

Creating or renewing a New (Ad Hoc) Club

Each year submit to the Main Office (Mrs. Blumstein) this page filled out below

A) a summary of the club

Include:

- 1) A short description of the Club with its purpose
- 2) The name of the advisor
 - a. All e-mails to the Main Office should be cc: the advisor
- 3) The name of officers

B) a signed copy of the form *EXPECTATIONS for CLUB ADVISORS* (see page 2 below)

- 1) *EXPECTATIONS for CLUB MEMBERS* (see page 3 & 4 below) is *not submitted* to the Main Office but returned to the advisor and should be available upon requested.

The Board of Education will formally approve and recognize ad hoc clubs each October and February.

Name of Club/Activity: _____ Advisor: _____

Anticipated Club Officers: _____

Club Description/Mission:

EXPECTATIONS for CLUB ADVISORS (advisors sign & return)

Clubs are an integral part of high school life. Students are given opportunities to explore interests and grow as individuals through roles of leadership and participation. The role of the advisor is multi-faceted. Similar to the classroom teacher, a primary concern is to ensure a physically and emotionally safe environment. Beyond that, an advisor should provide students with the opportunity to pursue interests while developing leadership and organizational skills by providing guidance, direction and acting as a role model. The informal interaction outside of the traditional classrooms can benefit students tremendously.

There are two types of clubs: Schedule C as listed in the MEA contract and “ad hoc” clubs which have no stipend. All ad hoc clubs must be recognized and approved by the Board of Education.

After a minimum of two years of active existence ad hoc clubs may be recommended to move into Schedule C status at the beginning of the subsequent MEA/BOE bargaining agreement. To be eligible for a Schedule C stipend, the ad hoc club advisor must demonstrate adherence to the expectations below for Schedule C activities (ad hoc clubs are not mandated to comply with those marked with an asterisk). Switching classification involves a decision influenced by budget considerations as well as establishing sustainability and policy adherence.

Club Advisors shall:

- 1) Provide a current description of club purpose and activities for public dissemination.
- 2) Ensure participation is open to all current Millburn High School interested students.
- 3) Provide monthly meeting dates with accompanying attendance records.
- 4) Supervise all activities such as, but not limited to, meetings, performances, fundraisers and trips.
- 5) Oversee all publicity such, as but not limited to, posters, news articles and on-line postings.
- 6) Maintain a record of all monies collected and disbursed.
- 7) Ensure that all monies collected are deposited with Mrs. Tarullo in a timely fashion (48 hours).
- 8) Obtain administrative permission for trips off high school property.
- 9) Obtain parental/guardian written permission for trips off high school property.
- 10) Maintain accurate student attendance records at all club events; establish attendance policies.
- 11) Collect and maintain student & **parent electronic** signatures acknowledging student expectations.
- 12) *Complete the form *Verification of Stipends* found on Edline.
- 13) *Ensure that clubs are represented at the yearly Grade 8 “Club Fair”.
- 14) Sign the bottom of this page to indicate knowledge of these expectations.

Students shall:

- 1) Support the general mission, purpose and goals of the club
- 2) Facilitate compliance of the advisor with club responsibilities outlined above
- 3) Follow all rules and regulations outlined by the Student/Parent Handbook
- 4) Attend the majority of club meetings and events

Club/Activity: _____

Teacher Signature: _____ Printed Last Name: _____

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(ad hoc clubs are not mandated to comply with #12 & #13 above marked with an asterisk)

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-

Club/Activity: _____

This form must be signed by both student and parent & returned to the advisor before participating in club activities. Student signatures are to be signed on one sheet of paper and eventually handed in to administration. Parents signatures may be collected electronically and kept by the advisor available upon request.

