

# Alonso High School



## Club Handbook 2021-2022

Revised August 2021

# QUICK START GUIDE TO CLUBS

## Beginning of the School Year

New & Existing Clubs

### 1) Prior to 1<sup>st</sup> Meeting:

- Prior to recruitment, sponsor must meet with the AP for Clubs.
- Upon approval of club interest, sponsor completes and submits the following to AP for Clubs:
  - ✓ Commitment and Sponsorship Form (see Appendix A)
  - ✓ Organization/Activity Budget form (see Appendix D)
- Upon approval of above items, you must participate in the Club Recruiting Days at the beginning of the school year. **There is a 2 club limit per student for service and interest clubs (honor societies are not included in the 2).** Students will sign up on a club roster (see Appendix E) during recruiting day. Please determine what class period your club will meet prior to the recruiting day so you can inform potential new members. Final club rosters should be submitted to Assistant Principal for Clubs on a club roster (see Appendix E) prior to the 2<sup>nd</sup> club meeting.

### 2) At Meeting 1, distribute:

- Constitution to members (see Appendix B).
- Parent Permission Form-due at 2<sup>nd</sup> meeting (see Appendix F).
- Photograph/Videotape Permission Form-due at 2<sup>nd</sup> meeting (see Appendix G).

### 3) Prior to 2<sup>nd</sup> Meeting:

- Prior to 2<sup>nd</sup> club meeting, please submit the following to AP for Clubs:
  - ✓ Constitution (see Appendix B)
  - ✓ Proposed Calendar for the school year-to include:  
Meeting dates/times, on & off campus activities  
Fundraisers (see Appendix C)

### 4) At Meeting 2:

- Collect signed Parent Permission Forms (keep in your files)
- Collect signed Photograph/Videotape Permission Forms (keep in your files)
- Update roster (**complete Appendix E**). Submit update to AP for Clubs.
- Elect officers (**complete Appendix H**)-President or Vice-President must attend ICC meetings. Submit to AP for Clubs.

# General Information

## Function of a Club

The function of a club is to provide learning experiences that will nurture in the student pride in who they are, pride in the inclusive culture of Alonso High School, and pride in all communities they are a part of. These learning experiences will broaden the cultural horizon of the individual, to supplement the formal curriculum by increasing knowledge and skills to provide services for the school and community, to afford constructive use of leisure time, to offer opportunities for vocational exploration, to teach socially acceptable attitudes and ideals, and to provide situations that will contribute to the formation of improved behavior patterns.

## Sponsor's Duties and Responsibilities

- Being an advisor takes time, patience, skill, and a sincere interest in students. Only through a mutual respect between club members and advisors can the satisfaction of a successful year be experienced.
- An advisor plays a precarious role as the functions vary widely. Beginning as a planner, the advisor helps a club set its goals, and then planning becomes a continuous process the entire year. The advisor should try to be receptive and available for consultation with club members, and in turn, the club members have a responsibility to keep the advisor informed about all proposals and activities.
- In addition to planning and acting as consultant, the advisor can assist in maintaining good student-faculty relations, with open communication practices. The advisor can keep members informed about school policy and keep teachers aware of student activities.

## Inter-Club Council (ICC)

- The ICC coordinates all activities involving the organizations they represent. Special activities sponsored by ICC include: (1) leadership banquet; (2) assist at community service functions; and (3) serve as a liaison between administration and their club organization.
- ICC meets regularly. ICC is made up of the presidents and/or vice-presidents of all clubs/organizations. Attendance at the meetings is MANDATORY. If the president cannot attend, the vice-president shall attend in his/her place.
- There is a \$20.00/year membership fee that all clubs must pay to ICC by November. This money will be used for an end of the year banquet to celebrate the clubs' accomplishments.
- Failure of an organization's representative to attend ICC will constitute cancellation of the organization's next meeting. Repeated non-attendance will result in the organization being placed in an inactive status.
- The ICC is under the supervision of the Assistant Principal for Clubs. Presidents of each club/organization are automatically a member of ICC.

## Important Notes

- A student shall not be President in more than one school organization in any given year.
- A student may belong to only one interest club and one service club at the same time (this does not include honor societies).
- Clubs are established with the students' best interest in mind. Student involvement in clubs should be an opportunity to develop and enhance skills that are necessary for functioning in the workplace and an opportunity for enjoyment. We encourage the sponsor, club officers and members to take an active role in setting clear and concise goals at the beginning of the year. Decisions regarding governance of clubs and organizations will be based upon the interpretive opinions of the Alonso Administration

# Types of Clubs

The Alonso High School Club Program consists of five types of clubs.

## Interest

- Students' interests determine, to a large degree, what clubs are available. Interest clubs may be formed by following the "Quick Start Guide" procedures outlined in the Sponsor's Handbook.
- During the beginning of the school year, there will be a designated interest club display period (recruitment). This type of club requires a 2.0 GPA. For supervisory reasons, membership in interest clubs is based on a 1 to 50 teacher-student ratio.
- Students who wish to apply for an interest club may speak directly to the Club Sponsor. The sponsor is the person who may approve a student's club membership. The student must have satisfactory conduct and academic requirements are met.

## Vocational

- Co-Curricular clubs are class related clubs. Students join as they are enrolled in the class and meet the criteria of the club. Membership is available for students in grades 9-12.

## Honors

- Honors Clubs serve our highly motivated, intellectually talented, academically well-prepared, and/or creative students who meet GPA requirements.

## Service

- These requirements are as follows: overall scholastic average of "C" for the most recent semester and/or current nine weeks, and satisfactory conduct as determined by the Office of Student Affairs.
- Most service clubs are affiliated with a parent club in the community and are expected to render service to the school and community. To join a service club, the student should see the club sponsor.

## General

- General clubs offer students elected/appointed positions to serve the needs of the student population.

# Club Operations

## Starting a New Club

- See Page 4 for information on starting a new club.
- Once you begin the club, you must keep updated copies of the following items on file in the Assistant Principal's office.
  1. Constitution
  2. Calendar
  3. Budget
  4. List of members and officers
  5. Active participation in ICC
  6. Set goals and rules for effective meetings

## Activities

1. All club activities must be approved by the AP for Clubs and the Assistant Principal for Administration (APA) and all necessary forms submitted prior to deadlines.
2. Bonfires are forbidden.
3. Dates for activities, fundraisers, and projects must be cleared with the APA and placed on the school calendar.

## Uniforms

Club jerseys may not cost in excess of \$30.00. Service points cannot be deducted if a club member fails to wear a jersey. Before ordering, all uniforms must be approved by the AP for Clubs.

## Membership

We encourage each student to become a member of at least one club. Clubs are available to everyone; however, each club has certain standards that must be met before becoming a member. Criteria for selecting members should be clear and impartial. Selection criteria should be reviewed with the Assistant Principal prior to your membership drive.

## Dismissal of Members

Any member who fails to meet the grade requirements will be permitted a nine (9) week probationary period before he/she is dropped. Report cards must be submitted to the sponsor each nine weeks to verify that the G.P.A. is maintained. Failure to do so will place the student on suspension from functions until the G.P.A. is verified.

The Club Sponsor shall reserve the right to dismiss any club member found guilty of unsatisfactory conduct, according to the by-laws of its constitution. All students who are subject to dismissal must be advised in writing by the club secretary and sponsor prior to the dismissal.

## Initiations and/or Roasts

There will be **NO** initiations and/or roasts by any club on or off campus. Inductions are acceptable provided they meet the following requirements:

- Submit to the sponsor a detailed outline of the proposed program.
- After approval by the sponsor, submit the outline to the Assistant Principal of clubs.
- The program should be club related, but in no way can it be degrading, unsafe, or involve foolish pranks.

## Hazing

Included in initiations is hazing. Under **NO** circumstance, should hazing be involved in a club. Hazing demoralizes a student and sets the wrong tone for the club.

Hazing includes, but is not limited to:

- Having a member stand up and sing, dance, or otherwise embarrass themselves in front of other students.
- Having a student dress up in a demoralizing manner.
- Any process where a student is "dropped off" somewhere and has to "make it back."

## Meeting Locations and Times

- To enable the participation of all interested students, our club program will continue to operate as part of the academic day. The Assistant Principal of clubs will provide specific details and a schedule of meeting locations and times. In general, clubs will meet on shortened school days. No "on-call" meetings are allowed during the school hours.
- A list of meeting locations is published at the beginning of each school year. The Assistant Principal must approve any changes. Off-campus meetings are discouraged and must have the approval of the AP and the written permission of parents if a meeting is scheduled at a member's house.
- When meetings are scheduled on-campus in the evening, sponsors and their club members should keep in mind that many other activities might be taking place in various locations of the building. Many community groups also use Alonso High School facilities during the evening hours. For these reasons, club advisors must submit an Agreement for School Activity ASA Form (BUSINESS NEWS>FORMS) including: meeting locations, dates, and times with the AP at least two weeks in advance so that conflicts do not occur. Major events such as dances and banquets must be scheduled one month in advance.
- If it is necessary for clubs to meet in the evening hours, sponsor and members should follow the procedures listed below:
  - a. Club advisors should submit the request form to schedule a meeting at least two weeks in advance.
  - b. Club members should not be admitted to the building prior to thirty minutes before the meeting.
  - c. Club advisors should:
    - i. Supervise the conduct of the club throughout the entire meeting,
    - ii. See that the club members are orderly before, during, and after the meeting,
    - iii. See that the desks are in order and room is picked-up when done.

## **Assemblies**

All assembly requests must be submitted on the Agreement for School Activity ASA Form (BUSINESS NEWS>FORMS) to the Assistant Principal a minimum of four (4) weeks before the requested date.

## **Club Identification/Club Cards**

Club members' club cards will be distributed by the sponsor. These are to be used as a pass to be dismissed from class to attend their club on CLUB DAY. A student that does not possess his/her club card on CLUB DAY will not be dismissed from class. The card will be initialed by the teacher allowing them to go and again by the sponsor to show they attended. Club sponsors must turn in a club roster to receive cards.

## **Social Clubs**

Social clubs are banned in Hillsborough County Public Schools.

## **Dances**

Any club or organization wishing to sponsor a dance must get permission from the Assistant Principal. Rules, regulations, and procedures will be given to the sponsor at the time of the request. All requests must be submitted at least four weeks in advance of the planned activity on an Agreement for School Activity ASA Form (BUSINESS NEWS>FORMS).

## **Ties with Parent Clubs/Organizations**

Each service club should have a designated sponsor from a parent club (if applicable) who meets with the club, gives them guidance, and is the prime motivator of the club. If any club is having difficulties getting this type of cooperation from the parent club, notify the parent club as to the time and location of meetings and ask for a designated person from the club to work with them.

## **Club Announcements**

Due to the limited space in the afternoon announcements, we are only able to run announcements a maximum of three days. Contact the following staff to post announcements.

- Alonso Internal: Ms. Stone
- Afternoon Announcements: Ms. Stone
- Morning TV Announcements: Mr. Changuris

## **Assistance Requests**

Many times your club will need assistance for its events (such as the custodians, hospitality, media, etc). Be sure to get approval from the Assistant Principal before making any plans that involve these support services. Make plans in advance to give these people time to arrange their schedules. Also, keep in mind that if events occur

(such as weekends) when these people would normally be off duty, they must be compensated.

## Active Club Standing

### Active Club Standings

It is the philosophy of the Alonso High School Faculty that club members should be actively involved with their school and local community. Therefore, each club must earn a minimum of 75 points per semester to remain in good standing. Failure to earn the minimum points would result in a probationary status for the club for one semester. The club may continue to earn points so that the club could be placed in good standing by the end of the probationary semester. If the club does not choose to become more active, it would be deactivated by the end of the probationary semester for a calendar year. Submit a Club Points Report Form to the AP for Clubs for each activity to approve and keep track of your points (**See Club Points Report Form-Appendix I**)

### Outstanding Club Awards

Outstanding club of the year awards will be given in the categories of honor, vocational, service, general and interest clubs. The award is granted to the club earning the highest number of club points in each category. Awards are presented each year at the ICC banquet.

On the next page are examples of service. If you have Business news>forms for other service projects submit them to the AP for Clubs to discuss the amount of points.



## **Clubs Points Value**

### **School-Based Project/Donation\*:**

- 1 point/\$5 donated towards an event or item purchased (examples include: Great American Teach-In, Volunteer Breakfast, benches, signs, trees, etc.)
- School related banners: 5 points each
- Faculty/Staff/Administrator Appreciation: 10 points for participation plus 1pt/\$5
- Participation in Competitive Events: 25 points
- Winners proceeding onto State Competition: 10 points/number of winners
- School Beautification Project: 15 points (examples include stadium clean up, planting, parking lot clean ups) plus 1 point times # of members times # of hours spent.
- School-Based Service Projects: # of members times # of hours (example: blood drives, etc.)
- Homecoming Booths: 25 points per club
- Freshman Orientation: 20 points per club
- Guest Speakers at Club Meetings: 10 points per meeting

### **Community-Based Service/Project/Donation\*:**

- 2 points for each ink cartridge or cell phone donated
- 10 points per ½ ton of newspaper recycled
- 1 point per canned good/pound donated (including canned pet food)
- 10 points per pound of can tabs donated (635 tabs equals one pound)
- All participation in community events (examples: elementary field days, community walks, clean-ups, etc.) # of members times # of hours spent
- 1 point/\$5 donated to a charity, cause, animal/environmental adoption, etc.
- 10 points per bag of clothing donated
- 1 point per item donated to charity (examples include toys, books, toiletries, blankets)
- 5 points per pound of dry dog/cat food
- Blood donations, 5 points times number of members
- Visitations (hospitals, nursing homes) 5 points per visit

*Record of service completed or donations submitted should be turned in to Ms. Stone as soon as service is completed*

\*Denominations of club points/values are subject to change without notice.

# Fundraising Activities

## General Fundraising Information

With prior approval each club may hold fundraisers throughout the year per school board policy.

## Checklist for Fundraisers

- Determine dates for your fundraiser. See APSA for Clubs to approve the dates for fund-raiser. Allow 6 - 8 weeks to obtain approval.
- The SPONSOR is responsible for typing the Agreement for School Activity ASA Form (BUSINESS NEWS>FORMS) and contacting the vendor for his/her signature. To access the form sign into Business news>forms. Select the District Icon. Select Business News, the big "B". Select Agreement for School Activity ASA Form in the upperleft. Turn in 6 – 8 weeks prior.
- When the agreement returns from downtown, set up delivery with vendor.
- When product is delivered, count and make sure it matches delivery invoice that the vendor gives you.
- Check the product out to your students. Use good judgment when distributing the amount of product to a student. Make sure you keep accurate records of how much you give to each student and how much money each one returns
- Turn in all money collected daily to the bookkeeper.
- When fund-raiser is over, count the product remaining. Call vendor for pick up and check on credit for any product not sold, if possible.
- Deposit all final money with the bookkeeper no later than a week after the event.
- If you have any problems, the bookkeeper will help you complete the forms.
- All payments to vendors will go through the bookkeeper by official school check. The bookkeeper will need the bill and your signature.
- No cash payments will be made to anyone at any time for any reason.