

Lakeland School District

Handbook for Student Activities & Clubs



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Procedures for Student Activities & Clubs

Note: The Board of Education reserves the right to approve a club at anytime

New Student Activity/Club Formation

1. Students that wish to create a new student activity/club should seek out an adult to serve as their advisor.
2. The advisor must obtain the Handbook for Student Activities/Clubs.
3. Club advisor arranges for an initial meeting of students to complete the required documentation needed for approval consideration. Required documentation includes:
 - a. Request to Establish a Student Activity/Club
 - b. Club Constitution/By-Laws
 - c. Plan of Activities
4. The advisor returns the required documentation to the building principal for review. If approved, the principal forwards to the Superintendent for review.
5. If approved, the Superintendent will forward all documents to the Board for consideration.
6. The Board will discuss the request at the next monthly informational meeting.
7. The Board either approves the request or denies the request with notes/comments as to the reason for denial.

Renewal of Student Activity/Club

1. The advisor must obtain the Handbook for Student Activities/Clubs.
2. Club advisor arranges for an initial meeting of students to complete the required documentation needed for approval consideration. Required documentation includes:
 - a. Request to Continue a Student Activity/Club
 - b. Club Constitution/By-Laws
 - c. Plan of Activities
3. The advisor returns the required documentation to the building principal for review. If approved, the principal forwards to the Superintendent for review.
4. If approved, the Superintendent will forward all documents to the Board for consideration.
5. The Board will discuss the request at the next monthly informational meeting.
6. The Board either approves the request or denies the request with notes/comments as to the reason for denial.

All student activities/clubs are considered extra-curricular and must abide by all rules and requirements of eligibility. By October 1st of each school year, each student activity/club must submit an updated list of all members of the organization. It is the club advisor's responsibility to check academic eligibility.

Accounting Procedures

All monies collected by any school organization should be deposited in the Student Activities Fund Account in the Business Office.

All records of school fund raising activities are subject to audit and each Student Activity/Club is responsible for keeping detailed and accurate records. All monies collected through fund raising activities must be deposited to the proper category of the activity fund.

In the case of monies raised by students to defer costs for their individual trips, those monies will remain with the individual student until graduation and can be used for future trip costs. At that time, the student may bequeath any remaining balance to siblings, other classmates, or the general fund. Remaining monies can not be provided to the student.

Deposits – Payments

All deposits made to a specific account must be accompanied by the Activity Fund Deposit form. The Student Activity Account custodian in the Business Office will recount the money and notify you of any discrepancies. Monies are not to be left in an advisor's desk, filing cabinet, or locker. Money lost in storage will be the responsibility of the advisor. It is a breach of public trust to divert money received or use it for other than its intended solicitation. Money should be hand delivered to the Business Office in a sealed envelope.

Any request for withdrawal of funds must be accompanied by Fund Expenditure Request form by the class or club treasurer and approved by the class or club advisor. All charges or disbursements will be made in check form drawn from the specified account. All expenditure requests must be ACCOMPANIED BY AN INVOICE OR STATEMENT verifying the amount to be paid.

All accounts are audited at the end of each year. We must have invoices to cover every check issued from your account.

Student Activity/Club Binder of Records

As the advisor of your class or student activity/club, you must keep a binder of records for the year's activities, meetings, and sign-in sheets. This binder should be completed and submitted by the end of the school year. In this three-ring binder, you must keep the following:

- 1) Request to Start/Continue a Student Activity
- 2) Plan of Activities
- 3) Constitution/By-Laws
- 4) Copy of Membership List, including Standing Officers
- 5) Minutes of all Meetings
- 6) All Fundraising Reports
- 7) All forms and pertinent documentation that shows the deposit or use or spending of club monies

SAMPLE Meeting Minutes Format

Name of Organization: _____
Date: _____ Time: _____
Location: _____ Advisor Present: _____
Quorum present? _____ Yes _____ No (51% of Club members present or other percentage established in Article VI of Club Constitution)

1. Call to Order: Time and by whom
2. Minutes: Minutes from previous meeting are read, amendments made, approval of minutes.
3. Report of Officers:
 - a. President's Report _____ Yes _____ No
 - b. Secretary's Report on correspondence or communication
 - c. Treasurer's report
 - i. Income generated since last meeting
 - ii. Expenses paid since last meeting
 - iii. Balance of Treasury
2. Reports of Committees (if applicable)
3. Unfinished Business
4. New Business
5. Adjournment
6. Minutes submitted by _____

Student Activity/Club Constitution Template

Preamble: This should include a statement of the purpose, goals and objectives for the organization as well as those objectives that will benefit the school and district community.

Article I: Name

Article II: Membership (be sure to include the required statements)

Article III: Officers

- Section 1. Officers/Cabinet/Board
- Section 2. Duties of each office
- Section 3. Qualifications of each office
- Section 4. Term of each office

Article IV: Elections

- Section 1. Nomination process
- Section 2. Specifics regarding the election process and how results determined.

Article V: Discipline & Dismissal

- Section 1. Procedures for discipline/dismissal from membership
- Section 2. Person(s) responsible for decisions regarding discipline/dismissal
- Section 3. Procedures followed when discipline/dismissal is warranted.
 - a. Actions that warrant discipline such as probation procedures
 - b. Actions that warrant dismissal procedures
- Section 4. Appeal process

Article VI: Meetings

- Section 1. How often
- Section 2. What constitutes a quorum
- Section 3. Advisor must attend all meetings, activities, and functions

Article VII: Committees

- Section 1. Finance
- Section 2. Publicity
- Section 3. Constitution and By-Laws

Note: These are sample committees. No committees are required.

Article VIII: Finances

- Section 1. Include procedures for collecting, counting, depositing, and requesting money.

By Laws (If necessary)

Approval Signatures:

Advisor	_____	Date	_____
Student Representative	_____	Date	_____
Principal	_____	Date	_____
Superintendent	_____	Date	_____



Lakeland School District
1355 Lakeland Drive
Scott Township, PA 18433
Telephone: 570-254-9485
Fax: 570-254-6730

Request to Establish a Student Activity/Club

1. Name (Proposed) of Organization: _____
2. Purpose or Objective: Describe why this organization is being formed. _____

3. Benefit: How will the students/district benefit from the establishment of this organization? _____

4. Eligibility of Students: Are students required to meet certain eligibility requirements before participating in this organization? If so, please indicate those requirements: _____

5. Leadership: How will this activity be organized, how will it be run, are the officers elected or appointed, etc. _____

6. Fund Raising: a. Will this organization raise funds? Yes No
 b. If yes, briefly describe typical fund raising activities

7. Use of Funds: Describe how funds that are raised will be used to benefit the students or the district. _____

8. Financial Dependence: Will this organization require any financial assistance from the General Fund? Yes No If yes, briefly describe the assistance needed and whether it is a continuing year-to-year need: _____

9. Financial Responsibilities: Identify who will be responsible for any funds and how the decisions to raise/spend funds will be made and documented. _____

Date submitted: _____ Submitted by: _____

Principal approval: Yes No Signature _____
Superintendent approval: Yes No Signature _____



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 1355 Lakeland Drive
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Board of Education Action
Request to Establish a Student Activity

This request was: Approved Conditionally Approved Disapproved by the Board of Education at their regular meeting held on _____.

Reasons for disapproval or qualification of approval, if applicable, were as follows:

Date: _____ Board Secretary: _____

Original Copy: Business Office
 Copy: Requestor
 Principal
 Superintendent

Note: A copy of the student activity constitution/bylaws is to be attached.

Approval of this organization requires that you submit a “Request to Continue a Student Activity” form by May 1st of each year. This request must be submitted annually to authorize the continuation and objectives and carryover of any unspent balances to the upcoming school year that will be available to the majority of the returning students who are members of the organization.

Any Student Activity groups who will be 1) closing or, 2) whose major membership will be graduating, or 3) whose major membership will no longer be eligible to participate in future activities of the organization, must submit a “Request to Close a Student Activity” form for approval before the regularly scheduled Board meeting in June, or as soon as dissolution is anticipated to occur if the closing will occur during a school year. Failure to take any action regarding any unspent balance within one year of the inactivity of the account will deem those funds to be divided equally among the remaining active Student Activity accounts.

A copy of the Handbook for Student Activities & Clubs will be provided to all organizations to provide full understanding of the responsibilities of Student Activity groups formed in the District.



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Request to Continue a Student Activity

1. Name of Organization: _____
 Please indicate if any of the following information has changed since the original approval. (Attach a copy of the original request to establish a student activity form).
2. Purpose or Objective: Describe why this organization is being formed. _____

3. Benefit: How will the students/district benefit from the establishment of this organization? _____

4. Eligibility of Students: Are students required to meet certain eligibility requirements before participating in this organization? If so, please indicate those requirements: _____

5. Leadership: How will this activity be organized, how will it be run, are the officers elected or appointed, etc. _____

6. Fund Raising: a. Will this organization raise funds? Yes No
 b. If yes, briefly describe typical fund raising activities

7. Use of Funds: Describe how funds raised will be used to benefit the students or the district. _____

8. Financial Dependence: Will this organization require any financial assistance from the General Fund? Yes No If yes, briefly describe the assistance needed and whether it is a continuing year-to-year need: _____

9. Financial Responsibilities: Identify who will be responsible for any funds and how the decisions to raise funds/spend funds will be made and documented. _____

Date submitted: _____ Submitted by: _____
 Please print: _____

Principal approval: Yes No Signature _____
 Superintendent approval: Yes No Signature _____



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ORGANIZATION/CLUB CONTACT LIST

Year: 20____ - 20 ____

All organizations/clubs must submit the names and phone numbers of its officers to the building principal. All contact lists must be updated annually.

Club/Organization _____

Advisor Name

Phone Number

President Name

Phone Number

Vice President Name

Phone Number

Secretary Name

Phone Number

Treasurer Name

Phone Number



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Plan of Activities

(To be submitted annually after the first meeting of the organization)

1. Name of Organization: _____

2. Name of Advisor: _____

3. School: _____ Date of Submission: _____

4. Planned Fundraising Activities for the 20____ - 20____ Academic Year

a. Do you plan to do any fundraising during the school year? Yes No

b. Types of Fundraising (if additional space is needed, write on back of form)

1. _____
2. _____
3. _____
4. _____
5. _____

6. Planned Expenditures for the 20____ - 20____ Academic Year

a. Do you plan on expending any funds during the school year? Yes No

b. Types of Expenditures:

Activity / Item	Vendor	Estimated Cost
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		
7. _____		
8. _____		
9. _____		
10. _____		

Cc: Principal
 Account Custodian
 Business Office
 Board of Education



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FUNDRAISING ACTIVITY REQUEST FORM

Date _____

All groups conducting fundraising activities must complete the proper request form and receive approval from the building principal and superintendent prior to conducting any fundraising activity. Forms should be submitted to the building level principal. The principal will submit all forms to the superintendent for approval. No fundraising activity is to be conducted without this prior approval.

Club/Organization: _____

Advisor/ Booster President Name: _____

Items to be sold: _____

Location where fundraising activity will be conducted: _____

Purpose for conducting fundraiser: _____

Start Date: _____

End Date: _____

Advisor/Booster President Signature

Date

Principal Signature

Date

Approved Yes No

Superintendent Signature

Date

Approved Yes No



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POST FUNDRAISING ACTIVITY FORM

Date _____

All groups conducting school related fundraising activities must complete the proper post fundraising form within one month following the completion of a fundraising activity. Forms should be submitted to the building level principal. The principal will submit all forms to the superintendent. No future fundraising activity will be approved until the proper documentation is submitted.

Student Activity/Club/Organization: _____

Advisor _____

Items sold _____

Company purchased from _____

Purchase price _____

Price of items sold _____

Other expenses incurred _____

Total profit _____

Dates fundraiser was conducted: Start Date: _____ End Date: _____

Advisor Signature

Date

Principal Signature

Date

Superintendent Signature

Date



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Activity Fund Deposit

Name of Organization _____

Name of Advisor _____

Name of Treasurer _____

Date of Deposit _____ Source of Funds _____

Coins

Pennies:	\$
Nickels:	\$
Dimes:	\$
Quarters:	\$

Currency

1s:	\$
5s:	\$
10s:	\$
20s:	\$
50s:	\$
100s:	\$

Checks

#	\$
#	\$
#	\$
#	\$
#	\$
#	\$

#	\$
#	\$
#	\$
#	\$
#	\$
#	\$

#	\$
#	\$
#	\$
#	\$
#	\$
#	\$

All checks must be made payable to the "Lakeland High School Activities Fund"; we can not accept checks made payable to individuals.

All checks must have the group name in the memo section or lower left hand corner, i.e. Class of 2014, National Honor Society, Student Council, etc.

Total Coin \$ _____

Total Currency \$ _____

Total Checks \$ _____

Total Deposit \$ _____

Advisor Signature _____

Treasurer Signature _____



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Activity Fund Deposit

Name of Organization _____

Name of Advisor _____

Name of Treasurer _____

Date of Deposit _____ Source of Funds _____

Coins

Pennies:	\$
Nickels:	\$
Dimes:	\$
Quarters:	\$

Currency

1s:	\$
5s:	\$
10s:	\$
20s:	\$
50s:	\$
100s:	\$

Checks

#	\$
#	\$
#	\$
#	\$
#	\$
#	\$

#	\$
#	\$
#	\$
#	\$
#	\$
#	\$

#	\$
#	\$
#	\$
#	\$
#	\$
#	\$

All checks must be made payable to the "Lakeland High School Activities Fund"; we can not accept checks made payable to individuals.

All checks must have the group name in the memo section or lower left hand corner, i.e. Class of 2014, National Honor Society, Student Council, etc.

Total Coin \$ _____

Total Currency \$ _____

Total Checks \$ _____

Total Deposit \$ _____

Advisor Signature _____

Treasurer Signature _____



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Fund Expenditure Request

Date of Request: _____

Name of Organization: _____

Advisor(s) Name(s) _____

Purposes of Request: _____

Name of Vendor: _____

Address of Vendor: _____

Telephone No. of Vendor: _____

FAX No. of Vendor: _____

E-Mail Address of Vendor: _____

Description of Requested Items Including Quoted Price: _____

Advisor Signature: _____

Treasurer Signature: _____

Attach a copy of any invoices or bills to this form, once received.

*Expending of Student Activity funds will not be approved without the signature of the Treasurer of the organization.

Lakeland School District Building/Property Use Form
Application must be received TEN (10) days in advance to receive full and proper consideration.

Date: _____

Request the use of: _____ (Legal Name)

Building(s) _____ High School _____ Mayfield Elem. _____ Lakeland ELem.

Area(s): _____ Classroom _____ Gymnasium _____ Athletic Field

_____ Other (Specify) _____

Nature of Group:

_____ Grade Level(s)

Approximate #: _____ Female _____ Male _____ Adult Only

On _____ From _____ to _____ O'clock
 Day/Date Time Time

for the following purpose: _____

Specific Needs: _____ Audio Visual _____ Lighting
 _____ Furniture _____ Other

***Non-district Personnel must also complete this Section:**

We _____ promise to abide by the rules, regulations and policies of the Lakeland School
 (Legal Name of Organization)

District and to be responsible for any clean up, and damage to school property for the acts of all participants and/or spectators. The district shall determine damage and reasonable repair costs. The user agrees to pay for these costs within ten (10) days of being notified by the school district. The user agrees to hold the school harmless from all claims for death or injury of any person arising from property use. The user further agrees to pay all attorney fees incurred by the school district for actions arising from this agreement. The district is not responsible for user's property. It is the user's responsibility to secure and pay for proper fire and police supervision along with any necessary licenses or permits. The district is not liable for acts or omissions of any protective services engaged by the user. Use of property or facilities shall in no way interfere with the operations of the school district. Insurance coverage for facility use when admission fee is charged will be required prior to usage. Any violations of school rules, regulations, or policy will automatically revoke the property use agreement.

Sign: _____ Name.

_____ Full Address
 Street City State Zip

_____ Phone Number

OFFICIAL USE ONLY

_____ School Level _____ Approved _____
 _____ Approval with recommendations _____ Denied

 Signature of Principal

 Date

 Signature of Superintendent

 Date

Fee if applicable: _____
 Fire or Police required: YES _____ NO _____ Insurance necessary: _____
 (CIRCLE ONE)

*As per section 775 of the school Code the district may permit the use of school grounds and buildings for social recreation and other proper purpose. The district complies with the Equal Access Act.

Copies to : Mrs. Phillips, All building Principal and Building and Grounds Supervisor - revised 09/08



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Request to Close a Student Activity/Club

Any Student Activity groups who will be 1) closing or, 2) whose major membership will be graduating, or 3) whose major membership will no longer be eligible to participate in future activities of the organization, must submit a "Request to Close a Student Activity/Club" form for approval before the regularly scheduled Board meeting in June, or as soon as dissolution is anticipated to occur if the closing will occur during a school year. Failure to take any action regarding any unspent balance within one year of the inactivity of the account will deem those funds to be donated to the respective Student Council fund of the respective elementary or secondary account.

1. Name of Organization: _____
2. Reason for Closing: _____

3. Disposition of Funds:
 Does this organization have any funds remaining? Yes No
 If yes, what is the estimated ending balance? \$ _____
 What disposition will be made of these funds? (Donation to another activity, purchase of equipment or other contribution to the district, etc.) All funds must be expended.

Date submitted: _____ Submitted by: _____

Principal approval: Yes No Signature _____
 Superintendent approval: Yes No Signature _____



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Board of Education Action
Request to Close a Student Activity

This request was: Approved Conditionally Approved Disapproved by the Board of Education at their regular meeting held on _____.

Reasons for disapproval or qualification of approval, if applicable, were as follows:

Date: _____ Board Secretary: _____

Original Copy: Business Office
 Copy: Requestor
 Principal
 Superintendent

A copy of the Handbook for Student Activities & Clubs has been provided to all organizations to provide full understanding of the responsibilities of Student Activity groups formed in the District.