



Marina High School Club Handbook

2017-2018



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Letter from the Commissioners

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As your Commissioners for the 2017-2018 school year, we are excited to work with all of you. We're so happy that you decided to either create or restart a pre-existing club, and are thrilled to see what new things you will bring to Marina this year! You guys are truly essential to Marina's culture and extremely valued by us, and hopefully each other as it is important that you are supportive and encouraging of one another.

Clubs are one of the biggest assets to Marina because they acquire the largest amount of involved students, and they help a lot of people find their niche in high school. All MHS clubs, no matter how big or small, help cultivate the atmosphere and culture of our school, and we are so proud to be a part of you doing that.

While we know clubs are wonderful for college applications, great for collecting service hours, and fun for the lunch activities, don't lose sight of the bigger picture. For those presidents who started their own club this year and are navigating the tricky waters of first-year clubs, don't forget why you started your club. The more involved you are, the more difficult it gets. But if you stick with it and create a loyal group of members, you will begin to see the difference your club is making to our school community.

We want to be there for you. As your commissioners, we want to be your voice in ASB and your leaders in continuing our reputation of acceptance at Marina. We will do everything in our power to help make clubs at our school even greater than they were before, so if your club has any ideas or suggestions that you think may help to get our student body even more involved, let one of us know! Together, we can make Marina a positive place for everyone.

Commissioners of Clubs,

Cydney Izabal and Leilani Traviglia

Administrative Rules

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Club Applications

In order to officially be a club at Marina, every prospective club must submit a Club Application packet, complete with a written Club Constitution. These applications can be submitted any time throughout the school year, but must be turned in by a specific deadline in order to participate in Club Rush. Clubs will not be allowed to hold fundraisers, use school facilities, or make announcements, until a Club Application is submitted.

Monthly Minutes

To ensure that clubs are still meeting and active, monthly minutes will be due to 301 the last day of every month. This form will need to be filled out in accordance to the details and events of one specific meeting per month, as well as signed by the Faculty Advisor. Only one minutes sheet is required per month.

Inactivity

Organizations at Marina are essential to the community culture and involvement. Chronic accordance to the rules and paperwork outlined in this handbook could lead to the Probation of your club, or even Termination, by the Associated Student Body. This could result from any combination of the following: failure to submit Monthly Minutes, failure to submit the correct paperwork for fundraisers, failure to send a representative to IOC Meetings, and/or any club violation of school rules/expected behavior.

Marina High School Club Meeting Minutes

Club: _____

Meeting Called to Order by:

Meeting Commenced: ____:____ on ___/___/___

Number of Members Present:

Major Topics Discussed:

Financials/Fundraising/Events Discussed:

Meeting Adjourned at ____:____

Club President Signature: _____

Advisor Signature: _____

Club Conduct

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Expected Behavior

The purpose of clubs at Marina is to contribute to a positive school culture that welcomes, engages, and unites the student body. With this responsibility, comes expectation. Every club at Marina is expected to uphold a positive disposition towards other clubs, encouraging manner towards the student body when representing the club, and follow school rules at all times. Collaboration between clubs is also highly encouraged.

ASB Room

Clubs are allowed to use the ASB Room in order to make posters to help publicize and to benefit their club. Club Members must abide by the rules of the ASB Room in order to keep this privilege open to all clubs at Marina. Clubs are only allowed in the ASB Room when a current ASB member is present. If your club wants to schedule a time to make posters, they can sign up by texting or emailing one of the Commissioners of Clubs. Your club can make posters without signing up, but an ASB member must be present the entire time, if they leave you have to leave too, no exceptions. Before making posters, the club member in charge must sign in at Room 301 to record their use of the ASB Room, including the name of the ASB member present and the time of departure. Clubs are **NOT allowed to refill paint pens**, but must instead ask an ASB member to do it. Paint pens are very expensive and if your club damages one, there will be repercussions. Please be respectful of all materials used in the ASB room and if you eat in there, remember to throw out your trash. *Use of the ASB Room is a privilege, not a right.*

Fundraisers

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Procedure

Before your club is able to hold a fundraiser, it must fill out and submit a Fundraiser Request Form to 301 at least 3 school days before your fundraiser. This form must be signed by your club's Faculty Advisor. If the Fundraiser is held on campus, it must be after sixth period. Fundraisers that take place at the front of the school do not need to list a chaperone on the Fundraiser Request Form.

On Campus Events

If your club would like to hold an event after school hours, you would need to fill out a Facilities Request Form. This especially applies if you are interested in using the cafeteria or any other Marina facilities. Your club advisor and sufficient chaperones would be required to be present at the event, as well as sign off on the necessary paperwork.

Publicity

In order to publicize your event, if open to all Marina students, you can create posters in the ASB Room or ask the Commissioner of Publicity to publicize your event on the official twitter and instagram, or send an email for it to be placed on the interactive screens around school. Also, you can submit an Announcement Request to announce your event over the PA system. If you are submitting an announcement for a meeting, it can only be announced on the day of your meeting.



MARINA FUNDRAISING REQUEST

Group Making the Request

Date Request Submitted

Contact Name

Phone #

Email address (we will notify via email if NOT approved)

If a Marina Group or Club, Advisor Name (please print)

Advisor Signature

FUNDRAISER (explain completely and attach relevant materials): _____

DATE(s) of Fundraiser

TIME (start & end time)

MARINA FACILITIES NEEDED (i.e. cafeteria, gym, parking lot, etc.)
--- Using Marina's Campus requires a Facilities Use Form. Form must be attached for approval. ---
Forms can be obtained in room 301. Must be signed by an adult.

NUMBER OF ITEMS to sell: _____ **UNIT PRICE** (per item price): _____

POTENTIAL REVENUE: _____
(number of items X price)

POTENTIAL PROFIT: _____
(less the cost)

If the event takes place outside of school hours, who will be present to chaperone?
(Chaperone must be a school employee)
CHAPERONE(s): _____

Your request must be approved by the Assistant Principal of Activities and ASB before your fundraiser can take place. Failure to submit this form for approval in a timely fashion may result in the cancellation of your fundraiser.

AP, Activities
Date Fundraiser approved in ASB:

ASB Representative

You will be contacted VIA EMAIL if the fundraiser is not approved or if there are any questions or problems that need to be addressed. If you have any questions contact Kevin Fairman in the Activities office, X4408 or kfairman@hbuhds.edu

Inter-Organizational Council Meetings

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Purpose of IOC Meetings

The purpose of Inter-Organizational Council Meetings is to promote communication between clubs and the Commissioner, as well as collaboration between clubs themselves. These meetings will vary within a variety of topics, but will always focus mainly on this communication factor and will allow clubs the ability to truly use their Commissioner as a tool for their own club's success. There will be one IOC meeting per month during lunch, with the meeting day varying in order to fairly distribute the disturbance of club meetings. Every club is required to send one representative to every IOC Meeting, preferably a president or vice president, but not limited to board members as well. Meeting days are subject to change.

Calendar of IOC Meetings for 2017-2018

Month	Date	Day of Week
October	25th	Wednesday
November	28th	Wednesday
December	13th	Monday
January	19th	Friday
February	22nd	Thursday
March	13th	Tuesday
April	12th	Thursday

Club Rush

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Purpose

Club Rush is the main recruiting tool that most clubs utilize in order to gain members at the beginning of the school year. It is a lunch time event where clubs can hand out goodies, fliers, and use other marketing tactics in order to get the student body to sign up for their club. This year, with the support of IOC Representatives, we are looking to do a Fall Club Rush and a Spring Club Fest.

Organization

New this year, Club Rush at Marina was consistent of two days (September 28th-29th) which will be divided by the category of your club. It centered around the back corner of the area surrounding the bowl nearest to the English and Math Halls. Numbered tables were set up lining this area corresponding with a randomized, numbered list of every club participating. Through this method, every club was assigned a table and given a poster to hang on the table (unless the club opted to make their own poster). In addition, a large poster showed a map of where all the clubs were positioned for each day. Club Presidents are allowed to choose two representatives to get out of class 15 minutes early in order to set up their table.

Club of the Month

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Purpose

Club of the Month was initiated to help promote clubs that are doing exemplary work with both the community at Marina, as well as outside of school. It's aim is to be fair and consider the size of clubs, as well as the meaningfulness of the work it is doing.

Applications

Club of the Month applications must resubmitted each month, as every month has its own individual and unique application in order to recognize a variety of clubs. These applications will be available in room 301, and on the Marina clubs instagram. Forms must be signed by both the Club President and Faculty Advisor, as well as be submitted to 301 by 3:00pm on the unique due date. Honesty and integrity is required and expected in the content of the application. If your club is discovered to have lied on their Club of the Month application, they may be subject to Probation and disciplinary measures.

Selection

The process of selecting a Club of the Month is not taken lightly. Given the current conflict of interest with the Club Commissioner, a committee of unbiased ASB Members will be compiled to narrow down the applications to two clubs who best represent Marina High School. Out of those two clubs, the Assistant Principle of Activities, Mr. Fairman, will decide a winner.

Resources

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Administrative Tools:

Instagram Page - search for “MHSCLUBS2018” and add your club social media and yours to our page to stay updated on what is going on for clubs!

Remind - Text “@MHSclubs1” to 81010

Website - Fundraiser request forms, club applications, and facilities request forms all on the marinavikings.com webpage under “Activities”

Tools for Your Club:

Announcements - Announcement Request forms can be found in 301

Remind App - Create an account to send mass texts to your entire club

Google Account - Set up a google account for your club to organize all important documents, sheets, or drive files in one area. Also provides an easy email for members or prospective members to contact you through

Social Media - Create a twitter or instagram account to further publicize your club, its activities, or events

ASB Posters/Publicity - Create posters or ask Commissioners of Publicity to post school wide events to the Marina ASB Twitter or Instagram

Interactive Screens - Email a digital flier to Mr. Fairman (kfairman@hbuhds.edu) to publicize your events

Contact Info

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If you have any further questions or are confused about a certain topic, feel free to contact a Commissioner of Clubs via the information below. Also, if you would like to have the official Marina ASB twitter or instagram post about a specific club event that is open to the entire student body, feel free to contact the Commissioners of Publicity.

Commissioners of Clubs

Cydney Izabal:

Cell: (714)401-0789

Email: crizabal100@student.hbuhsd.edu

Leilani Traviglia:

Cell: (714)514-0988

Email: Lgtraviglia100@student.hbuhsd.edu

Commissioner of Publicity

Email: marinapublicity@gmail.com