# **LINE MOUNTAIN SCHOOL DISTRICT**

## **STUDENT ACTIVITIES HANDBOOK**

**March 2011**

# **LINE MOUNTAIN SCHOOL DISTRICT**

## **STUDENT ACTIVITIES HANDBOOK**

### **INTRODUCTION**

The purpose of this Student Activities Handbook is to familiarize Faculty Advisors (*both paid and volunteer*) and Student Officers with the policies and procedures to be followed in the Student Activities Program.

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Policy 122

<http://www.linemountain.com/board/policy/100/122.pdf>





# **REQUIREMENTS FOR ESTABLISHING A STUDENT ACTIVITY/CLUB**

## **ESTABLISHING A CONSTITUTION**

A club's constitution is a written document that sets forth the fundamental laws or principles under which the club operates and is organized.

## **ELECTION OF OFFICERS**

The election of officers must be held annually. President, Vice President, Secretary and Treasurer may be elected. If all four positions cannot be filled, a minimum of President and Treasurer is required. More may be elected

## **MEETINGS**

An agenda should be prepared for each meeting.

## **MINUTES**

A written summary of actions taken at each meeting is required. A copy of the minutes must be made available upon request by the Principal.

## **TREASURER'S REPORT**

It is necessary for each club to maintain an accurate account of all revenues and expenditures made by the organization. A copy of the treasurer's report must be made available upon request by the Principal.

# **SAMPLE CONSTITUTION**

## **ARTICLE I NAME OF ORGANIZATION**

*The name of the Organization is \_\_\_\_\_.*

## **ARTICLE II GENERAL PURPOSE**

General aims and objectives should be stated.

## **ARTICLE III MEMBERSHIP**

This section should cover criteria for membership, dues or financial obligations, removal from a club seat and filling vacancies.

## **ARTICLE IV OFFICERS & REPRESENTATIVES**

This article names the offices of the club, describes the nomination and election procedures and outlines the duties and responsibilities of members and officers.

## **ARTICLE V MEETINGS**

A statement of how often the club meets, the process for calling special meetings and instating a quorum for conducting business should be noted.

## **ARTICLE VI PARLIAMENTARY AUTHORITY**

This article should be one sentence in length, specifying the particular book of parliamentary authority to be used by your club.

## **ARTICLE VII ADOPTION & AMENDMENT PROCEDURE**

List the procedures to be followed for adopting and revising the constitution and bylaws.



# SAMPLE AGENDA

AGENDA

DATE

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. WELCOME
- IV. INTRODUCTION OF GUESTS
- V. SECRETARY TO READ MINUTES OF PREVIOUS MEETING.  
Minutes stand approved as read/corrected.
- VI. TREASURER TO GIVE TREASURER'S REPORT.
- VII. COMMITTEE REPORTS
- VIII. UNFINISHED BUSINESS
- IX. NEW BUSINESS
- X. PROGRAM/SPEAKER INTRODUCTION
- XI. ANNOUNCEMENTS
- XII. ADJOURNMENT

# **SPONSORSHIP REQUIREMENTS**

## **NOTIFICATION OF SPONSORSHIP**

Sponsors/Advisors for all clubs must submit a letter of intent for Board approval to be eligible for compensation. Said letter must be in the Building Principal's Office before October 30th each year.

## **MEMBERSHIP DOCUMENTATION**

The Student Activities Membership List of each group's projected membership for the school year must be filed with the Principal's Office by October 30th. If the group has not met by October 30<sup>th</sup>, the Student Activities Membership List must be filed with the Principal's Office within one month following the first meeting of the group.

## **FUND RAISING PRE-APPROVAL**

All fund raising activity requires advance approval from the Principal's Office.

Submission of the Activity Fund Raiser Pre-Approval Request Form must be submitted two weeks in advance.

No more than two fund raisers will be scheduled per week in each building inclusive of all clubs.

Any available information regarding the fund raiser, such as, brochures, purchase order information, etc., must be included with your request.

Money should not be raised or collected unless there is a definite purpose for doing so. Large balances are not permitted to accumulate.

## **FUND RAISING PROJECT COMPLETION REPORT**

A completion report must be filed with the Principal's Office within fifteen (15) days of the completion date.

Expenses included on the report should include all those associated with the event, including, security, printing, transportation, etc.

## **RECEIPTS**

All monies are to be deposited in accordance with the Cash Receipts Procedures as described in the Student Activities Accounting Manual.

## **DISBURSEMENTS**

All disbursements are to be made in accordance with the Cash Disbursements Procedures as described in the Student Activities Accounting Manual.

## **FACILITY USAGE**

On occasion, a club may need to use the school facilities after the school day.

A copy of the Facilities Usage Form must be filed 14 days in advance of the planned activity and will be approved in accordance with approval procedures then in place.

There is no facilities rental fee for school-sponsored activities, but service costs will be charged, if applicable.

## **ANNOUNCEMENTS**

Announcements are made each morning during homeroom.

Completed Announcement Forms must be submitted no later than 3 p.m. the day before.

## **SAMPLE FORMS**

The following Sample Forms are included:

Letter of Intent for Sponsorship

Student Activities Membership List

Activity Fund Raiser Pre-Approval Request

Activity Fund Raiser Completion Report

All forms are available in the Principal's Office.

*Line Mountain School District*

TO: \_\_\_\_\_, Principal

FROM: \_\_\_\_\_, Staff Member

I am interested in serving as advisor for \_\_\_\_\_  
for the school term \_\_\_\_\_.

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Dated)

# LINE MOUNTAIN SCHOOL DISTRICT

## STUDENT ACTIVITIES MEMBERSHIP LIST

Organization \_\_\_\_\_

Sponsor/Advisor \_\_\_\_\_

Meeting Time \_\_\_\_\_

President \_\_\_\_\_

Vice President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

### MEMBERS

1.			16..	
2.			17.	
3.			18.	
4.			19.	
5.			20.	
6.			21.	
7.			22.	
8.			23.	
9.			24.	
10.			25.	
11.			26.	
12.			27.	
13.			28.	
14.			29.	
15.			30.	

*Use additional sheet, if necessary.*

*DUE DATE: OCTOBER 30*

**LINE MOUNTAIN SCHOOL DISTRICT**

**ACTIVITY FUND RAISER REQUEST**

TO: ACTIVITIES COORDINATOR

FROM:

RE: FUND RAISING REQUEST

CLUB/GROUP \_\_\_\_\_

SPONSOR/ADVISOR \_\_\_\_\_

ITEMS BEING SOLD \_\_\_\_\_

DATE REQUEST SUBMITTED \_\_\_\_\_

REASON FOR FUNDRAISER:

INITIAL COST FOR FUNDRAISER \_\_\_\_\_

PROJECTED PROFIT (BE SPECIFIC) \_\_\_\_\_

STARTING DATE \_\_\_\_\_ COMPLETION DATE \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
                  Activities Coordinator

\_\_\_\_\_ DATE: \_\_\_\_\_  
                  Principal

\_\_\_\_\_ DATE: \_\_\_\_\_  
                  Superintendent

DENIED: \_\_\_\_\_ DATE: \_\_\_\_\_  
                  Activities Coordinator

\_\_\_\_\_ DATE: \_\_\_\_\_  
                  Principal

\_\_\_\_\_ DATE: \_\_\_\_\_  
                  Superintendent



**LINE MOUNTAIN SCHOOL DISTRICT**  
**ACTIVITY FUND RAISER COMPLETION REPORT**

TO: ACTIVITIES COORDINATOR

FROM:

RE: FUND RAISING SUMMARY REPORT

DATE \_\_\_\_\_

CLUB/GROUP \_\_\_\_\_

SPONSOR/ADVISOR \_\_\_\_\_

ITEMS SOLD \_\_\_\_\_

DATE OF SALE \_\_\_\_\_

UNITS SOLD \_\_\_\_\_      SELLING PRICE PER UNIT \_\_\_\_\_

MONEY RECEIVED \_\_\_\_\_      EXPENSES \_\_\_\_\_

PROFIT \_\_\_\_\_

(to be completed and submitted within 15 calendar days after sale)

\_\_\_\_\_  
Activities Coordinator

DATE: \_\_\_\_\_

\_\_\_\_\_  
Principal

DATE: \_\_\_\_\_