

POWAY UNIFIED
SCHOOL DISTRICT

CLUB HANDBOOK

FOR THE USE OF
POWAY HIGH SCHOOL CLUBS

TYPES OF CLUBS

New legislation (CA Education Code 48930, 48932) has established a differentiation between school sponsored (co-curricular) clubs and limited open forum clubs. Each type of clubs must abide by all regulations and procedures established by the PHS ASB Constitution, PUSD School Board Policy, and the California Education Code. The following differentiates between the different type of clubs:

School Sponsored Club

- Gives students practice in democratic self-government
- Extends and reinforces the instructional program
- Honors outstanding student achievement
- Provides opportunities for community service
- Builds student morale and positive support for the school
- Has a certificated employee act as a participatory advisor
- Has a minimum of 12 participants at all times (including all regular meetings)

Limited Open Forum Club

- May be political, religious, or philosophical
- Must be student-initiated and student-led
- May have guest speakers but may not have regular attendance by non-school persons
- Must have a certificated employee act as a non-participatory custodial advisor (See 'Advisor Info')
- Has a minimum of 12 participants at all times (including all regular meetings)

LIMITED OPEN FORUM OUTSIDE OF SCHOOL ACTIVITIES

If after school activities occur on campus, activity and facility forms must be filled out, as with any other non-school sponsored organization. The approval and fees will be dealt with on that basis.

Since the activity is not school sponsored, the school and its personnel are not responsible to oversee or chaperone such activities, parents and community resources must be used.

A club may only be denied access to the school setting, in the Poway Unified School District, if it is seen as a threat to the safety and welfare of the student body or seen as disruptive to the educational process.

Hopefully, this gives you a broad overview of the different roles and types of clubs and club advisors on this campus. In the pages to follow, more specific information will be given. Please read this document carefully, and if you have any questions, see the ASB Advisor for clarification.

High Risk Clubs

- Each member of the club must complete a PUSD Release of Liability and Assumption of Risk Agreement
- The club advisor is responsible for making sure these forms are complete and on file for an entire school year

- All high-risk clubs must obtain approval from the PUSD Risk Management office, the principal, and the ASB
- The following are example of high-risk clubs that may be approved: bike riding, roller hockey, ice hockey, lacrosse, skateboarding, dancing, and surfing

THESE EXAMPLES ARE NOT GUARENTEED APPROVAL

For more detailed information, read PUSD Administrative Procedure Article 5.0, Section 5.23. (See appendix).

Campus Requirements:

1) "Campus Service Project"

- All clubs must exist to serve a purpose. Simply gathering a group of friends together and talking does not constitute a club meeting. Since, as Titans, we are charged to be community contributors, clubs have the unique opportunity to develop our "community service" skills. Therefore, it is the mandate of the PHS ASB that all clubs participate in a campus service project. These projects must include the following:
 - a. Minimum of 12 participants
 - b. Focused goal of improving an area of campus (painting, clean-up, landscaping, trash removal, etc.) **For larger projects, ASB can be petitioned to help off-set any costs.*
 - c. Minimum of 2 hours per semester for each club, each project.
 - d. Approval from ASB Director of each project one week prior to start date.

2) Poster and Flyer Regulations

- a. All posters and flyers must be approved by the ASB Director prior to display on campus.
- b. A maximum of 15 fliers for posting purposes and 3 posters may be displayed on campus at any given time.
- c. Blue painter's tape is the **only** tape allowed to display posters. All other tapes peel off the paint from the walls or leave a sticky residue. As a courtesy to our campus and custodians, we utilize blue painter's tape for all posters and flyers.
- d. Posters are allowed to be displayed for no more than one week. It is the responsibility of the club members to take down all signs at the end of the week.
- e. If flyers are distributed to students (with ASB Director's prior approval) club members are required to pick-up any found on the ground.

***Non-approved posters:**

Any non-approved posters displayed on campus will be immediately removed by the custodians. When posters are removed for non-approval, the club will be billed for the custodial services. This service will cost the club the custodian rate of \$18.00 per hour. This clean-up fee will also be incurred for flyers left on the ground.

It is incumbent upon the club and its officers to plan ahead for advertising. The clubs and officers must be responsible for the thorough clean-up when the advertising is finished.

ADVISOR'S INTRODUCTION

Welcome to the world of advisors! This task, traditionally, is one that allows students and staff members to communicate and work together in an area of mutual interest. With the advent of state legislation in 1984 the roles of club advisors have been in transition. It is just now that the true sense of the legislation is becoming clear. Now, steps must be taken to be sure that we are in accordance with this legislation. Stated, as briefly as possible, the Poway Unified School District allows a limited open forum to exist on campus. This means that the school has school sponsored clubs, which are co-curricular, and it has clubs that are religious, political or philosophical in nature, which are not school sponsored, but are allowed club privileges and a custodial advisor.

SCHOOL SPONSORED CLUB ADVISOR

A co-curricular club is school sponsored. The same privileges and restrictions hold true for these clubs as they have in the past. Here are some guidelines:

- The advisor helps establish the framework, which reflects the goals and attitudes of the club and its members and aligns the club to enhance the curricular program.
- The advisor follows prescribed procedures for room usage, finances and activities.
- The advisor must fill out the appropriate paper work, permission slips, liability waivers, and assure the appropriate number of chaperones are present for any event even if it is an after school activity.
- The advisor and the student leaders work hand in hand to set goals and guide the club throughout the year.
- The advisor helps students prepare and submit a yearly budget.

LIMITED OPEN FORUM ADVISOR

Clubs that are of a political, philosophical, or of a religious nature are not school sponsored, but enjoy many of the same privileges of a co-curricular club. Here are some guidelines:

- The clubs are under the care of a custodial advisor.
- A custodial advisor is mandated by law not to set goals, dictate policy, run meetings or make their personal or ideological opinions the focus of the club.
- The advisors are there only to insure that the rules of the school are upheld with regard to safety, room use, and financial transactions.
- The club is run solely by the students.

The club is allowed to have speakers from the community be presenters during their meetings, but they must be approved, as all speakers are, through the office. They may not meet with the students on a consistent basis.

Club Officers

The club officers are critical to the success of a club. Their time and dedication can help ensure that a club will be fun and productive.

Club President

The president is the leader of the club. The club is usually only as effective as the president, who must be committed to the goals and purposes of the organization. The president presides over and conducts meetings according to parliamentary procedures. The president is also responsible for developing agendas, scheduling fundraisers, creating a budget, and working with the club's advisor. The club president must also attend or designate someone to attend the mandatory Club Congress Meetings and report back to club members.

Duties

1. Before the meetings:
 - Prepare an agenda with other club officers
 - Meet with club advisor to review agenda
 - Ensure all club members are notified about the time and location of the meeting
 - Ensure meeting location is reserved and all appropriate paperwork has been submitted
2. During the meetings:
 - Conduct the meeting
 - Follow the agenda
 - Encourage participation by all club members and visitors
 - Help clarify activities and recommend a plan of attack
 - Summarize action items and ask for volunteers to chair necessary sub-committees, as needed
 - Conclude the meeting and set next club meeting date
3. After the meetings:
 - Review the meeting with other club officers and advisors and address way of possible improvement
 - Plan next meeting's agenda

Club Vice President

The vice president assists the president in carrying out his/her duties. IN the absence of the president, the vice-president presides at club meetings and carries out all additional responsibilities normally done by the president. The most important role of the vice president is the overseeing of all committee work.

Duties

1. Before the meetings:
 - Meet with any outstanding committees prior to the club meeting and reviews progress
 - Prepares a report on committee works and progress
 - Help prepare agenda with other club officers
2. During the meetings:
 - Assist committee chairperson in making committee reports
 - Collect and maintain all committee work assignments

3. After the meetings:
 - Carry out any tasks delegated by the president
 - Follow up on committee work or assignments
 - Help plan next meeting with other club officers

Club Secretary

The secretary must take accurate notes at all meetings and prepare minutes (See 'Meeting Minutes' section). In addition, the secretary prepares correspondence on behalf of the club. The secretary assists the president in keeping permanent records for the club and copies of all minutes and committees reports. The secretary maintains a copy of the club constitution and the club handbook for reference when needed.

Duties

1. Before the meetings:
 - Help prepare agenda forms
 - Ensure that the minutes from the previous meeting are done and copies are ready to be shared (please refer to the example minutes attached)
 - Assist vice-president in having all necessary toll such as paper, pencils, and master calendar for meeting
2. During the meetings:
 - Take attendance (all members' name must be recorded)
 - Read last meetings minutes
 - Record the actual working of any motion
 - Take careful notes to create minutes
3. After the meetings:
 - Prepare minutes in concise, clear language
 - File copies of minutes for future reference
 - Complete any required club correspondence

Club Treasurer

The club treasurer is responsible for maintaining accurate financial records for all expenditures. The treasurer reports all money spent and collected and of the account balance.

Duties

1. Before the meetings:
 - Prepare financial report
 - Help prepare agenda with other club officers
2. During the meetings:
 - Make a report of money spent, collected, and current balance
 - Issue receipts when required
 - Make a year-end report and maintain accurate accounting books at all times
3. After the meetings:
 - Maintain up to date budget log (see attached example)
 - Handle any club financial business and ensure all funds are turned over to the school financial clerk in a timely manner. Your signature and the signature of your advisor must be on all financial request forms. You must also attached a copy of the meeting minutes with any and all financial requests.

Meeting Minutes

Because there is a formal process of student governance for organized student groups, each club must prepare and maintain a record of each meeting, called minutes. The meeting minutes serve as the record of each meeting and demonstrate that the club has followed all PHS, PUSD, and state policies and procedures.

At a minimum, the following information should be documented in the meeting minutes:

- Name of the club holding the meeting and the date, time, and place of the meeting
- Names of those who attended
- What was discussed during the meeting
- What action was taken during the meeting
- The results of any votes taken, including who made a motion and who seconded
- Who prepared the minutes

It is crucial that the minutes document any action taken regarding student funds. In regards to motions, the minutes must include:

- A motion to spend money
- The name of the student who made the motion
- The name of the student who seconded the motion
- How many votes were for the motion, abstention, and whether the motion was carried (approved).

All minutes must be filed in the club binder provided by ASB!

Finances

Both types of clubs must follow similar regulations when it comes to finances. The records of each club must be accurate and ready for audit upon request. It is the law that student generated money has to have student input on the spending of said moneys. The record of all expenditures must be in the minutes of meetings. These minutes should show:

- All students present at the meeting (names)
- The motion to spend the money, including the item to be purchased and the amount.
- Who made the motion.
- Who seconded the motion.
- How many votes were for and against the motion.

A copy of these minutes must be attached to all fund requisitions and kept in club binder.

ASB FINANCE OFFICE PROCEDURES

1. FINANCE OFFICE REQUISITIONS (from ASB Trust Accounts):

There is one form in the finance office that will cover 95% of your finance office requests. The same form is used for Checks to Vendors, Reimbursements, and for Purchase Orders. It is *strongly* encouraged that all clubs and advisors use Purchase Orders as much as possible. If you have questions regarding the use of purchase orders, please see the ASB Director or the Finance Clerk in the front office.

All Finance Office requisitions are due by 3:00pm Friday for checks to be cut the following week. Student council approves trust account requisitions on Mondays; checks are written on Thursday then are delivered or mailed on Thursday or Friday. There is a one-week turnaround time for all requisitions.

In order for funds to be disbursed from an ASB Trust account, a copy of the meeting minutes that reflect student approval must be attached.

In the case of a few trust accounts, there are no elected student officers. With these accounts, the ASB Executive Council and general student council will act as the student representatives for finance requisitions.

The Finance Office Requisition form is fairly simple and easy to understand. If you have questions regarding how to fill it out, please see Matt Hannan or Nita Allen for assistance.

2. DEPOSIT SLIPS:

Use deposit slips from Finance Office.

- Put Account name, Advisor name, Date, and Account Number at the top of the slip.
- Prepare money for deposit by arranging all bills in the same order.
- Refer to deposit slip bundling instructions for all bills.
- Coins should be rolled if enough to fill a roll: pennies \$.50, nickels - \$2.00, dimes - \$5.00, quarters - \$10.00. Less than a roll should be left loose. (Wrappers can be obtained from Finance Office.)

Keep pink copy of deposit slip as your temporary receipt. The yellow copy will be returned to the advisor when money is recorded. If you don't receive a yellow copy within a week, check with the Finance Office to see if it was received.

3. REQUESTS FOR CASH BOXES: Cash boxes require a minimum of 5 business days notice to be fulfilled. **LAST-MINUTE REQUESTS WILL NOT BE HONORED.** Fill out "date needed", what you're selling, the price of items, number of boxes needed and signature of the advisor. Advisor is responsible for all funds. Requests must be turned-in by advisors only.

PROCEDURES FOR FUNDRAISERS

Pick up paperwork from the Student Store.

Return all paper work to the Student Store

Once the fundraiser is approved it will be entered into the activity book and then add to the ASB Calendar online.

After final approval, a copy will be returned to your Advisors box. At that time, if there are any conflicting problems, we will let you know.

Clubs are only allowed one on-campus fund-raiser per school year. Get your dates to Mrs. Edens early in the year to schedule your successful fundraiser.

*Up dated January 5, 2011

Meeting Minutes

Organization:

Date:

Location:

Attendance: # and names

Agenda:

Called to order by:

Secretary will read the last meeting minutes

Students will approve last meetings minutes

Approve:

Do not approve:

Abstain:

Notes of what took place during the meeting

For any vote make sure you record the following information.

Who Motioned (suggested) the topic:

Who Seconded (allows conversation to continue)

Who Moves motion into action (asks for students to approve or not)

Number of people who approve

Number of people who do not approve

Number of people who abstain (do not want to vote)

Time meeting called to an end.

