



CGUHSD

CLUB SPONSOR HANDBOOK

2022 - 2023



Table of Contents

Welcome Letter.....	4
Policies and Procedures Agreement.....	5
Philosophy of Student Organizations	6
Advisor Job Description.....	6
Important Requirements for Clubs.....	7
1. Club Guidelines	8
2. Sponsor Requirements/Duties	8
3. How New Clubs Are Formed	9
4. How to Recharter a Club	9
5. Student Funds	9
6. Ticket Procedures.....	9
7. Fundraising.....	10
8. Booster Organizations.....	11
9. Advertising.....	11
10. Police/Security	12
11. Student Social Events.....	12
12. Use of School Facilities.....	13

13. Calendars 13

14. Volunteers 13

15. Field Trips 14

16. Student Travel..... 14

17. Governing Board Policies 15

18. Forms..... 16

RECEIPT OF HANDBOOK SIGN OFF FORM REQUIRED (Click Link for Form) 17

Welcome Letter

Dear Club Sponsor:

The purpose of this handbook is to provide you, the sponsor, with guidance regarding District fundraisers, receipts, expenditure policies, and to ensure mutual understanding of your responsibilities as a club sponsor.

Copies of policies pertaining to student activities are available upon request from the Assistant Principal of Student Affairs/AD at each site. These policies have been developed according to Arizona Revised Statutes and the Uniform System of Financial Records and will be strictly enforced.

Thank you for your support of student activities.

A handwritten signature in black ink that reads "Dr. Anna Battle". The signature is written in a cursive style.

Dr. Anna Battle
Superintendent

For Additional information regarding your club's account, please contact either CGUHS ext. 3201 or VGHS ext. 4588.

Policies and Procedures Agreement

I have read the information enclosed and agree to comply with the policies and procedures outlined in the Casa Grande Union High School District Club Sponsor Handbook.

School Year: _____

School: _____

Club/Organization Name: _____

Sponsor Name (Please Print): _____

Sponsor Signature: _____

Date: _____

SPONSOR CONTACT INFORMATION

Phone: _____

Email: _____

Cell Phone: _____

Other: _____

VENDOR INFORMATION

I am a vendor.

Add me as a vendor.

I have completed and submitted:

W-9

" Add/Change Teacher Vendor"

Form

I understand that I cannot purchase anything without a Purchase Order (PO) in place. _____

Initials

Complete and return to: AP of Student Affairs/AD

Philosophy of Student Organizations

Casa Grande Union High School District (CGUHSD) offers extensive opportunities for all students to participate in the activities of their choice as an integral part of their total school program. Club and Class experiences are designed to help satisfy the recreational, social, emotional, and extended academic needs and interests of all students.

Opportunities are provided for young people with varied ethnic and social backgrounds to come together to share common interests and to increase understanding, cooperation, and acceptance of each other. The development of democratic values, positive leadership and responsible citizenship are major objectives.

Our sponsors are the main ingredient that make Activities successful. Thank you for accepting the responsibilities of a sponsor and good luck for the rest of the year.

Advisor Job Description

So now that you are an advisor...what does that mean?

Advisors:

- Are certified teachers and have been approved by the Assistant Principal of Student Affairs/AD.
- Give advice, direction, and counsel to club officers/member.
- Are present at all official functions and activities including (but not limited to): meetings, elections, concerts, competitions, group fundraising, etc.
- Supervise club members before, during, and after school when conducting club business.
- Sign all invoices, check requisitions and purchase orders.
- Attend the advisor's meetings as planned by the school administration.
- Establish academic standards for all members and check progress regularly.
- Work with club officers/members to plan meaningful activities tied to the school's mission, vision, and values.
- Become familiar with the rules and procedures outlined in this handbook, as well as with the constitution of your club, and the Student Body Constitution and District policies as they relate to clubs.
- Review with club members the following: behavior, appearance, and discipline.
- Act as a liaison to their Booster organization.

Important Requirements for Clubs

1. All clubs must be chartered annually. [Re-chartering](#) and [chartering applications](#) must be submitted to the Student Affairs Administrative Assistant by the last Friday in August.
2. All clubs must have a constitution on file with Student Council and the Administration Office. For new clubs, please refer to [sample constitution](#). This document must be submitted with [charter application](#).
3. All clubs must have a minimum of (5) members before a charter is issued. If membership falls below five (5) members during the school year, the school administration may choose to suspend the charter.
4. All club members must obtain written [parental/guardian permission](#) for club membership before they can join the club. Permission slips will be kept on file by each sponsor.
5. All club sponsors must maintain a running ledger (check register/account balance) for verification of funds available through the staff sponsor upon request.
6. All PO's must be reconciled and closed by July 1 or your club will not be rechartered without business office verification.
7. Each club must follow the guidelines set forth in this handbook by the school and the district to be recognized as a club. School administrators will ensure that policies, procedures and regulations for the supervision and administration of Student Activities monies are adhered to. School administrators, with the assistance of the District Business Office, shall conduct a training session at the beginning of each school year involving all individuals who will be responsible for student activity functions.
8. **MISUSE OR MISHANDLING OF ANY STUDENT ACTIVITY FUNDS IS GROUNDS FOR DISCIPLINARY ACTION WHICH MAY RESULT IN SPONSOR BEING HELD PERSONALLY RESPONSIBLE FOR MISHANDLED FUNDS.**

All clubs must adhere to the district policies presented in this manual with special emphasis paid to student funds. All clubs must have all paperwork submitted on time. Expenditure requests not submitted on time may be denied.

1. Club Guidelines

- [General Guidelines](#)
- [Activities Requests](#)
- [Bulletins/Announcements/Posters/Flyers](#)
- [Finances](#)

2. Sponsor Requirements/Duties

- The Club Sponsor must be a certified teacher approved by the AP of Student Affairs/AD.
- A valid DPS fingerprint clearance card is required prior to services.
- Sponsor must complete and sign the Policies and Procedures Agreement and return to the AP of Student Affairs/AD.
- The Club Sponsor must be present at each official meeting and at all club activities/fundraisers.
- Club Sponsors are responsible for managing purchase requisitions, ensure accurate recordkeeping, and the adherence to all school and District procedures.
- Club Sponsors are responsible for supervising students until they leave the event.
- Student clubs are prohibited from participating in any events, activities, etc., that are in violation of Arizona Interscholastic Association (AIA) or 4A/5A Conference rules and the rules of the District.
- Extra-curricular activities will be encouraged when and where they provide worthwhile objectives.
- The sponsor(s) from any school club desiring to take a field trip or travel will need to make necessary arrangements with site administration.
- Plans for social events, dances, and other activities should be limited to an appropriate and reasonable expense.
- The number of club meetings should be limited. School affiliated clubs should normally meet not more than once a week.
- Nighttime meetings should be limited. Exceptions must be approved by the AP of Student Affairs/AD.

3. How New Clubs Are Formed

Requirements for organizing a club and procedures for club meetings can be found [HERE](#).

4. How to Recharter a Club

Requirements for re-chartering a club can be found [HERE](#).

5. Student Funds

If your club intends to collect or raise money, a student club account must be established at the school Bookstore prior to collection/fundraising. All monetary transactions must follow governing board approved/district procedures. **Any fees or dues for clubs may not be assessed without District Governing Board approval.**

Information on Receipts, Expenditures, and Reconciliation of student club monies can be found [HERE](#).

6. Ticket Procedures

Any event where admission is charged, the sponsor is responsible for arranging a minimum two people to handle tickets- one person to manage money from ticket sales and one person to collect ticket at point of entry.

A ticket taker can be a student, parent, or teacher volunteer. If a sponsor would like a paid ticket taker, the request can be made through the Assistant Principal of Student Affairs/AD.

A ticket seller is paid and must be an employee of the district.

7. Fundraising

All fundraisers must have prior approval from Student Council and the AP of Student Affairs/AD. The completed [Student Fundraiser Request](#) form must be kept on file in the Activities Office and must be available for Bookstore Technician and Student Council Treasurer prior to the start of any fundraising activity.

Fundraising procedures can be located [HERE](#).

All school activities that are AIA-sanctioned (Chess, JROTC, Robotics, Speech and Debate, Spirit line, and Theater) must follow the same academic eligibility rules as AIA-sanctioned athletic teams. These eligibility rules apply to all AIA-sanctioned events.

All clubs/activities (that are not AIA-sanctioned or AIA-sanctioned clubs participating in non-AIA-sanctioned events) should have well-established and documented academic requirements that are monitored by the sponsor.

Trips and Assemblies- Students passing their classes with an A, B, or C do not require approval from those teachers to miss class for activities approved by the Activities Office. Students with a D or F in class should not miss class unless an arrangement is made by that teacher, the student, and the sponsor.

Sponsors should conduct frequent grade checks and follow up with teachers to help ensure student academic success and not just rely on waiting until before an event, performance, or trip.

For specific academic eligibility guideline refer to Governing Board [Policy JJJ](#).

8. Booster Organizations

[Policy KJA](#)

Some of the strongest school support comes from parents or organizations having strong interests in specific students or school activities. Support from booster organizations is encouraged wherever appropriate as a means of involving the public in the activities and goals of the District. School personnel shall seek to strengthen and support booster organizations by cooperating, when possible, to provide assistance, materials, facilities, or other aid to assist them in helping the schools.

All donations, no matter the amount, must be Governing Board approved. If Boosters would like to donate capital items such as equipment and uniforms, these items must be approved by the site administration prior to going to the Governing Board.

Close communication with booster organizations ensures greater harmony with the policies and goals of the District. Each principal shall assume responsibility for the conduct of any organization approved by that principal for interaction with the students, staff, or programs of the school.

*****Club Sponsors may not sign on with Booster's bank accounts**

9. Advertising

[Policy KHB](#)

No materials from outside of the school system used for propaganda purposes (ideas, facts, or allegations spread deliberately to further a cause or to damage an opposing cause) shall be permitted to be posted in school buildings or on school grounds or properties while students are present for instructional or recreational purposes.

School sponsored student government activities, mock elections and promotions are exempt from the prohibition against propaganda posting.

10. Police/Security

At all events at which students and/or the general public are in attendance, a CGUHSD security guard/local police officer must be hired through the Activities Office at the expense of the Club/Organization. Security (and Police, as appropriate) will be scheduled by the Assistant Principal of Student Affairs/AD once the event has been placed on the official school calendar. It is the responsibility of the Assistant Principal of Student Affairs/AD to schedule an appropriate number of security and police to maintain a safe environment for all involved.

Police will be paid once an invoice is received. The administrative assistant for the Assistant Principal of Student Affairs/AD must have a Purchase Order before the event. Once the invoice is received the administrative assistant must “ok to pay” by signing the invoice and forwarding to Accounts Payable at the district office.

11. Student Social Events

[Policy JJB](#)

Dances- Only class councils may sponsor dances.

Chaperones- The class sponsor shall submit to the Assistant Principal of Student Affairs/AD the names of the adults/staff members who have agreed to chaperone. Staff may work in shifts or may chaperone the entire length of the dance. All volunteers that are not CGUHSD employees must be approved through HR prior to the event. **Times for dances to be determined by Principal or administrative designee**

Bands/DJs-The band or DJ must be arranged in advanced and cleared through the district vendor process. Music needs to be appropriate for a school setting.

Decorations and Supplies- The club sponsor should plan well in advance and order supplies from an approved vendor using a Purchase Order.

Property Check Room-

1. Any club sponsoring a dance may furnish a property check room into which students may check their coats, purses, bags, etc.
2. An adult must be present in the property check room at all times.
3. The club is responsible for providing identification tags for property checked in. One tag should be given to the owner of the item, and one attached to the property left in the room.
4. When the owner wishes to retrieve his/her property, the owner must present their tag to the person at the property room. If the tag is lost the owner must be able to identify something about the item.

12. Use of School Facilities

[Policy KF](#)

[Policy KF-EA](#)

[Policy KF-RB](#)

When planning an activity, check the calendar and/or the Activities Office for availability of the date and to schedule your proposed event. This includes use of your classroom. Please follow these procedures to schedule an event on campus:

1. Check calendar and/or Activities Office for availability.
2. Complete a [Facility Request Form](#) in full.
3. Arrange for appropriate staff to work the event.
4. Follow approved guidelines to assure appropriate staff get paid on time.

Please note that all school sponsored events using facilities on campus (plays, concerts, banquets, athletic events, etc.) on the weekend or during the summer will be charged a fee for custodial services.

All activities held outside of the school's hours must be cleared through the Activities Office.

Facility Rental Handbook can be located [HERE](#)

13. Calendars

All events must be published on the school's Activities Calendar.

14. Volunteers

[Policy IJOC](#)

The CGUHSD Governing Board realizes the importance of volunteers in various areas within the educational setting of each school. All volunteers must be approved through the Human resources department.

The process to clear a volunteer can be time consuming. Be sure to have volunteers start the process early enough to be approved before the first event. Volunteers are not allowed to begin interacting with students until the Activities Office and the Sponsor have received approval from HR.

15. Field Trips

Field trips and travel require extra planning. **PLEASE PLAN AHEAD.** For Field Trip and Travel information, please see your Student Affairs Administrative Assistant. Ensure that a club meeting is held and include the in the minutes the funding sources for the trip. An [Activity Request Form](#) needs to be completed along with the minutes attached and completed [Field Trip Form](#).

16. Student Travel

The Governing Board recognizes that significant educational and/or recreational benefits can accrue to students through participation in selected activities that require school-sponsored travel.

All students must be eligible to perform for a club. If the travel is for a grade, the teacher must communicate with the AP of Student Affairs/AD to create a plan for academic success. Students must be passing all classes prior to departure, and any funds deposited may not be refunded. Costs associates with student travel are at the expense of the families and/or the club may do fundraising to support students who may need assistance.

In-State travel, which is always preferred, is defined as travel within the State of Arizona. When in-state travel will not satisfactorily meet program objectives, out-of-state travel may be requested. It is defined as other travel within the United States. **All travel (with the exception of field trips) must be approved by the principal and the Superintendent, or a person designated by the Superintendent, and the Governing Board prior to formalizing plans.**

Travel forms can be found utilizing the links below:

[Student Travel Process](#)

[Student Travel Folder with all Forms](#)

17. Governing Board Policies

[DBC Budget Planning, Preparation, and Schedules](#)

[DIC Financial Reports and Statements](#)

[JJE Student Fund-Raising Activities](#)

[JJF Student Activities Funds](#)

[KJA Relations with Booster Organizations](#)

18. Forms

[Activity Request Form](#)

[Application for Chartering a Club](#)

[Application for Re-Chartering a Club](#)

[Cash Collection Report](#)

[Club Constitution Template](#)

[Club Fundraiser Ledger Form](#)

[Club Meeting Roll Call](#)

[Club Minutes](#)

[Club Officer and Sponsor Signature Form](#)

[Community Service Project](#)

[Parent/Guardian Permission for Club Membership](#)

[Proposed Club Budget](#)

[Sample Constitution](#)

[School Activity Form for Teachers](#)

[Student Activities Fundraising Log](#)

[Student Activities Request for Purchase Order](#)

[Student Activity Donation Form](#)

[Student Fundraiser Request](#)

[Tax Credit Eligible Expenditures Determination Chart](#)

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