

# Student Organization

## Important Information for Advisors, Coaches and Moderators

### Set-Up

- Rosters with names of all members/participants including SO card numbers
  - establishing a club requires a minimum of 10 students
  - Constitution (a format is available) – Clubs Only
- College Alignment Forms – detailing how your club/team/event is aligned with college awareness and/or college readiness skills

**All clubs must participate in or host at least (1) event, (1) community service project and (1) fundraiser per school year. Failure to do so can result in your club charter being revoked.**

### Fundraising/Collection of Funds

- Authorization Form – This form **MUST** be submitted to COSA 30 days prior to the collection of money for any reason. (e.g. – bake sales, sweatshirts, trips)
    - Additional signature is required for teams and department collections
  - Final Statement - 2 days after the completion of fundraiser a final statement and money collected needs to be handed in to the treasurer
  - Only cash and money orders are accepted by the office of the Treasurer– No personal checks!
  - Purchases over \$2000 require bids from 3 different DOE approved vendors.
- \*\*\* All student groups receive a budget which must be spent in the school year it is distributed.

### Reimbursement of Funds

- Original receipts must be submitted along with a disbursement of funds form available from the treasurer or assistant treasurer. Sales tax can not be reimbursed, tax exempt forms are available in room 131.

### Events/Community Service

- An Event Registration Form **MUST** be filled out 30 days prior to any activity
- EVERY activity must be registered in the Student Activities office
  - Use of building space after school and on weekends requires a building permit obtained from the custodians office.
    - In some cases security agents and deans will need to be arranged
    - If you are charging admission or selling any items at the event then an authorization to collect funds form must be filled out
- Off Campus Events or trips require a Trip Plan approved by the Principal and a signed parental/teacher consent forms for every student attending
  - If there is a cost associated with the trip then an authorization to collect funds form must also be filled out

Copies of all the forms are available in the Student Activities Center 131.

# Establishment

## **Establishing Your Club Chancellor Regulation A-601 Establishment**

1. Students in high school have the right to organize and participate in student organizations and clubs and political, religious and philosophical groups consistent with the requirements of Equal Access Act and this Regulation.
2. Membership in student clubs or organizations must be open to all students in the school regardless of race, color, national origin, religion, disability, citizenship status, marital status, gender or sexual orientation.
3. **In order to receive a charter, each student club and/or organization must.**
  - a. **be initiated by a group of interested students (at least 10)**
  - b. **have a purpose which is consistent with the school's educational goals**
  - c. **have a faculty advisor who is a licensed Board of Education pedagogue**
  - d. **be approved by the student government**
  - e. **be approved by the principal who shall be the final arbiter in the chartering process**
4. Every student club or organization must have on file a constitution or by-laws which set forth, at a minimum, the purpose, membership, officers responsibilities, election process and impeachment procedure.

### Student Group Establishment Checklist

- roster form including a minimum of 10 interested students and their SO card numbers has been submitted
- full-time faculty advisor has agreed to supervise club meeting and activities
- constitution following the attached format has been completed and submitted
- College Alignment Form has been submitted

### If the club is approved

- You will be informed in writing by the SO Council.
- You can begin advertising for your club to recruit new members.
  - An updated roster with new club members and SO Card numbers must be submitted within one month of approval.
- The Treasurer's office will create a club account. The club will be given \$50.00 for start-up money. This money can be used by the club for publicity, food, activities, etc. Feel free to stop by SO office and let us know how you are doing, and if there is anything that we can do to help your club.

## **Remaining Active**

The Student Organization now requires all student groups to participate in one (1) community service, one (1) fundraiser and one (1) event per school year.

The SO hosts school-wide events through out the year that can greatly benefit your club, such as the Club/Team Fair, Presidents/Captains Meetings, SO Bazaar/Carnival, can-drive, and pennies for patients. Participation in these events will count towards requirements.

Your involvement not only benefits your club, participation is also seen as a responsibility of clubs and teams on campus, and as a service to the students here at Bayside. Attendance at these functions is strongly suggested, as it is a great opportunity to publicize your club and team. These functions are designed to help your club/team recruit new members.

PLEASE NOTE: Clubs and Teams on campus are for the betterment of students here at Bayside. Clubs and Teams are student based and should be considered non-profit organizations. Please remember your club will represent Bayside please keep all club related materials appropriate and non-offensive.

If you have any questions, comments, or concern please feel free to contact the Coordinator of Student Activities in room 131, at Ext. 1315 or via e-mail at [mbarretta@baysidehighschool.org](mailto:mbarretta@baysidehighschool.org).

# **Fundraising for Your Club/Organization**

## **Chancellor Regulation A-601 Fundraising**

Fundraising is any activity related to the solicitation of moneys by a school or parent-teacher association to be deposited into a general organization or other school accounts separate from accounts in which city, state or federal funds are maintained.

The following fund raising activities are prohibited:

- a. The sale of tickets for children's attendance at movie houses and theatres unless the project is directly connected with the curriculum.
- b. House-to-house solicitations of funds by children.
- c. The sale of raffle tickets to any children.
- d. Bingo or any other form of gambling.

### **Fundraisers/Collection of Funds**

Any time money is collected from students an authorization form must be submitted and approved by the office of the COSA and the Principal 30 days prior to the event.

All money collected must be turned into the treasurer accompanied by a final statement which outlines the amount of money you collected.

Money fundraised by your club carries over from year to year as long as the club is in existence.

### **Club Budgets**

Budgets are assigned to each club in the beginning of each school year.

Budgeted money must be used within the school year it is allocated and can not be used to buy items such as t-shirts or uniforms unless they will be returned to the school for continued use in the future.

### **Purchasing Goods/Reimbursement of Funds**

Any items purchased for the club can be reimbursed against your either your fundraising or budget account.

You must provide an original receipt for all products purchased.

You can not be reimbursed for sales tax. (Tax exempt forms are available)

If the products you wish to purchase exceed \$2000 you must get bids from at least 3 different vendors (approved by the DOE) at which time you can determine which vendor to use.

## **Hosting Events/Community Service**

**Events Registration Forms (ERF) must be filled out prior to any event, fundraiser or community service project.**

**Any additional forms such as authorization to collect funds or trip plans should also be submitted at this time.**

**ERF will then be submitted to the Principal for final approval.**

All school wide events held after school hours also need approval from the above offices as well as the offices listed below:

- Date selection must first be cleared by the SO Office.
  - Custodian's Office must be notified and a building permit must be obtained for spaces such as the Gymnasium, Auditorium, Student Cafeteria, etc.
    - Request equipment such as tables, chairs, etc
  - Use of the library must be cleared with the Librarians
- Dean's Office must be notified and a security request form must be filled out.
- Use of the microphone and podium can be obtained in the Principal's office
- Use of auditorium sound system/lighting can be arranged with the Music Department

## **Advertising for an Event**

Announcements can be made during 2<sup>nd</sup> and 9<sup>th</sup> period. Announcement forms can be picked up in room 127 and must be signed by a faculty member. Announcement forms **MUST** be handed in 24 hours before the date the announcement is to be made.

Posters can be hung in the main corridor on the 1<sup>st</sup> floor only. Please have posters approved by Ms. Prendergast, Assistant Principal Pupil Personnel Services or Ms. Barretta, Coordinator of Student Activities before they are hung up. Use masking tape **ONLY** when hanging posters; posters not hung with masking tape will be taken down.

The events calendar, located in the main corridor, is available to all student groups. Events, Fundraisers, and Games will be placed on the calendar by the Student Organization. Please submit a posting request to Michelle Barretta in room 150.

## **Off-Campus Events**

Students leaving the school property for a school activity need a signed parent consent form. Consent forms can be obtained in room 127 or in the SO Office room 150. Overnight and out of state trips require additional consent forms. All trips must be cleared by the Principal and Assistant Principal of Pupil Personnel Services.



Use the following format to help establish a Constitution for your club. Article III, VI and VII should be not be amended but must be included in your groups constitution. Please keep in mind this is a set of rules to help your club run smoothly. Be as descriptive as possible when discussing the responsibilities of the officers, elections procedure and impeachment procedure.

***(Club Name) Constitution***

**Article I- NAME (club name)**

The name of this club/organization shall be (club name here) of Bayside High School.

**Article II- PURPOSE**

The purpose of this club is...

**Article III-MEMBERSHIP**

Membership is open to all students in the school regardless of race, color, national origin, religion, disability, citizenship status, marital status, gender or sexual orientation.

**Article IV- OFFICIALS**

Officers, responsibilities, election process and impeachment process

**Article V- MEETINGS**

When and where? Will you meet once a week, once a month, etc.?

**Article VI- AMENDMENTS**

An Amendment may be initiated by any member of the group and passed by a 2/3 vote of the members present at the meeting.

**Article VII- ABANDONMENT**

Club funds shall remain in the (your clubs name here) Club account for a period of two years after its abandonment. If after two years, the club does not continue on an active basis, all funds shall be forwarded to the Student Organization

**ADOPTED: "May 24, 2005" (put date that you complete constitution)**



## **COLLEGE AWARENESS AND READINESS SKILLS**

### **ACADEMIC SKILLS**

<b>College Readiness Skills</b>	<b>Description</b>
Math	Ability do math at a level beyond Algebra II
Study Skills	Ability to study independently and with a study group on a complex assignment requiring extensive out-of-class preparation that extends over a reasonably long period of time.
Building the knowledge of media and technology	Ability to use various resources to research different materials and context. Ability to utilize the media and technology for the betterment of a project or group.
Science	Ability to mastery key concepts and ways of thinking found in one or more scientific disciplines sufficient to succeed in at least one introductory-level college course that could conceivably lead toward a major that requires additional scientific knowledge and expertise.
Reading and Writing	Having reading and writing skills and strategies sufficient to process the full range of textual materials commonly encountered in entry-level college courses, and to respond successfully to the written assignments commonly required in such courses.

### **SOCIAL SKILLS**

Community Involvement	Readiness for citizenship and community responsibility. Being able to think about the betterment of the entire community and not only one's own self.
Communication/Public speaking	Ability to communicate orally and in writing for a variety of audiences and purposes. Being able to get the point across.
Teamwork	Ability to work with others in groups, projects, and athletic settings. Ability to compromise and get group work done in the most efficient way possible.
Leadership	Ability to consider what is best for the entire group. Ability to make tough decisions. Ability to guide its members.
Celebrating diversity	Ability to interact successfully with a wide range of faculty, staff, and students, including among them many who come from different backgrounds and hold points of view different from the student's.

### **PERSONAL SKILLS**

Cognitive	A strong grounding in the knowledge base that underlies the key concepts of the core academic disciplines as evidenced by the ability to use the knowledge to solve novel problems within a subject area, and to demonstrate an understanding of how experts in the subject area think.
Resiliency	Ability to assess objectively one's level of competence in a subject and to devise plans to complete course requirements in a timely fashion and with a high degree of quality.
Accepting critiques	Ability to accept critical feedback including critiques of written work submitted or an argument presented in class.
Organization	Ability to efficiently manage tasks with time provided. Ability to keep information neat and in order. Ability to plan or organize events and projects effectively and efficiently.
Self-Awareness	Having appropriate levels of self-esteem, confidence, perseverance, motivation and adaptability.



**Bayside High School  
College Alignment Form  
Clubs, Teams and Events**

Name of Club/Team/ Event:	
Moderator/ Coach/ Organizer:	
Calendar of Meetings/ Events: (can attach)	
Estimated Number of Participating Students:	

Event(s):	Description	College Awareness (CA) or College Readiness (CR) Skill(s) Addressed: