

Harborfields Central School District

GUIDELINES FOR INITIATING A NEW CLUB/SCHOOL ACTIVITY

If a staff or community member is interested in forming a new club, then the following district guidelines will need to be followed:

- A. Determine if the need exists
- B. Establish club roles, responsibilities, and guidelines
- C. Schedule regular meetings
- D. Identify available resources
- E. Ensure proper training for the coordinator and support team
- F. Develop the club's constitution and charter
- G. Ensure equitable opportunities for all students

A. Determine if the need exists:

If a staff or community member is interested in starting a new club, a meeting will need to be scheduled with the principal and/or director. The principal/director will assess the need to initiate a new club. The staff or community member will be expected to submit a formal proposal detailing the objective of the club. Subsequently, the club proposal will be submitted to central office for review, prior to submitting the request to the Board of Education for approval.

B. Establish club roles, responsibilities, and guidelines:

The advisor proposing the new club will be expected to establish club roles and responsibilities. In general, positions will need to be established for the new club which may include president, secretary, and treasurer.

The advisor will be expected to establish club rules and guidelines which will be presented to the principal/director for review.

C. Schedule regular meetings:

The advisor will identify a meeting schedule to be disseminated to all team club members.

D. Identify available resources:

The advisor will be expected to provide an accounting of available resources which should address transportation for club events. The advisor will need to be familiar with the district's accounting and auditing procedures.

E. Ensure proper training for the coordinator and support team:

The advisor, in addition to other individuals responsible for working with students involved in the club, will need to be properly trained according to district guidelines. If additional training is required to run the club, the advisor will be expected to provide the proper credentials.

F. Develop the club's constitution and charter:

The advisor will be expected to develop the club's constitution and charter, aligned with other district clubs.

G. Ensure equitable opportunities for all students:

All students interested in participating in the club will have the opportunity to participate. Therefore, the advisor should ensure that equitable opportunities exist for all interested students.