

# **LINE MOUNTAIN SCHOOL DISTRICT**

## **STUDENT ACTIVITIES HANDBOOK**

**May 2016**

# 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 Use of Facility request can be filled out on the schools website and 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 that 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

Special transportation Request Form B Same Day Trip

Long Distance Trip - Overnight

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)

TO: Activities Coordinator

FROM: \_\_\_\_\_

SUBJECT: Co-curricular Information for \_\_\_\_\_ school year.

Name of Organization: \_\_\_\_\_

Officers:

OFFICE

NAME

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Advisor: \_\_\_\_\_

Constitution & By-Laws: \_\_\_\_\_ Attached \_\_\_\_\_ On file

Rules: \_\_\_\_\_ Attached \_\_\_\_\_ On file

Budget: \_\_\_\_\_ Attached

Fundraising Activity Form: \_\_\_\_\_ Attached

Member Roster \_\_\_\_\_ Attached

# Line Mountain Student Activity Fund

Budget for Year Ending \_\_\_\_\_

Activity \_\_\_\_\_

## Revenues

Estimated Beginning Fund Balance \$ \_\_\_\_\_

<u>Source</u>	<u>Amount</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Revenue	\$ _____

## Expenditures

<u>Activity</u>	<u>Amount</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Expenditures	\$ _____

Estimated Ending Fund Balance \$ \_\_\_\_\_



# 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  
FUNDRAISING/SOLICITATION REQUEST

NAME OF ORGANIZATION \_\_\_\_\_

DATE OF REQUEST \_\_\_\_\_

**FUNDRAISING ACTIVITY INFORMATION:**

Brief Description of the product or service: \_\_\_\_\_  
\_\_\_\_\_

Method of selling: \_\_\_\_\_

Cost to the public: \_\_\_\_\_

Projected profit margin: \_\_\_\_\_

Date(s) of activity: \_\_\_\_\_ thru \_\_\_\_\_  
Month Date Month Date

Product Distribution date(s) \_\_\_\_\_

Name of organization TREASURER: \_\_\_\_\_

Signature of organization TREASURER: \_\_\_\_\_

Signature of organization SPONSOR/ADVISOR: \_\_\_\_\_

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

PRINCIPAL SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

ACTIVITIES COORDINATOR: \_\_\_\_\_ DATE \_\_\_\_\_

REASON FOR DISAPPROVAL: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE: ALL REQUESTS FOR FUNDRAISING MUST BE APPROVED BY THE BUILDING PRINCIPAL WHO IN TURN MUST SUBMIT TO THE BUSINESS OFFICE AT LEAST 2 WEEKS PRIOR TO THE ACTIVITY!!!!**

TO: ACTIVITIES COORDINATOR  
FROM:  
RE: FUND RAISING COMPLETION 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 30 CALENDAR DAYS AFTER SALE)

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

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

Line Mountain School District  
Field Trip form

REQUIRES BOARD APPROVAL – submit AT LEAST 10 days prior to board meeting before the trip  
Attach a list of the educational objectives  
Attach an itinerary

**SECTION A – Requester**

**OVERNIGHT? YES or NO**

Group requesting transportation \_\_\_\_\_ Date of trip \_\_\_\_\_

Destination-address and phone # \_\_\_\_\_

Purpose of trip \_\_\_\_\_

Supervising staff \_\_\_\_\_ Rain date \_\_\_\_\_

PASSENGERS: # of pupils \_\_\_\_\_ # of teachers \_\_\_\_\_ # other adults \_\_\_\_\_ TOTAL PASSENGERS \_\_\_\_\_

# of Klinger’s busses \_\_\_\_\_ Capacity \_\_\_\_\_ # of Sub(s) needed \_\_\_\_\_

Other bus Co. used \_\_\_\_\_

Private Vehicle Drivers \_\_\_\_\_ Certificate of Ins. on File? YES/NO

Estimated costs (other than sub or transportation) \_\_\_\_\_

**Costs to be charged to** \_\_\_\_\_

Total time of trip \_\_\_\_\_

Total round trip mileage of trip \_\_\_\_\_

Designated loading area \_\_\_\_\_

Departing from \_\_\_\_\_ Time \_\_\_\_\_ Returning to \_\_\_\_\_ Time \_\_\_\_\_

(An ALPHABETICAL list of passengers must be attached. Parental permission for each student must be submitted to the Principal’s office)

**Advisor’s signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**SECTION B – OFFICE SUMMARY**

Substitute cost \_\_\_\_\_ Travel cost \_\_\_\_\_ Other costs \_\_\_\_\_ TOTAL cost \_\_\_\_\_

**SECTION C - APPROVAL**

**OVERNIGHT TRIP? YES or NO**

Principal signature \_\_\_\_\_ Date \_\_\_\_\_

Athletic Director signature \_\_\_\_\_ Date \_\_\_\_\_

Superintendent signature \_\_\_\_\_ Date \_\_\_\_\_

Board Action \_\_\_\_\_ Date \_\_\_\_\_

**SECTION D – Business office**

Available funds verified \_\_\_\_\_ Date \_\_\_\_\_

Bus scheduled \_\_\_\_\_ Driver scheduled \_\_\_\_\_

Actual costs \_\_\_\_\_ Costs charged to \_\_\_\_\_