



MINOOKA COMMUNITY HIGH SCHOOL DISTRICT #111 Official Club/Activity Rules

1. **All clubs are under the direct governance of the Director of Student Activities:** The Director of Student Activities has the authority to:
 - Approve or veto any club events or activities
 - Disband a club if any of the following rules are not met

2. **No club may be formed or continue to exist without an official faculty sponsor.** The faculty sponsor:
 - Must be present at ALL on-campus meetings and events
 - Must be present at ALL official off-campus meetings and events
 - Is responsible for any withdrawals or deposits to the club account
 - Has the authority to approve or disapprove of any plans set forth by student members of the club
 - Is responsible for directing students in the promotion of the club at the New Student Orientation, Open House, and Incoming Freshman Night
 - Is responsible for submitting the proper paper work for any off-campus events or activities, the same as for a course field trip
 - Assist the student leaders in the preparation of the petition for club funds
 - Must keep an updated file with the monthly club ledgers of accounts. This is to be passed down to future sponsors when necessary
 - Is responsible for the overall guidance and supervision of all meetings, activities and events pertaining to the club

3. **Official clubs must:**
 - Hold REGULAR meetings on campus with sponsor present
 - Hold 90% of the activities ON CAMPUS so that it is open to and easily accessible to all students*
 - Not discriminate against or select its members
 - Always seek advice of sponsor before planning an activity or event
 - Always seek the advice of the sponsor before spending club funds
 - Prepare a petition for club funds (budget) under the guidance of the sponsor and submit it before the set deadline
 - Not hold fundraisers without the approval of the Director of Student Activities
 - Request and operate a table representing the club at the New Student Orientation, Open House and Incoming Freshman Night
 - Be responsible for reporting any problem or concern directly to the sponsor in a timely fashion
 - At all times uphold the mission of this school, respecting the diversity and the talents of the student body

4. **Clubs that have off- campus events* must:**
 - Follow the same rules and submit proper paperwork as if it were a course field trip
 - Be accompanied at all times by the faculty moderator and other adult chaperones
 - Obtain the pre-approval of the Director of Student Activities
 - Off-campus events must be held to a minimum



MINOOKA COMMUNITY HIGH SCHOOL DISTRICT #111 Procedures for Beginning A New Club Activity

- 1. Submit an application packet to the Student Activity Director. The application should include:**
 - Completed application
 - Ideas for activities/events/fundraising/philanthropy
 - A faculty member who would be interested in sponsoring the club
 - Proposed meeting times and location
 - A petition of current student signatures that would like to join this club/activity if approved. A minimum of 20 students is necessary to start a club, and 16 students are needed to maintain club status

- 2. The application then goes through the following process:**
 - Reviewed by the Student Activities Director
 - Meeting with the potential sponsor and/or students
 - Recommendation to the Building Administration Team as a pilot club/activity
 - Tentative agreement to start as a pilot club for one year (2 semesters)
 - Student Activities Director will review participation and status after pilot year.
 - Tentative agreement to become a probationary club for one year. (2 semesters)
 - After probationary year to become sanctioned club: Recommendation to the Co-Curricular Committee for discussion and review.
 - Tentative agreement to become a sanctioned club the following year The Board of Education has final say in sanctioning of club/activity

- 3. The following criteria will be used to assess the proposal for a pilot club/activity. All 6 of the criteria must be in place before approval to become a piloted club/activity:**
 - Evidence of sufficient student interest (minimum 20 members). Interested students should sign the petition
 - Generate a constitution (structure-goals)
 - Availability of a capable sponsor
 - Availability of space. The proposed club shall not conflict with current District 111 events
 - Availability of funds
 - Inclusiveness – The degree to which the proposed club/activity is designed to appeal to all the students regardless of race, religion, ethnic origin, etc. The club must meet legal guidelines set by ISBE

- 4. To obtain a sanctioned club/activity status from a pilot status the following criteria must be met. Evidence of these eight points must be presented to the Student Activities Director**
 - Must be pilot status for 1 school year (2 semesters)
 - Must be in probationary status for at least 1 school year (2 semesters)
 - Must maintain an appropriate number of members – approximately 16
 - Must have a constitution (structure-goals)
 - Must have set activities
 - Must have a set meeting structure. Evidence of student attendance and meeting dates along with minutes from these meetings must be presented.
 - Must have a capable sponsor
 - Must have elected officials or captains

- 5. The sponsor is then responsible for writing a description of the club or activity for promotion and publication**

Notes about the New Clubs/Activity

- The club or activity will be reviewed once per year in an annual report
- Clubs/Activities need to meet a *minimum* of two times per month and submit meeting minutes to the Student Activity Student Activity Director
- Sponsors will maintain a record of student attendance each meeting
- Once you receive official club status, your activity account must continue to be maintained through the activity office. Separate outside bank accounts are prohibited



MINOOKA COMMUNITY HIGH SCHOOL DISTRICT #111 Club Application

To initiate the new club process; return the completed application, travel worksheet, student and sponsor commitment forms along with the student petition to the Director of Student Activities.

Applications are:

- Accepted until October 15th for 2nd semester approval
- Accepted until March 15th for 1st semester approval

Name Of Proposed Club: _____

Sponsor: Name Student(s) organizer(s): _____

Club purpose/description:

- New Club: Goal is to achieve sanction process
- Student Right to meet (organization w/volunteer sponsor)

Type of organization:

- Competition group
- Leadership and Community
- Service Special Interest
- Creative Arts

Governing Organization: Yes No If yes specify (eg:IHSA) _____

Aligns with curricular course: Yes No If yes specify course _____

Membership:

- Academic Honorary
- Class Enrollment Prerequisite
- IHSA Activity
- Open Membership
- Petitions/Nomination
- Tryouts/auditions

Meetings: Clubs are required to meet on campus for 90% of meeting in order to be open and accessible to students. Days, times and locations proposed:

Day(s) of Week	Location (campus and room)	Time
<input type="checkbox"/> Year Round Activity	<input type="checkbox"/> School Year _____	<input type="checkbox"/> Seasonal _____ (months)

The goals of this club are: *Include examples of activities that will achieve each goal.*

1. _____

2. _____

3. _____

4. To promote school and community service

Operating Cost(s) for the Club:

Provide a description and total cost in chart below. Specify how funds will be obtained.

Category	Total amount necessary to operate for 1 year	Amount raised through student fundraising	Amount from District	Amount from other source (specify source)
National organization Fees/Dues				
Competition Entry Fees per calendar year				
Supplies				
Purchase Services				
Transportation (worksheet)				
Other (Specify)				
Total				

Describe the use of the money, and how initial fund will be obtained?

Approval Process:

Step 1: Complete and submit application to the Student Activities Office.
(Must list a MCHS staff member as sponsor) by Oct.15th or March 15th

Application Petition Budget needs Sponsor Commitment

Student Commitment

Step 2: Activity Director meets with sponsor proposing club.

Student Activity Director

Date

Step 3: Recommendation to the Principal and Superintendent to operate as a Pilot club.

Principal

Date

Superintendent

Date

Step 4: Club maintains pilot status for two semesters. Review participation and status on club operations.

Student Activity Director

Date

Step 5: Recommendation to Co-Curricular to approve as a sanctioned activity Date: _____

Step 6: Board of Ed. Approval for sanctioned status Date: _____



MINOOKA COMMUNITY HIGH SCHOOL DISTRICT #111

Travel Expense Worksheet

This worksheet is an estimation of travel/ transportation needs. Please complete all columns. The Activities Director will calculate the Total cost. See calculations below to assist.

Destination Location <i>City, State</i>	Method <i>(vans/number, bus, other)</i>	Distance <i>(miles)</i>	Departure Time/Return Time <i>(Driver's Salary)</i>	Driver Expense <i>(meals/lodging if overnight)</i>	Board Fund	District Fund



MINOOKA COMMUNITY HIGH SCHOOL DISTRICT #111
Student Commitment
_____ **Name of Club**

STUDENT INFORMATION

1. Do you have an official faculty sponsor? YES NO
2. Have you explained to the sponsor that he/she **MUST** be present any time the club meets or has an activity? YES NO
3. Do you promise that 90% of the clubs activities must be held ON CAMPUS? YES NO
4. Do you promise not to discriminate against or select club members? YES NO
5. Do you promise always to seek the advice of the club sponsor before planning a meeting, activity or event? YES NO
6. Do you promise to always seek the advice of the sponsor before spending club funds?
 YES NO
7. Do you promise to at all times uphold the mission of this school, respecting the diversity and talents of the student body? YES NO
8. Are you aware that you must be accompanied at all times by the faculty sponsor when you meet as a club? YES NO
9. Are you aware that the club needs to submit monthly communication of meeting minutes and activities to the activities director? YES NO
10. Initial here if you read and fully understand the attached Official Club Rules _____

Student Name (Print)

Student Signature



MINOOKA COMMUNITY HIGH SCHOOL DISTRICT #111
Student Commitment

Name of Club

SPONSOR INFORMATION

SPONSOR; please initial each of the following points and return attach to the new club application. Turn the completed application and attachments to the Director of Student Activities.

1. I am a full-time member of the faculty of Minooka Community High School.
2. I understand that I MUST be present at ALL club meetings and events. (On or off campus)
3. I understand that I am responsible for all PA announcements, building usage, student activity displays at new student Orientation, Open House, and Incoming Freshman Night, field trip requests and the corresponding paperwork needed.
4. I understand that I am responsible for all overall guidance and supervision of all meetings, activities and events pertaining to students.
5. I understand that I am responsible for all club accounts.
6. I understand that the club must hold 90% of activities ON CAMPUS so that it is open to and easily accessible to students.
7. I understand that the club may not discriminate against or select its members
8. I understand that the club meetings or activities may NOT take place in a students home, or my own.
9. I have read and reviewed the attached club guidelines with the students who approached me to be sponsor and agree to be fully accountable to following all established club and school rules.
10. I understand that the first year a new club exists as a pilot club. The second year is on probationary status pending evidence of meeting criteria for sanctioned status (procedure #5).

Sponsor Name (Print)

Sponsor Signature



MINOOKA COMMUNITY HIGH SCHOOL DISTRICT #111
Student Club/Activity Student Petition
 _____ **School Year**

Name of Club: _____

Sponsor(s): _____

Student Name	ID #	Year in School