

Student Activities

(Co-curricular and Extra-curricular)

Extra-curricular activities which are sponsored by the district are eligible to use school facilities and equipment free of charge. District-sponsored activities are also eligible for the appointment of school personnel as sponsors. In order for an extra-curricular activity to receive sponsorship by the district, the activity participants must comply with the following:

1. Contact the appropriate school principal to discuss the interest in developing a district-sponsored activity.
2. The requestors are responsible for developing a constitution, bylaws and budget for the proposed activity.
3. The requestors are responsible for recruiting a sponsor for the proposed activity.
4. The principal will review the request to ensure that it is consistent with all appropriate policies and procedures and then will pass the request on to the superintendent with an accompanying recommendation.
5. The superintendent is responsible for approving all extracurricular activities sponsored by the district.

Extra-curricular activities/sponsorship responsibilities

1. Sponsors are required to attend all organizational meetings and events in which members of the organization participate. If it becomes necessary to miss a meeting or event, arrangements must be made with the principal as early as possible prior to the absence. The sponsor is required to provide a substitute for the event. This includes dances, homecoming projects and other organizational activities. Decisions made at meetings without the sponsor's presence shall be void.
2. Sponsors are expected to maintain close communication with the officers of the organization and to take an active role in approving or disapproving the agenda for meetings and activities. Requests for class meetings and other organizational meetings should be approved by the principal at least one day in advance of the desired meetings. Exceptions may be allowed by the principal if the meeting is considered an emergency.
3. Money-raising projects must first be approved by the sponsor and then submitted to the principal for approval.
4. Each sponsor is responsible for the funds in the organization's account. Only the sponsor is allowed to request withdrawals from the account. A receipt must be presented with any request for reimbursement. No moneys will be reimbursed without a valid receipt and/or voucher.

5. All organizational activities such as dances, parties, etc., must be cleared with the principal. Initial planning, including designating a date on the master calendar, must be completed at least one month prior to the activity.
6. When there is more than one sponsor in an organization, the sponsors may wish to divide the activities during the year by having only one sponsor in charge at a time. Although this is acceptable, it does not eliminate the responsibilities of the remaining sponsors to participate in each activity and to be aware of the basic plans.
7. The sponsor is responsible for the discipline of his or her group at all times.

Approved: May 1995

Revised: December, 2005