



2023 - 2024

Google Classroom Code:
66mcgcf

2023-24 CLUB ADVISORS

Advisor Responsibilities

1. **Petition:** **ALL** clubs must submit a typed petition by **Tuesday, September 5** in order to participate in the Club Fair.
2. **Constitution:** **ALL** clubs must submit a typed Club Constitution by **Friday, September 22**
 - a. Constitutions may never require a “fee,” whether voluntary or not.
 - b. Club Constitution e-Template can be found in Google Classroom.
3. **Budget sheet:** A completed Budget Sheet should have been submitted to the Activities Office in June of the previous year. Only submit a form if there are adjustments or if you are a new club.
4. **Club Fair:** All clubs must participate in the Club Fair on **September 7 at lunch**.
 - a. Advisor(s) must be present at all times, but students may assist with sign-ups.
 - b. One table, two chairs, & a club sign will be provided per club.
 - c. Sign-up sheets will be provided and must be completed with Student Name & ID number.
Only use the Sign-in Sheet we provide you.
 - d. All Sign-up sheets must be turned in to the Activities Office at the end of lunch (copies will be made and returned the following day).
5. **Homecoming Parade:** All clubs *must* participate in the Homecoming Parade
 - a. Homecoming: **September 29** vs. Clovis West. *Theme: **Choose Your Bear(acter)***
 - b. Clubs will create a sign to carry during the pre-game parade.
 - c. Advisors must be present at Homecoming to supervise their students.
 - d. All students will receive free entrance to the football game.
6. **Roster:** Provide an accurate, typed list of club officers, members, and phone numbers to the Activities Office by **Friday, September 29**
 - a. All Clubs **MUST** have a minimum of 15 members to stay active for the year
7. **Meetings / Minutes:** All clubs must meet at least once per month.
 - a. Advisors should provide the meeting day, time, and location to the Activities Office.
 - b. Advisors will use a sign-in sheet and take minutes at every meeting. Upload the sign-in sheet and minutes to your **Google Classroom** within one week of the meeting.
 - c. All fundraisers and purchase orders must be approved and documented in the club minutes. Purchase Orders will not be signed without supporting minutes.
8. **Google Doc:** Club information will be posted on the school’s website.
 - a. Verify the Club’s name, advisor(s) name, club purpose, meeting day(s), time, and location.
9. **Community Service Project:** Clubs should participate in a minimum of one community service project. Upload five pictures of your project to the Google Drive CLUB Folder by **March 15, 2024**
10. **Yearbook picture:** All clubs must participate in Club Yearbook Photos scheduled by Sara Hanson.

11. **Posters / Signage:** Send all signs, posters, advertisements, etc. to the Activities Office for an "ACTIVITIES APPROVED" stamp before posting.
 - a. Send the original for approval before making copies in the event changes are needed.
 - b. Try to use Remind or other e-reminders to minimize the excess use of signage in hallways.
12. **Food Fair** at lunch in the quad. Great opportunity to fundraise.
 - a. TBD – proposed Wednesday, October 11
13. **Fundraiser Suggestions**
 - a. Food Fair
 - b. Entertainment Cards
 - c. Fundraising Cards/e-cards
 - d. Restaurants %; Panda Express, Chipotle, Dickey's, Carl's Jr.
 - e. Bear Bash, October
14. **Student Outreach Ideas**
 - a. Music at lunch
 - b. Advertisement of club at lunch
 - c. Club vs. Club lunch activity
15. **Dates to Remember**
 - a. Club Day/Sign-Ups: September 7
 - b. Homecoming Parade: September 29
 - c. Food Fair: October 11
 - d. Harmony: December 7-8
 - e. All Club Paperwork Deadline: March 15
16. **Club Stipend – Level IX**
 - a. Hold monthly meetings; submit sign-in sheets and minutes.
 - b. Participate in September Club Fair.
 - c. Submit rosters, constitution, budget sheet, and hold club elections.
 - d. Participate in and be present at Homecoming Parade.
 - e. Take Club Yearbook picture.
 - f. + one of the following steps:

<i>Step 1 – \$440</i>	<i>Step 2 – \$586</i>	<i>Step 3 – \$735</i>	<i>Step 4 – \$880</i>
<ul style="list-style-type: none"> Items stated above 	<ul style="list-style-type: none"> Items Listed Above + 1 Community Service Event OR 1 Student Outreach Activity 	<ul style="list-style-type: none"> Items Listed Above + 1 Community Service Event + 2 Student Outreach Activities 	<ul style="list-style-type: none"> Items Listed Above + 2 Community Service Events + 2 Student Outreach Activities

CLASS & CLUB ADVISOR RESPONSIBILITIES

All organization activities are the responsibilities of the faculty advisor and the officers of the group. The following is a description of these responsibilities:

1. Hold monthly meetings. Schedule and oversee all meetings.
2. Assume responsibility for organization of all events.
3. Assume responsibility for proper *supervision* of students involved in scheduled activities. Advisors must be present at *all* club meetings, including after school.
4. Follow all financial guidelines for purchase orders and receipts.
5. See that records are kept of all activities, attendance, fundraising, financial info, and scholarships/awards to members.
6. Make arrangements with the Activities Office and the Deputy Principal's office for use of any school facilities. (Facilities Request forms must always be signed by the Activities Director)
7. Foster positive school and community relations and be involved in community service.
8. Seek authorization for and supervise all fundraising events. Assume responsibility for proper handling and accounting of money.
9. Organize and supervise any programs, dances, or other sponsored events (if applicable).
10. Promote student involvement in activities beneficial to the school.
11. Promote and provide positive experiences necessary for student leadership training.

2022-23 Club List for reference

Clubs	Advisor(s)
African American Student Union	Ronda Turney
Anime Club	Sarah Santini
Armenian Culture Club	Priscilla Bowser
Asian Club	Lue Vang
Badminton Club	Angel Rodriguez
Bears Books and Goods	Suzanne Streeter
Bridge USA	Jenn O'Meara
Buchanan Tutoring Club	Jennifer Harris
Campus Life	Victory Pope
Chess Club	Irene Teraoka
Chinese Club	Lili Wong
CScholar (Coding)	Jennifer Harris
Ecolibrium Club	Andrew Austin
Empowerment Club	Karen Layne
Fashion Club	Priscilla Pellegrini
FCA	Mike Cooper
Filipino Club	Dulce Giannoni

Folklorico Club	Lizette Garcia
Golf Club	Stephen Kidd
GSA	Melissa Nieves
Hmong Dance Club	Vicky Xiong-Lor
Interact Club	Santini/Bettencourt
International Thespian Society	Abigail Paxton
Japanese Culture Club	Colette Miura
Jr. Habitat for Humanity	Irene Teraoka
Just Serve	Luci Myers
Key Club	Chet Frantzich
K-Force	Lisa Lazerus
Korean Club	Lili Wong
Latino Student Union	Angel Rodriguez
Life in the Arts	Colette Miura
Light (The)	Rich Contreras
Medical Careers Club	Hillary Perry
Mental Health Club	Jenn O'Meara
Model United Nations	Ryan Pugsley
Muddslingers	Colette Miura
Music Appreciation	Matt Haltom
Muslim Student Association	Kristin Heimerdinger
Poverello House Club	Gabrielle O'Hara
Red Cross Club	Morgan Watkins
Rugby Club	Bryan Franks
Sikh Honors Service Society (SHSS)	Yazmin Manjarrez
Sports Medicine Club	Kelly Bettencourt
T.E.A.M.: To Educate Adolescent Minds	Michelle Reed
United Student Athletes	Chantal White
VAPPA (Visual & Performing Arts Assoc.)	Joey Neuenschwander
Veterans Service Club	Irene Teraoka
Waterpolo Film	Garrett Pickford
Yoga Club	Gabrielle O'Hara
Young Americans for Freedom	Brook Constable
<i>Class Rally Clubs</i>	
Class of 2024	Williams/Bowser
Class of 2025	Lilles/Rudolph
Class of 2026	Paxton/Taber
Class of 2027	Kendall/Neuenschwander

Club Meeting Sign-In Sheet

Club: Date:

Advisor: Location:

	Student Name	Grade
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

Buchanan High School
CLUB MINUTES

Club Name: _____

Meeting Date: _____ Time: _____ Location: _____

Members Present: (List members or attach a *legible* sign-in sheet)

I. Meeting Called to Order at _____ by _____.

II. The minutes of the previous meeting dated _____ were read and approve (or corrected and approved).

III. Treasurer's Report: (how much money currently in the account) _____

IV. Communication and Reports

- a. Old Business
- b. New Business
- c. Announcements

V. Fundraiser Requests

- a. Motioned by: _____
- b. Seconded by: _____
- c. Number for: _____ Number Opposed: _____

Example: *The Knitting Club would like to raise money for club t-shirts. The club will knit and sell blankets to purchase shirts. Bob motioned to approve the fundraiser. Jane seconded. All in favor, none opposed.*

VI. Request for Purchase Orders / Payments

- a. Motioned by: _____
- b. Seconded by: _____
- c. Number for: _____ Number Opposed: _____

Example: *Request to open a PO for \$100 to Joann's Fabrics to purchase yarn. Bob motioned to approve the fundraiser. Jane seconded. All in favor, none opposed.*

Example: *Request to open a PO for \$300 to "T-shirts Inc." to purchase club t-shirts for all members. Bob motioned to approve the fundraiser. Jane seconded. All in favor, none opposed.*

VII. Meeting Adjourned at _____ by _____.

Signature of Club Secretary

Advisor Signature

Date

BEGINNING OF THE YEAR CLUB MEETINGS

Possible Agenda Items

- Goals during month meetings
- Finalize club roster.
- Elect club officers.
 - Submit a copy of both to the Activities Office.
- Icebreakers
- Discuss ways of gathering new members.
- Meeting schedule
 - How will the club remind members of meetings? REMIND, Text, Email?
- Discuss Homecoming & theme.
 - Parade participation
 - Sign painting for parade
 - Script to be read during parade intro
- Fundraisers for the year
- Club shirts
- Remember to use a SIGN IN SHEET at every meeting, have the secretary take MINUTES, and upload both every month in Google Classroom.

2023-24 Board Meetings & Deadlines per the District Office

Board Date	Due Date to Area Office (by 5:00 pm)	Due to Activities
September 6	August 10	August 5
September 20	August 24	August 21
October 4	September 12	September 5
October 18	September 25	September 18
November 8	October 16	October 10
December 8	November 6	November 1
January 17	December 13	December 6
February 7	January 31	January 24
February 21	February 7	February 1
March 6	February 9	February 1
March 20	February 23	February 16
April 3	March 11	March 4
April 17	March 20	March 13
May 8	April 15	April 8
May 22	April 29	April 22

Buchanan High School Fundraiser Information

1. Fundraiser requests must be submitted on the **REQUEST FOR FUNDRAISER** Form.
2. Forms can be obtained in the Activities Office, in Google Classroom, or on the Buchanan website: bhs.cusd.com > Co-Curricular > Clubs
3. **All fundraisers *must* receive Board Approval**
4. Forms should be submitted to the Activities Office at least **six weeks prior** to the event.
 - a. Be specific. List any and all vendors you might use.
 - b. Board Approval is needed whether money is deposited into an ASB or Foundation account. It is also required for Donations to your program or Charitable work done without profit.
 - c. Fundraisers may begin no earlier than the day *after* it is approved at the board meeting- this includes advertising.
5. A Staff Member must be listed as the Supervisor/Requesting Person on the Form.
6. Online fundraisers, such as GoFundMe, will not be approved unless funds can be sent directly to the school. Checks cannot be written to individual students- only written to school
7. **NO CANDY SALES.** Candy will not be approved as a fundraiser; however, food items that are pre-sold and delivered later are acceptable (i.e. cookie dough, See's candy, etc.).
8. Spend nothing until you have a purchase order number from ASB Finance. You will not be reimbursed if you do.
9. Keep accurate financial records. Fundraisers must be approved by the Club members and listed in Club Minutes.
10. Annual fundraisers must be resubmitted every year.

To Submit a Fundraiser:

Complete the REQUEST FOR FUNDRAISER Form & submit to the Activities Director

Basic information to consider

- A. Name and description of fundraiser
- B. Date(s) of fundraiser (if event includes pre-sale tickets, include those dates as well)
- C. Vendor used, if applicable, or ANY company name
- D. Projected sales (estimate of total profit)

Remember:

- Submit early!
- ALL Fundraisers require Board Approval.
- If you should have any other questions, you can always e-mail Deanna Certain or Tracey May, or call Ext. 73264.

2023-24 CLUB ADVISOR AGREEMENT

The following are duties of a Club Advisor:

1. **Constitution:** Ensure a Club Constitution is on file in the Activities Office by September 22.
2. **Club Fair:** All clubs must participate in the Club Fair on September 7.
3. **Homecoming Parade:** All clubs *must* participate in the Homecoming Parade on September 29.
4. **Roster:** Provide an accurate, typed list of club officers, members, and phone numbers to the Activities Office by September 29. Maintain a minimum of 15 members to remain active.
5. **Meetings / Minutes:** Hold a club meeting *at least* once per month. Provide meeting day, time, and location to the Activities Office. Upload the sign-in sheet and minutes to Google Classroom within one week of the meeting.
6. **Community Service Project:** Participate in at least one community service project and upload at least five pictures of your project to Google Classroom by Friday, March 15.
7. **Yearbook pictures:** Participate in Club Yearbook Photos.
8. **Food Fair:** October 11
9. **Fundraisers:** Complete one fundraiser by March 15.
10. **Budget Sheet:** Complete a Budget Sheet by May 24 for the following year.

I attended the Club Advisor meeting and received the Club Advisor Handbook. I understand my responsibilities as a club advisor and that my stipend will be determined by the completion of my responsibilities.

Club: _____

Club: _____

Signature of Club Advisor:

Date:

Signature of Activities Director:

Date:

[MANDATORY INSERT INTO STUDENT CLUB HANDBOOK]

The school encourages students to pursue interests and clubs to reinforce the instructional program, give students experience in civics and government, and provide social and recreational activities. Student clubs also serve to honor outstanding student achievement and enhance school spirit and students' sense of belonging.

Student clubs may be formed and operated by students who are enrolled at intermediate schools (grades 7-8), high schools (grades 9-12), or educational centers in grades 7-12. All student clubs shall be approved by the school before it may conduct meetings or other activities on school premises and have access to school resources that the school may make available to student clubs. (20 USC §§ 4071 – 4074 (Equal Access Act); Education Code § 48930)

A. Requirements for Formation and Renewal of Student Clubs.

- 1. Formation of New Student Clubs.** The requirements stated below in this Subsection A.1 shall be effective for any new school club that seeks to form during the 2023 – 2024 school year or any school year thereafter. Student groups who wish to be considered for approval to form and operate a student club at the school shall petition for formation on or before October 1 during the school year in which the student club wishes to begin operating. The following shall apply to all new student clubs that seek to form during the 2023-24 school year or any school year thereafter:
 - a. Student Club Petition: Submit and receive the school's approval of a completed Student Club Petition (including a proposed Constitution and budget in Step 2 of the review process set forth in the Student Club Petition). The Student Club Petition and Constitution shall be on the templates provided by the school. The budget shall comply with Standard Operating Procedure No. 5345 – ASB Budget Preparation for Secondary Schools.
 - b. Club Advisor: Have at least one staff who is currently employed and working at the school to serve in the capacity of a club advisor (Club Advisor). **At least 15 students who are currently enrolled at the school and in grades 7-8 for an intermediate school, 9-12 for a high school, and grades 7-12 for an educational center must be listed and signed the Student Club Petition before there can be a Club Advisor.**
 - c. Non-Similarity with Other Clubs. Not be similar to another student club that exists at the school.
- 2. Transition of Existing Student Clubs.** All student clubs that have been approved by the school before the 2023 – 2024 school year and that wish to continue to operate shall be transitioned to the new School Club Petition and Constitution templates in accordance with the requirements in Section A.1 above by no later than the end of the 2024 – 2025 school year.
- 3. Renewal of Existing Student Clubs.** Except as provided in Section A.2 above, existing student clubs that wish to renew and continue in operation shall petition for renewal each school year on or before October 1. Each renewal petition shall comply with the following:
 - a. Student Club Petition: Submit and receive the school's approval of a completed Student Club Petition (including a budget and a copy of the existing Constitution). The Student Club Petition and Constitution shall be on the templates provided by the school. The

budget shall comply with Standard Operating Procedure No. 5345 – ASB Budget Preparation for Secondary Schools.

- b. Club Advisor: Have at least one staff who is currently employed and working at the school to serve in the capacity of a Club Advisor. **At least 15 students who are currently enrolled at the school and in grades 7-8 for an intermediate school, 9-12 for a high school, and grades 7-12 for an educational center must be listed and signed the Student Club Petition before there can be a Club Advisor.**

4. **Appeal.** If the school denies a Student Club Petition for formation, transition, or renewal, the student group may appeal the denial to the Assistant Superintendent for the area in which the school is located. The Assistant Superintendent's decision is final.

B. Operation and Monitoring of Student Clubs.

Starting with the 2023-24 school year, the following shall apply to all student clubs that exist and operate at the school:

1. Use of School Premises for Meetings. All student clubs at the school shall have equal access to conduct meetings, which includes student club activities, on school premises during noninstructional time without regard to their religious, political, philosophical, or other content of the speech at such meetings. (20 USC §§ 4071, 4072)

All meetings of a student club shall comply with the provisions of its Constitution. In addition, all meetings shall be voluntary and student-initiated. (20 USC § 4071) Non-school persons shall not direct, conduct, control, or regularly attend meetings of a student club. (20 USC § 4071)

School staff shall be present at student club meetings only in a non-participatory capacity. (20 USC § 4071) There shall be no sponsorship of the meeting by the school or staff. (20 USC § 4071) The term sponsorship means that school staff are promoting, leading, or participating in a meeting. (20 USC § 4071) The assignment of club advisor or other school employee to a meeting for custodial and supervision purposes shall not constitute sponsorship of the meeting. (20 USC § 4072)

Students using any school premises to conduct a student club meeting shall leave the meeting place in a clean, orderly, and secure condition after each use. The principal or designee may deny a student club the use of school premises for a meeting where the principal or designee determines that the meeting will materially or substantially interfere with the orderly conduct of education activities within the school. (20 USC § 4071)

2. Use of School Media. To the extent that the school makes one or more school media (such as the public address system, the school newspaper, bulletin boards, and school web site) available to student clubs, all student clubs shall have equal access to such media to announce student club meetings. However, the principal or designee may issue a disclaimer that such activities are not school-sponsored.
3. Role of School Staff: The school and school staff shall not (20 USC § 4071):
 - a. Influence the form or content of any prayer or other religious activity of a student club.
 - b. Require any person to participate in prayer or other religious activity;

- c. Expend public funds beyond the incidental cost of providing the space for student-initiated meetings;
 - d. Compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;
 - e. Sanction meetings that are otherwise unlawful;
 - f. Limit the rights of groups of students which are not of a specified numerical size; or
 - g. Abridge the constitutional rights of any person.
4. High Risk Activities/Field Trips: All field trips and high risks activities shall be approved by the principal or designee before they occur. High risks activities include, but are not limited to, activities or events where there is a high risk that students may sustain bodily injuries or be exposed to conditions, conduct, risks, or events that are hazardous or dangerous to students.
5. Guest Speakers: All outside guest speakers shall be approved by the principal or designee.
6. Maintenance of Order and Discipline. The school and school staff shall have the right to maintain order and discipline on school premises, protect the well-being of students and school staff, and assure that attendance of students at student club meetings are voluntary. (20 USC § 4071) Accordingly, the principal or designee may establish additional rules and procedures to govern student clubs at the school.

D. Revocation of Student Clubs.

The school may revoke a student club's approval to exist and operate as a student club if it violates its Constitution, Clovis Unified School District's board policies and administrative regulations, and/or school procedures and rules, including but not limited to, Board Policy No. 3452 governing fundraising events and student club funds, board policies regarding non-discrimination, and the rules and procedures set forth in the school's handbook regarding student clubs. Before revocation, school staff shall communicate with the student club regarding the violation(s) and provide the student club with an opportunity to cure the violation(s). If the violation(s) is/are not cured, the school shall have the right to revoke the student club's approval to exist and operate. Upon revocation, the student club shall not have access to school facilities and other resources that are available to approved student clubs at the school.

A student club may appeal a revocation to the Assistant Superintendent for the area in which the school is located. The Assistant Superintendent's decision is final.