

# ACTIVITY HANDBOOK



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## 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 Activity Director 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. Clubs must send their representative to the Student Council meetings Tuesday at 7:30am in the Community Room to request fundraiser approval. Before requesting approval, an advisor or officer must fill out the Request for Fundraising form.
3. If a club fails to send its representative to three consecutive Student Council meetings that club will lose the ability to request fundraisers. Once the club's representative has attended three consecutive meetings, that club's fundraising privileges will be reinstated.
4. Fundraisers not approved by Student Council and the Activity Director 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 Activity Director 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 Activity Director 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 Activity Director.

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 Activity Director 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 Activity Director, in writing, of his/her intent to advisor the club. A completed *Application for Recognition of Club/Organization* form must be submitted to the Activity Director by December 1st of the preceding school year.
4. The advisor will meet with the Activity Director 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 Activity Director.
5. The Activity Director 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 Activity Director.
7. The Activity Director, 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 Activity Director.
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 Activity Director.
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 Activity Director; and the organization should be familiar with the Constitution of Student Council.

The group must have representation at Student Council meetings, and a pattern of regular communication must be established.

## **RESPONSIBILITIES OF ADVISORS**

The role of the club advisor is of providing adult guidance and counsel as the group attempts to define its purpose and plan its program. This guidance is essential in order to coordinate the activities of the club with other school activities and to provide a liaison with the Student Council and the administrative personnel when problems of expenditures, building usage, and money are involved.

### *Expectations of All Advisors*

1. Work continuously throughout the school year with the Activity Director on all phases of the activity program, such as recruitment, membership data, officers, club events/projects, finances, calendar development, and evaluation.
2. Follow all school policies governing student activities as stated in the *Student Activity Handbook* and the *Teacher Handbook*.
3. Enforce all school rules and provide consequences as appropriate.
4. Must have a representative attend every Student Council morning meeting. Representatives will notify Student Council and other advisors of community service, events and fundraisers for the week.
5. Be cognizant of legal responsibilities involved and arranges for appropriate financing, expenditures, facilities, and supervision of the activity.
6. Be accountable for all financial transactions and records of the organization.
7. Supervise the members of the club at all regular or special meetings to insure proper control and discipline.
8. Must have a faculty member present when a student group is meeting or working in the school.
9. Be knowledgeable and interested in the subject upon which the activity is based.
10. Train students in leadership skills and responsibilities.
11. Assist students in planning and/or coordinating activities within the club.

12. Each year, with the activity members, carefully review the club's constitution and follow set procedures for making necessary changes to satisfy the needs and goals of the membership.
13. Constantly evaluate the club and the role the advisor has within the activities program to insure its success, expansion, and development.

#### Specific Responsibilities

1. Submit a list of the club's members to the Activity Director by September 15th. *(See page 12)*
2. Submit the club's budget by September 15th. *(See page 13)*
3. Submit a constitution and upload to club website by October 1st. *(See page 4)*
4. Submit an end of the year club report by May 1st. *(See page 15)*
5. Maintain the club's website.
6. Attend the Student Council Activity Banquet.
7. Direct students in performing at least one community service activity.
8. Attend at least one Parent's' Club meeting.
9. Notify the Activity Director 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 Activity Director including the date, location, expense, and the feasibility of student attendance at the event. The Activity Director'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.

#### **WEBSITE**

The club must have a website. If the club has a website other than the the one provided by Ridgewood, email the website's address to the Activity Director.

**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 ACTIVITY DIRECTOR  
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 ACTIVITY DIRECTOR  
BY EMAIL OR ON PAPER BY SEPTEMBER 15TH**

**APPLICATION FOR RECOGNITION OF A**  
**NEW CLUB/ORGANIZATION**

1. Name of club/organization: \_\_\_\_\_
2. Faculty advisor: \_\_\_\_\_
3. Purpose(s) of club/organization:
4. Day of club meeting: \_\_\_\_\_
5. Time(s) of club meeting: \_\_\_\_\_
6. Place of club meeting: \_\_\_\_\_
7. Approximate number of member sought: \_\_\_\_\_
8. Fundraising activities' plans (if appropriate):\_

ADVISOR SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**RETURN THIS COMPLETED FORM TO THE ACTIVITY DIRECTOR. APPLICATIONS FOR THE NEXT SCHOOL YEAR MUST BE RECEIVED BY DECEMBER 1ST**

## **END OF THE YEAR CLUB REPORT**

CLUB: \_\_\_\_\_

### ACCOMPLISHMENTS AND HIGHLIGHTS

(Include a summary of activities and noteworthy events)

### COMMUNITY SERVICE

(Give a brief description of the community service event your club held)

CHALLENGES OVERCOME THIS PAST YEAR: \_

RECOMMENDATIONS/GOALS FOR NEXT YEAR:

ADVISOR SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**RETURN THIS COMPLETED FORM TO THE ACTIVITY DIRECTOR  
BY EMAIL OR ON PAPER BY MAY 1ST**