

EDWARDS-KNOX CENTRAL SCHOOL

ADMINISTRATIVE HANDBOOK

FOR

EXTRACURRICULAR ACTIVITIES

Board Approved – August 7, 2018

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I. Philosophy:

Education involves more than that which is learned from a classroom. Interacting and working with others is an important part of the learning process as are the classroom-related activities.

II. Goals of the Program:

- To realize and learn the importance of working as a team for common good.
- To learn responsibility in the knowledge that effort will be keyed to the realization of a desired reward.
- To learn the responsibilities and procedures involved in effectively operating a group organization.

III. Establishing a New Class/Club Organization:

The following procedures have been established for the creation of a new class/club organization:

1. A complete description of the proposed class/club organization must be submitted to the Superintendent for approval. This description is to include:
 - Philosophy of Organization
 - Goals of Organization
 - Name of Faculty Advisor
 - Names of Officers
2. A faculty advisor is to be obtained who is willing to fulfill all responsibilities outlined in Section VII.
3. Class/Club officers are to be nominated and voted upon by the members of the proposed organizations.
4. A proposed class/club organization with less than six members will not be approved.
5. The Superintendent reserves the right to accept or deny the creation of any proposed class/club organization.

IV. Approved Extracurricular Activities:

All extra activity groups shall be approved by the Board of Education. The principal shall maintain an up-to-date register of all extracurricular classroom activities/fundraisers that are approved on a calendar.

V. Eligibility for Participation in Class Activities:

Specific members of a class/club organization may be denied participation in class activities by the High School Principal, on the basis of not paying class/club dues and/or participating in organization fundraising activities. It is expected that all class/club organization members provide the necessary effort and time to support the needs and goals of their respective organization.

VI. Duties and Responsibility of Central Treasurer:

1. It shall be the duty of the Central Treasurer to have custody of all funds and maintain one set of records for all extracurricular accounts.
2. The Central Treasurer shall sign a receipt for all funds placed in his/her custody and shall deposit these funds promptly in a bank designated by the Board of Education.
3. The Central Treasurer shall reconcile extracurricular account bank statements monthly.
4. The Central Treasurer shall quarterly present to the Board of Education a report showing all financial activity for the extracurricular accounts.

VII. Duties and Responsibility of Class/Club Advisor:

Each extracurricular activity shall have an advisor appointed by the Board of Education, upon the recommendation of the Superintendent.

The following is a listing of the duties and responsibilities of a class/club advisor:

- To provide direct supervision of student members at all times during class/club meetings and/or activities.
- To appoint and advise two treasurers for the class.
- To provide student members with advice, consultation and leadership regarding class/club organization financial and fundraising procedures.
- To be responsible for and to provide supervision in regard to safeguarding all funds and monies associated with the respective class/club organization.
- To be responsible for insuring that funds will be available before approving each proposed purchase and by signing all pay orders drawn on the central treasurer for disbursement of funds.

VIII. Election of Class/Club Officers:

Each class/club organization will elect annually the following officers:

- President
- Vice-President
- Secretary

The Treasurers will be appointed by the Class/Club Advisor.

This election is to take place within two school weeks from the opening of school. At the end of the two weeks the high school principal will supply the Central Treasurer with a list of officers and advisors.

IX. Duties and Responsibilities of Class/Club Officers:

The following is a listing of the duties and responsibilities of a class/club officer:

President:

- To call meetings of the class/club organization.
- To conduct meetings of the class/club organization.
- To provide leadership in all class/club activities.
- To plan and organize class/club activities in consultation with the class/ club advisor.

Vice President:

- To assume all duties of the President in the event of his or her absence.

Secretary:

- To receive and appropriately distribute correspondence directed to the class/club organization.
- To be responsible for preparing written correspondence and mail and/or distribute, as directed by President or class advisor.
- To maintain all class/club records regarding membership, dues, planning, etc.

Treasurers:

- To be responsible for maintaining all financial records for the class/club organization with consultation from the class advisor and central treasurer.
- To be responsible for following all extracurricular accounting procedures as specified.
- To deposit money and pay class obligations in a timely fashion.

X. Extracurricular Account Procedures:

1. Each class/club organization has an extracurricular account as a depository for class/club organization funds.
2. At its organizational meeting each year, upon the recommendation of the Superintendent, a Central Treasurer shall be appointed by the Board of Education.
3. Both the central records and the students' records are under the direct supervision of an auditing firm designated by the Board of Education.
4. Standardized forms such as those suggested by Williamson Law Book Co. will be utilized for the accounting procedures.
5. All funds, raised in any manner in the name of a respective class/club organization, are to be deposited in the respective extracurricular account.
6. The class treasurer will be responsible for making an appointment with the Central Treasurer to complete the necessary forms in the depositing and disbursing of funds.
7. Itemized disbursements are to be provided to the High School Principal/ Superintendent for authorization of payment.

8. It is recommended that once an extracurricular activity has completed its fund raising (which includes payment of bills) for the year that they meet with the central treasurer to reconcile their activity books to those of the central treasurer.

9. Prior to June 10 of each school year, it will be the responsibility of both the advisor and class/organization treasurer to meet with the Central Treasurer to conduct account closing procedures. Advisor's responsibility for each year is not ended until books have officially been reconciled. Failure to reconcile the activity book with those of the central treasurer by June 20 may result in the school district administration not recommending the advisor for reappointment in the subsequent school year.

10. All funds should be stored in the school vault immediately following each fundraising event until the treasurers can meet to deposit said funds.

XI. Disbursements

Monies deposited with the central treasurer will be deposited with the extracurricular savings account at the bank.

Interest income from the Extracurricular Savings Account will be divided among the group activities as follows:

1. Interest earned by each group on the previous fiscal year is based upon each group's earnings for that year divided into the total earnings of all the activity groups for the same year.

2. This interest will be computed by the Central Treasurer after the books have been closed and the amounts earned by each group will be distributed upon opening of the books for each account in September of the following school year.

XII. Application for Approval of Building Use:

It will be the responsibility of Administration to approve all class/club activities. The class/club advisor and/or class/club president will be responsible for obtaining and filling out a Building Use form. This form must be signed by both the president of the organization and the respective advisor. The completed Building Use form must be submitted to the Main Office at least one week in advance of the activity being requested.

XIII. Student Activity Calendar:

The Activity Calendar is posted on the school webpage and a hard/electronic copy will be shared with all advisors and Central Treasurer. All class/club activities must be listed on this calendar, following approval. The first organization to have an activity listed on the activities calendar will have secured that date and time.

XIV. Student Supervision at Class/Club Activities:

It is the responsibility of the respective class and/or club advisor to provide proper supervision of his/her members at all times. The following is a list of specific areas requiring definite supervision:

- Direct supervision of members when being transported to and from activities/events on a school bus. Signed permission slips are necessary.

- Direct supervision of members at all class and/or club activities. The advisor or co-advisor must be physically present at these activities.
- Members are not to be allowed in the school building at any time without direct supervision from the respective class/club advisor.
- When an event or activity is held in the school building, students will not be allowed in the building without the physical presence of the advisor. When the event/activity is completed, the advisor is to be the last to leave the building. Upon leaving, it is the responsibility of the advisor to see that all lights are turned off and that windows and doors are locked.
- Each advisor gets one conference day (Thursday or Friday before) to use for decorating the Prom to supervise students.
- During the Senior Trip, advisors should have an approximate ratio of 6 students to 1 adult. Advisors will establish a selection process for the Senior Trip advisors before the senior year begins. The list of chaperones will be provided to the District Clerk, along with the Trip itinerary a month before the anticipated trip date. All Senior Trip chaperones need to be notified in writing, by the advisors following BOE approval.

XV. Posters and Advertising:

All posters and/or advertising to announce fundraising activities or events must be approved by the advisor.

XVI. Clean Up Procedures Following Class/Club Activity:

Following an activity/event, it will be the responsibility of the respective class advisor to see that the area utilized is properly cleaned up. This is to include: tables, chairs and/or desks replaced with all papers, cans and other refuse disposed of properly. The areas utilized by any organization are to be left as they were found at the beginning of the activity.

XVII. Accident Reporting and Student Insurance Procedures:

All accidents occurring during an extracurricular activity are to be reported to the school nurse. An accident of a serious nature is to be reported immediately to the Superintendent.

XVII. Fundraising:

To provide for the operation of class/club organizations, fundraising activities will be necessary. All class/club fundraising activities must be approved by the high school principal in advance. All funds raised through approved fundraising activities are to be deposited within ten school days of the fundraising activity. The appropriate extracurricular accounting procedures are to be followed. Any out-of-building fundraising events need to be approved by the 7-12 Principal or Superintendent.

Guidelines for fundraising for co-curricular groups/clubs/organizations:

1. Students in **grades 9-12** are allowed to have two fundraisers for a two week time period per year. This includes: brochures, etc... Events such as dances, fun nights, concessions, etc. are excluded from this stipulation.

2. In June of each year, a mandatory meeting will take the place for the next year's class advisors to establish sale and activity dates, and will be held and administered by the high school principal. After the class advisors have scheduled their events, the calendar is opened to the additional student organizations that fund raise. Preference for selection of fundraising events and times should be given out in the following manner: 12th grade, 11th grade, 10th grade, and 9th grade.

3. Only 4 regular dances per year and one prom are allowed and an administrator should be present for the length of the function.

4. A committee will establish guidelines for advisors to follow and to encourage training of new advisors. This committee should also establish protocol for equity in the present fundraising done on the school grounds. Policy and protocol for events the advisor may encounter will be available in writing.

XIX. Discontinuing Activities:

Extra classroom accounts that have been inactive for more than one school year will be declared closed by the Board of Education. Unused balances will be transferred to the general student organization and distributed to accounts as determined by the Board of Education.

XX. Annual Organization Meeting:

During the first two weeks of each school year, an organization meeting will be held, involving all co-curricular organizations. The agenda for this meeting will involve:

- A. Review of district Co-curricular Handbook
- B. Scheduling of annual class/club activities
- C. Questions and answers

It will be expected that ALL class advisors and elected organization leaders will be present at the Annual Organization Meeting.

ADDITIONAL RECOMMENDATIONS FOR CLASS/ACTIVITY ADVISORS & CLASS OFFICERS

1. Meetings are to be efficient, timely, and organized. Students should be taught how to conduct and participate in the democratic, orderly, and worthwhile meetings. Advisor (or designated adult) needs to be present for all meetings and events.

2. All activities should have the approval of the class, the advisor, the principal and the Superintendent of Schools. Veto power always rests with the Superintendent and Board of Education.

3. All monies raised through projects will be accounted for by class officers, identified with the project and deposited with the Extracurricular Fund Advisor immediately. During a fundraising activity, advisors will encourage students to turn in money daily. Advisors will take extra care to store funds submitted to them and place in the district vault daily.

4. Finances

- A. The Extracurricular Treasurer shall set aside time to receive and disburse student funds. Each student treasurer must make an appointment with the extracurricular central treasurer to deposit and disburse monies during a study hall.
- B. Students will be responsible for rolling their coins.
- C. All deposit slips should be made out in duplicate with the activity properly identified, such as "Class of 12", "Band," etc. No deposit slip should be made out as "Senior Class," "Sophomore Class," etc.
- D. Upon acceptance of the deposit by the Extracurricular Fund Advisor, the student deposit slip duplicate will be initialed by the Extracurricular Fund Advisor.
- E. All deposit slips should be numbered in order.
- F. All student entries in the Class Individual Financial Record books shall be accurately and carefully made, including date of deposit, number of deposit, source of receipts (candy sales, dance, etc.) or date and number of disbursement slip, purpose and running balance.
- G. All disbursement orders must be accurately and completely made out, including balance less payment order and remaining balance, and signed by the class treasurer, the class advisor, and the high school principal before presentation to the Extracurricular Fund Advisor for his/her approval.
- H. All class bills should be paid by check. **There should not be any cash transactions.** No bill will be paid without presentation of an invoice to the Extracurricular Fund Advisor.
- I. Checks are not disbursed by the Extracurricular Fund Advisor without the Principal's approval.
- J. Advisors should never allow large amounts of cash to be stored in the vault over a lengthy period of time. Weekly deposits can and should be made and all cash boxes should be completely cleaned out on Friday of each week, unless the class needs change for an event over the weekend, such as a dance.

5. The Extracurricular Fund Advisor will prepare a report quarterly using the established forms to be presented to the Board of Education.

7-12 SCHOOL DANCES

A. Passes are required for all persons who are not current students at E-KCS. Each student at Edwards-Knox may have one guest pass. The student obtaining the pass must be in attendance at the dance and is responsible for the guest's behavior. No passes will be issued after the close of school on the date of the dance. Dances will take place between the hours of 7:00 and 10:00 PM (except Prom).

- B. Attendance at school dances is restricted to students in grades 7-12 (only students in grades 9-12 and guests up to 20 years of age may attend Prom). The student must be in attendance at school on the day of the dance.
- C. Prior to a dance the advisor will obtain from the high school principal, a list of all students on social suspension or school suspension.
- D. There shall be a minimum of six chaperones (including at least two males and two females) for each dance, including the **class advisor and an administrator**. A written list of chaperones must be approved with the Principal at least one week in advance of the scheduled dance. All chaperones must be approved volunteers (see Appendix for Volunteer Form) unless they are full time employees of the district.
- E. Use or possession of alcohol, tobacco products, or drugs is prohibited on school property. The proper authority may be notified in consultation with the administrator.
- F. Anyone who leaves the building without authorization will not be allowed to reenter.
- G. No one will be let into a dance one hour after it has begun.
- H. The advisor sponsoring the dance is responsible for adherence to school rules and remaining at the school until all dance participants have been picked up to go home.
- I. All guests decorating for the Prom also need to be approved Volunteers.
- J. The organization and its advisor sponsoring the dance are responsible for enforcing school rules.