

ACTIVITY HANDBOOK



TABLE OF CONTENTS

	<u>PAGE</u>
INTRODUCTION	3
DISTRICT 234 PHILOSOPHY ON STUDENT ACTIVITIES	3
CONSTITUTION	4
DISCIPLINE AT SCHOOL FUNCTIONS	5
FINANCIAL MATTERS PERTAINING TO CLUBS	5
MEETINGS	7
MEMBERSHIP	7
NEW CLUBS	7
OFF CAMPUS ACTIVITIES	8
ORGANIZING CLUB EVENTS	9
POSTERS, FLYERS, BANNERS	9
RELATIONSHIP TO STUDENT COUNCIL	10
RESPONSIBILITIES OF ADVISORS	10
TRIPS, CONFERENCES, OR CONVENTION PARTICIPATION	11
WEBSITE	11
FORMS:	
- CLUB INFORMATION AND ANNUAL ROSTER SHEET	12
- STUDENT ACTIVITY ANNUAL BUDGET PLAN	13
- APPLICATION FOR RECOGNITION OF A NEW CLUB	14

INTRODUCTION

Student activities represent a wide variety of school sponsored teams, clubs, and organizations. Research reveals that it is in these activities that students learn numerous skills for adult life. While participating in student activities, young adults learn critical lessons in leadership, fellowship, character, communications, teamwork, decision-making, self-worth, and individual potential. Co-curricular activities play a vital role on campus; they improve the school climate, teach valuable lessons in leadership, and serve as a creative outlet.

District 234 Philosophy on Student Activities

The purpose of the student activity program is to broaden the students' educational experiences beyond the limit of the regular school day. The participation of students in activities should supplement the educational growth of the students as it is reflected in their scholastic endeavors.

The organization and the established objectives of the individual activity programs should be consistent with the Ridgewood philosophy and in no way operate counter to the intentions of the school. To be consistent, the following guidelines should be incorporated in the design and implementation of activity programs.

1. Ample opportunity to participate should be afforded to every student who, irrespective of ability, demonstrates a genuine interest in the activity.
2. Every effort should be made to provide appropriate competitive activities for all participants.
3. Students should not be dropped from an activity on the basis of their abilities until all possible avenues for participation have been explored by the advisors in conjunction with the administration.
4. The Board will recognize and support all student activities that are part of the organization's charge.

CONSTITUTION

Each organization must have a constitution that will clearly state the objectives of the group and means of attaining these objectives. The constitution should be thoroughly understood by the officers and all members of the group. The constitution should be uploaded to the club's website. If an advisor fails to turn in the club's constitution, the Activities Coordinator will not sign off for the advisor at the end of the school year.

Proper format for each organization's constitution is as follows:

Format of the Constitution

ARTICLE I Name of Club

ARTICLE II Purpose of Club

ARTICLE III Club Officers

Section 1: Titles of Officers

Section 2: How Officers will be selected

Section 3: Duties of Officers

ARTICLE IV Club Members

Section 1: Requirements to become a member

Section 2: Duties

Section 3: Club Responsibilities

A) Meetings to attend

B) Services to perform

C) Work required

ARTICLE V Club Meetings

Section 1: When, day and time, how often

Section 2: Structure

Section 3: Dues (if any)

Section 4: Committees

Section 5: Attendance by members

Section 6: Visitors

ARTICLE VI Impeachment of Officers

Section 1: Reason constituting impeachment procedures

Section 2: Impeachment process

Section 3: Impeachment notification

ARTICLE VII Expulsion of Members

Section 1: Reasons constituting expulsion procedures

Section 2: Expulsion procedures

Section 3: Expulsion notification

DISCIPLINE AT SCHOOL FUNCTIONS

All district and school policies in regard to student discipline are to be followed at all school events, both at home and away. All club advisors should follow these procedures if a student is not compliant with school policies:

1. A disciplinary referral should be completed for each disciplinary infraction and submitted to the Dean's Office at the first opportunity.
2. Security (Administrator, Dean, Police Officer) should be immediately requested in cases involving overt behavior.
3. Students must obey the directions of school district personnel. Conduct which is insubordinate and disrespectful to school employees or officers is prohibited.
4. Students at advisor-led, off-campus events shall be governed by school district rules and regulations and are subject to the authority of school district personnel.
5. Students who, in the opinion of the advisor or chaperones, are guilty of gross misconduct may have parents called to pick them up from an activity.
6. Students, advisors, and adult chaperones may not smoke or use alcohol and/or chemicals while on a conference, trip, or convention. Any student who violates the district alcohol and/or drug policy must be referred to one of the chaperones and the chaperone will contact the Norridge Police who will, in turn, take the student into custody.

FINANCIAL MATTERS PERTAINING TO CLUBS

Advisor's Responsibilities

The club advisor is responsible for the finances of the club. The advisor must keep track of money spent and not exceed his/her budget. In addition, the advisor should know how much money has been spent of the School Board's yearly donation. He/she is responsible to advise the club's officers in such a way that unusual risks resulting in deficit spending will not occur.

Checks

If the club needs a check written from one of its accounts, the advisor must submit the Check Request Form to the Business Office at least two weeks before the check is needed. Checks can be written out of the School Board money fund or the club's student fund. Advisors need to use the form that coordinates with the correct fund. The advisor's signature must be present on the form or the check will not be issued.

Contracts

Advisors should make all contracts with vendors so they become legally binding. Before signing a contract, the advisor must get the contract approved through Ridgewood's lawyers. The contract will be brought to the Business Manager who will work with the lawyers.

Deposits

The club advisor and club treasurer must use the correct forms to deposit money and request funds. Cash made by a group must be deposited by the advisor, with a witness, to the safe in the business office mail room. Any checks that the club deposits must include the club's account number on the check in order to process it.

Fundraising

Club fundraising activities will follow these guidelines:

1. Clubs must get all fundraisers approved through Student Council. This includes fundraisers held inside and outside of the school, those that do and do not need the lunch tables and those held outside of school hours.
2. For a fundraiser to be considered for approval, an advisor or officer must fill out the Request for Fundraising form. Use this link:
<https://docs.google.com/a/ridgenet.org/forms/d/e/1FAIpQLSfRXAIOJonWtYfG5KGWJTYmSRUZlpnlMq6zsQmnxIVITACXVA/viewform>
3. The Student Council Executive Board will meet Tuesday mornings at 7:30am in room 233 to discuss each fundraising request. Once approved, the request will be put on the official fundraising calendar and the advisor will be notified by email. If the Board still has questions about the request, the Board will tentatively approve the request and reach out to the advisor for clarification.
4. Fundraisers not approved by Student Council and the Activities Coordinator will not be authorized. Any unauthorized fundraiser will be terminated immediately with possible sanctions being placed upon the respective club.
5. If a club shows a large balance at the beginning of the school year, the advisor may be asked to explain to the Activities Coordinator why the club needs to raise additional funds during the upcoming school year.
6. Fundraising dates for the next school year will not be considered until the beginning of that school year.

Gifts to Advisors

If the students wish to show their appreciation in a gift, the money for this should be collected directly from the students and not taken from the club's treasury.

Reimbursement

The Business Office cannot reimburse anyone for an item unless receipts are presented. Sales tax is not to be paid for items used for school activities.

RHS Tax Exempt

RHS tax exempt # should be used to buy items for the club, not for individual students or for the advisor. Tax exempt forms can be found in the mailroom near the Business Office.

Treasurer-Advisor Relations

The advisor should clearly outline the responsibilities that the treasurer has so he/she will understand the role. An annual budget should be prepared for each organization.

MEETINGS

Clubs must meet once a week throughout the school year. The day and time of the club's meetings should be reported to the Activities Coordinator and stated on the club's website. The club's executive board should meet regularly with the advisor to plan and discuss the activities of the group. It is especially helpful for this group to meet prior to the regular meetings to devise the agenda for the regular meetings.

MEMBERSHIP

Clubs must maintain a membership of at least 10 student members. A club that falls below this minimum will have one year to show efforts to restore the club membership to the minimum. If membership is not restored to the minimum, the club will be dissolved.

Attendance

If a student is absent from school all day and said absence is unexcused, he/she is ineligible to participate in activities that afternoon or evening. Truancy is an unexcused absence. Students suspended from attendance at school may not attend school activities while on suspension.

If the absence is due to unusual circumstances (funeral, court appearances, etc.) arrangements for participation may be made with the Activities Coordinator.

In the event of absence due to illness, it is wise to secure parental permission before returning the student to active participation. In cases where the absence occurs on the last school day of the week and is due to illness, the advisor should secure parental permission to enable the student to participate in a week-end event.

NEW CLUBS

Creating a new club at Ridgewood must adhere to the following procedure:

1. Interested student(s) will meet with the Activities Coordinator and discuss the organization of a new club.
2. The interested students will need to seek out a club advisor, who must be a certified employee.
3. The advisor will notify the Activities Coordinator, in writing, of his/her intent to advisor the club. A completed *Application for Recognition of Club/Organization* form must be submitted to the Activities Coordinator by December 1st of the preceding school year.
4. The advisor will meet with the Activities Coordinator and a club constitution will be discussed. The advisor will need to hold an organizational meeting with the interested students to draft a club constitution and submit a copy to the Activities Coordinator.

5. The Activities Coordinator will notify the Student Council Executive Board of the request to organize a new club. The Student Council President appoints a committee to attend an organizational meeting with the members of the proposed club to discuss the rationale for club recognition.
6. The committee reports its recommendation to Student Council as to whether the club be officially recognized. If Student Council votes in favor of endorsing the new club, the president so states this view in a letter to the Activities Coordinator.
7. The Activities Coordinator, if agreeing with the Student Council recommendation, submits a proposal for the activity to his/her supervisor.
8. The supervisor submits the proposal to the Superintendent who then submits it to the Board of Education for approval.

OFF CAMPUS ACTIVITIES

Clubs may participate in two types of activities which may be held off campus.

Educational activities

1. These activities include field trips and area meetings and competitions.
2. Educational activities may be held off campus if:
 - a. The objectives of the activity are consistent with the educational objective of the district.
 - b. The facilities needed to achieve that objective are not available on school property.
 - c. Competition and meetings are held by another high school or group.

Social-recreational activities

1. These activities include senior prom.
2. It is recognized that social and recreational activities have educational value.
3. These activities are consistent with the philosophy of the district, and may be held in off-campus locations only if appropriate facilities for the activity are not available on the campus.

Transportation

If transportation is necessary for group functions, it must be arranged by the advisor through the Athletic Office. If school vans or school buses are desired, arrange for these well in advance. Necessary forms can be secured and arrangements made with the Athletic-Activities Office.

Students are not allowed to drive themselves to field trips/school functions during and after school hours. In addition a student can only be driven to and from a school-sponsored event by his or her own parent or guardian. For example, a mother cannot drive the friend of her daughter to or from an event, per Ridgewood's insurance carrier.

ORGANIZING CLUB EVENTS

1. Check the school calendar to insure your club's event does not conflict with other scheduled club or school events.
2. Fill out the facility request form for all events held at Ridgewood.
3. Prior to any event which will involve expenditures or receipts, the advisor should be certain that proper contracts and arrangements have been made. A budget should be prepared that shows the anticipated receipts and expenditures for each major activity, and it must be submitted to the Activities Coordinator.
4. Fill in the chaperones with the rules and regulations and specific instructions regarding your function. Chaperones should intervene when students are displaying inappropriate or excessive public display of affection. Chaperones may not drive students home in private automobiles.
5. Inform the community relations person one month before an event to help guarantee appropriate publicity. Our goal is to positively promote Ridgewood in the community.

Dances

6. Only Ridgewood students and their registered guests may attend dances.
7. No student shall enter a dance without showing his/her school I.D. card at the door.
8. No student will be admitted to a dance 1.5 hours after it began.
9. A student leaving the school building during a dance or activity may not return to the dance or activity.
10. Students who leave a dance with more than one hour left of the dance must sign-out indicating departure time.

POSTERS, FLYERS, BANNERS

1. All posters, flyers, and banners must be signed by the Student Council advisors, the Athletic Director, or the Activities Coordinator.
2. These items cannot be hung on glass, showcases, trophy cases, hallway doors, or ceilings.
3. Duct (gray) tape may not be used to hang items. Clubs should use blue painters tape.
4. All posters, flyers, and banners must be removed by the club responsible when the activity is over.

RELATIONSHIP TO STUDENT COUNCIL

Student Council serves as the parent organization for all co-curricular activities. The constitution of the group should be filed with the Student Council and the Activities Coordinator; and the organization should be familiar with the Constitution of Student Council.

A pattern of regular communication must be established.

RESPONSIBILITIES OF ADVISORS

The information below is taken directly from the Job Descriptions packet.

1. Meet with your club at least once per week. The day and time of the meeting will be communicated to the Activities Coordinator and then posted on the RHS Activities website.
2. Be responsible for the identification and recruitment of students for participation in the club. Clubs must maintain a minimum of *ten* students or evidence that you are actively recruiting members into your club.
3. At the start of the school year, submit a list of the club's members to the Activities Coordinator.
4. Submit the club's estimated budget every year and be accountable for all financial transactions and records of the organization.
5. Submit a constitution and then, each year, carefully review the club's constitution and make the necessary changes to satisfy the needs and goals of the membership.
6. Direct students in performing at least one community service activity. You will report on the community service activity in the end of the year report.
7. Participate in the Homecoming Carnival and Parade.
8. Submit updates to the Activities Coordinator for the School Board Co-Curricular meetings (Fall, Winter, Spring).
9. Attend the Student Council Activity Banquet.
10. Submit an end of the year club report.
11. Manage online communications with the students (ex. GroupMe, Remind, Canvas or whatever electronic applications are chosen).
12. Manage all of the club's social media accounts (ex. Twitter, Instagram, or other applications). If students are the primary communicators, advisors must oversee posts.
13. Supervise the members of the club at all official club meetings, school sponsored functions, field trips, etc. to insure proper control and discipline. Enforce all school rules and provide consequences as appropriate.

14. Follow all school policies governing student activities as stated in the *Student Activity Handbook* and the *Teacher Handbook*.
15. Mentor students to have an appropriate number of leadership roles in various clubs in order to maintain the effectiveness of those positions. Respect that the students may be members of multiple Ridgewood organizations.
16. Be cognizant of legal responsibilities involved and arranges for appropriate financing, expenditures, facilities, and supervision of the activity.
17. Be knowledgeable and interested in the subject upon which the activity is based.
18. Work continuously with the Activities Coordinator on all phases of the activity program, such as recruitment, membership, officers, club events/projects, finances, and evaluation. Notify the Activities Coordinator before canceling any event.

TRIPS, CONFERENCES, OR CONVENTION PARTICIPATION

Clubs will want to take their students on various trips, conferences and conventions. These can be beneficial for students to attend. Club advisors should discuss such an event with the Activities Coordinator including the date, location, expense, and the feasibility of student attendance at the event. The Activities Coordinator's approval of the trip will be made based on the educational merit of the event.

It is possible that the student would be asked to share in the cost of the total expense, considering that the student will gain from this educational experience. A decision will be made in advance of the activity as to the amount that can be reasonably expected of the student.

Students, advisors, and adult chaperones may not smoke or use alcohol and/or any illegal substance while on a conference, trip, or convention.

CLUB INFORMATION AND ANNUAL ROSTER SHEET

CLUB: _____

SPONSOR: _____

MEETING DAY(S): _____

MEETING TIME: _____

MEETING LOCATION: _____

CLUB OFFICERS:

PRESIDENT: _____

VICE PRESIDENT: _____

SECRETARY: _____

TREASURER: _____

REPRESENTATIVE: _____

CLUB ROSTER (can be written below or typed)

- | | |
|-----|-----|
| 1. | 13. |
| 2. | 14. |
| 3. | 15. |
| 4. | 16. |
| 5. | 17. |
| 6. | 18. |
| 7. | 19. |
| 8. | 20. |
| 9. | 21. |
| 10. | 22. |
| 11. | 23. |
| 12. | 24. |

RETURN THIS COMPLETED FORM TO THE ACTIVITIES COORDINATOR

BY EMAIL OR ON PAPER BY SEPTEMBER 15TH
STUDENT ACTIVITY ANNUAL BUDGET PLAN

NAME OF CLUB/ORGANIZATION: _____

ADVISOR: _____

SCHOOL YEAR: _____

BEGINNING SCHOOL YEAR ACCOUNT BALANCE: _____

ANTICIPATED INCOME FOR YEAR: _____

METHOD/PLANS FOR GAINING INCOME:

ANTICIPATED EXPENDITURES FOR YEAR: _____

METHOD/PLANS FOR EXPENDITURES:

OPERATIONAL EXPENSES (DUES, SUPPLIES, BANQUET, AWARDS, ETC.):

ANTICIPATED BALANCE AT END OF YEAR: _____

ADVISOR SIGNATURE _____

DATE _____

RETURN THIS COMPLETED FORM TO THE Activities Coordinator

