

Fall 2011

# **Club Policies Packet**

**Contact Info:**

Christie Cheung- SBC Club Coordinator

Student Government Box: #63

Registry: 1203

Registry Room: S203

E-Mail: christiewcheung@gmail.com

AIM Screen Name: squishxjuicebox

**Club Website:** <http://lhsstugov.com/clubs>

# SBC POSTER POLICY

## Poster Policy

- A. Flyers may be distributed through registry boxes or posted in classroom bulletin boards with the consent of the teacher and have to be signed and approved by an **SBC officer**.
  - If you are photocopying flyers for registry box distribution, the original must be signed by an SBC officer.
- B. Only posters (17" x 22" max) or flyers signed and approved by an **SBC officer** can be posted. Posted flyers must be removed after two weeks.
  - 1. No non-SBC student government officer's signature is valid.
  - 2. Faculty and administration may **not** sign and approve posters.
- C. Use masking tape only (the white type is preferred); masking tape must be on the back of the poster and rolled.
- D. Do not post any posters on windows or railings.
- E. Clubs are allowed to post up to twenty five approved posters/flyers, each used only to advertise for club-related activities. After two weeks, the club is responsible for removing their own posters/flyers!
- F. No obscenity or profanity

**IMPORTANT:** All flyers, unapproved posters, or posters in violation of the above guidelines will result in decided consequences.

# **SBC MONEY AND FUNDRAISING POLICY**

## **Non-Food Fundraisers**

- If a Club chooses to fundraise, a SBC Non-Food Fundraising Form must be completed for all non-food fundraisers and submitted to SBC Treasurer Karen Lei in mailbox #63 two weeks prior to the sale date.
- If an organization fundraises without approval, SBC will stop sales and seize all profits.
- No more than three clubs are allowed to fundraise at any given time with the exception of Kermesse, Winterfaire, Co-Curricular Day, Spring Food Day, and holidays such as Christmas.
- No two products are allowed to be sold by different clubs at the same time.
- All fundraisers are limited to a maximum of ten school days; failure to cease sales after ten days will result in a seizure of all profits.
- Better table spots are on a first come first serve basis (with the exception of priority to the class boards).

## **Food Fundraisers (During school)**

- The four food fundraising days are:

1. Co-curricular Day	November 10, 2011
2. Winterfaire	December 16, 2011
3. Spring Food Day	April 5, 2012
4. Kermesse	April 20, 2012
- Forms for these events will be available online one month before the event (with the exception of Kermesse)
- SFUSD requires that only on the above listed days are students allowed to sell food that is not on the district approved list:  
<http://www.sfusdfood.org/approved.html>
- If you have any questions or are unsure about a particular kind of food, feel free to contact Christie Cheung (through email or Box #63) or Nurse Rainey.

## **Food Fundraisers (After School)**

- After school fundraising must take place after 4:00 p.m.
- You must turn in an After School Fundraising Form, which you can get from the Club Coordinator.
- All foods sold on days other than the food days listed above must be on the district approved list: <http://www.sfusdfood.org/approved.html>

## SBC AFTER-SCHOOL FUNDRAISING FORM

- If you are selling after-school, follow the guidelines on the attached sheet.
- Please COMPLETE this form and submit to SBC Treasurer, Karen Lei, in the Student Gov't Mailbox #63, two (2) weeks prior to planned selling date.
- A PHOTOCOPY of this completed form MUST be submitted along with the original.
- The form will be returned within a week with an approval or disapproval. If form is not returned before planned date, DO NOT proceed with the sales.
- This form must be completed before sales begin. If the club does not receive SBC approval, sales will be terminated and profits will be seized.
- Because of the limited number of clubs allowed to sell at any given afternoon, approval is given on a first-come-first-serve basis. Be sure to apply early.
- All food sale items must be on the SFUSD approved list: <http://www.sfusdfood.org/approved.html>.

Name of Club/Organization: \_\_\_\_\_

Type of Fundraiser: \_\_\_\_\_

Will There Be a Parent Helping You Sell?

Will The Parent Be Staying Until Clean-up Time? (When the sale ends) \_\_\_\_\_

Name of Parent Chaperone: \_\_\_\_\_ Phone Number: \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_

Note: You **need** to have a parent chaperone helping you sell or you will not be approved. The parent also needs to stay through clean up.

**Please fill out the next section for food sales:**

Sale Items (Please be specific)	Sales price (Per unit)

If Wrapped, Individually Pre-packaged:

Date of Purchase: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

If Self-Packaged Food, or Un-wrapped:

Method to Keep at Proper Temperature (Cooler, Hotpad, etc.): \_\_\_\_\_

**For all sales, please fill out the remainder:**

Quantity: \_\_\_\_\_ Cost: \_\_\_\_\_ Expected Profit: \_\_\_\_\_

Sales Price(s): \_\_\_\_\_

Selling Dates- From: \_\_\_\_\_ Until: \_\_\_\_\_

Sponsor's Signature: \_\_\_\_\_

Submitted By: \_\_\_\_\_ Reg: \_\_\_\_\_ Date: \_\_\_\_\_

SBC USE ONLY:      Approved: \_\_\_\_\_      OR      Disapproved: \_\_\_\_\_

Reason for Disapproval: \_\_\_\_\_

SBC Treasurer's Signature: \_\_\_\_\_

# SBC NON-FOOD FUNDRAISING FORM

(App. for non-food fundraisers during school)

- A. Please COMPLETE TWO COPIES of this form (you may photocopy an original) and submit them both to SBC Treasurer, Karen Lei, in Student Gov't Mailbox #63, two (2) weeks prior to planned selling date. Failure to submit form two (2) weeks prior may result in quick disapproval.
- B. A form will be returned to you within a week with an approval or disapproval. If this form is not returned before planned date, DO NOT proceed with the sales.
- C. This form must be completed before sales begin. If the club does not receive SBC approval, sales will be terminated and profits will be seized.
- D. Because of the limited number of clubs allowed to sell at any given time, approval is given on a first-come-first-serve basis. Be sure to apply early.

Name of Club/Organization: \_\_\_\_\_

Type of Fundraiser (raffle tickets, sale, etc.): \_\_\_\_\_

Purpose of this Fundraiser: \_\_\_\_\_

Sale Items	Sale Price

Date of Purchase: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Quantity: \_\_\_\_\_ Total Cost: \_\_\_\_\_ Expected Profit: \_\_\_\_\_

Do you need an electrical outlet? \_\_\_\_\_ A catwalk table? \_\_\_\_\_

Selling Dates - From: \_\_\_\_\_ Until: \_\_\_\_\_ Mods (if applies): \_\_\_\_\_

Sponsor's Signature: \_\_\_\_\_

Submitted By: \_\_\_\_\_ Reg: \_\_\_\_\_ Date: \_\_\_\_\_

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SBC USE ONLY:      Approved: \_\_\_\_\_      OR      Disapproved: \_\_\_\_\_

Reason for Disapproval: \_\_\_\_\_

SBC Treasurer's Signature: \_\_\_\_\_

# SPONSOR'S RESPONSIBILITIES

- Please give this sheet to your club sponsor to read and keep. -

## I. Club Meetings

- A. It is **MANDATORY** to be present at all club meetings, especially those held after school; **students are not to be left unsupervised at any time.**
- B. Know all the club officers
  - 1. Make sure they attend weekly meetings.
  - 2. Make sure they are doing their work.
  - 3. Make sure they are knowledgeable of all Policies (Service Project, Fundraising, Attendance, Poster)
- C. Provide for a weekly meeting room (see Ms. Valle).

## II. Club Activities

- B. Be aware of all club activities including service projects, fundraisers, Club Exploration Day, Kermesse, etc.
- C. Know and follow the SBC Service Project, Fundraising, Attendance, and Poster Policies.

## III. Service Hours and Projects

- A. Each club is required to complete 25 hours of community service as a club each semester
- B. Service hours in addition to the required 25 hours will be added for poor attendance or failure to meet deadlines.
- C. If your club does not complete required hours, the club:
  - 1. Cannot receive club credit for that semester
  - 2. Cannot re-qualify for the next semester
- D. Be present at your club's individual service projects not affiliated with the SBC
  - 1. It is very important to supervise at school and outside of school
  - 2. Be sure the Service Project Form is filled out completely and the students who signed up are present before awarding credit

## IV. Credits

- A. All credits must not be given to students until the end of the semester.
  - 1. If a sponsor receives a notice stating that the club has been terminated, sponsors are **NOT** to give credit to any club member or officer for the Fall 2011 semester.
  - 2. Please bring any discrepancies to the attention of the Club Coordinator.
- B. Sponsors who fail to follow these guidelines will be discharged from their sponsorship and their club will not receive any club credit. The club will not be able to re-qualify for the following semester.

If you have questions/comments regarding your club, please leave a note in Student Gov. Box #63 or contact Club Coordinator Christie Cheung ([christiewcheung@gmail.com](mailto:christiewcheung@gmail.com))

# DUTIES OF A REPRESENTATIVE

## I. Purpose

- Provide communication between the Student Body Council and the club(s).
- Provide the club with weekly information regarding SBC and the club(s).

## II. Responsibilities

- Must have mods 14/15 free
- Must schedule all other responsibilities (e.g. mentor meetings, CSF tutoring meetings, student government duties) in times other than Tuesdays during mods 14/15
- Must attend all club representative meetings on Tuesdays, mod 14/15, starting at 1pm, in room 71 (orchestra/band room)
- Be on time and stay until the end of all meetings
- Though most meetings will end earlier than the end of mod 15, must be prepared to stay for the full two mods
- Each rep is expected to pay full attention and take notes during every meeting in order to give weekly reports to club officers.
- This is expected even if the club does not meet every week
- Must bring any issues concerning the club to the attention of the Club Coordinator as soon as possible during the meeting
- If a rep has questions concerning ONLY his/her club, please ask the question after the meeting.
- One person may be a representative for at most three clubs
- Must be a responsible club rep for ALL clubs taken responsibility for
- Must be familiar with the Service Project, Fundraising, Poster, and Attendance (see below) Policies.
- Must be aware with the current status of the club at all times
- Must know when a club has turned in certain forms and how many service hours the club needs to complete / has completed
- Pay attention to the Student Bulletin, Radio Lowell, and announcements from registry teachers, and/or posters, which may provide important information or changes.

## III. Attendance Policy

- A representative from each club **MUST** be present at every club meeting
- If the main club representative is absent the day of the meeting, an alternate club representative must be present
- Three (3) absences for any one semester are unacceptable and will result in a penalty of 5 extra service hours.
- Six (6) total absences will result in termination of the club under the SBC; NO credit will be permitted given on transcripts for the Fall 2011 semester.
- Absence count will be kept by the club coordinator.
- Any discrepancies with the number of absences should be brought to the attention of the SBC Club Coordinator, Christie Cheung, via email ([christiewcheung@gmail.com](mailto:christiewcheung@gmail.com)) or a note in box #63 as soon as possible.

# SBC SERVICE PROJECT POLICY

## I. 25 Service Hours

- A. All SBC clubs must complete a minimum of 25 service hours to qualify as an official club for the Spring 2012 semester.
- B. Failure to complete required service hours will result in no club credit for the Fall 2011 semester.
- C. Additional service hours will be added for poor club representative attendance, and failure to meet SBC deadlines and policies.
- D. Service hours do not carry over to the following semester.

## II. Volunteer Projects

- A. For safety reasons, the club sponsor or a responsible adult must be present during the volunteer project
- B. The following are considered volunteer projects:
  1. School service projects organized by the SBC (e.g. Beautification Day, SBC School Clean-Ups, etc.)
  2. Special one-day events (e.g. Bay-to-Breakers, Youth Day, etc)
  3. Volunteering for a non-profit organization
- C. These are things not considered as volunteer projects:
  1. School office assistant/teacher's assistant
  2. Winterfaire / Kermesse / Cardinal Carnival
  3. Any project that benefits the club financially
  4. Service hours done for another club or organization
  5. Projects done without the permission of the Club Coordinator beforehand (through service project forms)

## III. Volunteer Project Forms

- A. Fill out a service project form for each project.
  1. Fill out a "Volunteer event" form for volunteer events and a "Donations" form for donations.
- B. Steps in completing Service Project Form
  1. Complete ALL information requested (except for the "Organization Head's Signature")
  2. Submit to Christie Cheung in Student Gov't Box #63, two weeks before the date of the service project.
  3. Form will be returned with either an approval or disapproval
  4. Once approved, the club may proceed with the service project; if unapproved, you will need to find a different project. (Ask me for some suggestions)
  5. Upon completion of service project, make any necessary changes in regards to participants, hours, and organization head signature.
  6. Attach a letter and/or signed proof from the organization of the service project. (preferably on official letterhead and it must be attached to your "Club Service Project Form")
  7. Return to the Club Coordinator (Box #63) a second time with letter or proof of service project (please make a copy of form and proof for the club records before returning).

#### IV. Donations

- A. A maximum of 12.5 service hours may be completed through donating items.
  - 1. Each store-bought item counts as 30 minutes
  - 2. Each hand-made item counts as 1 hour.
- B. The following are considered to be acceptable to donate: packaged goods, toys, books, and clothing.

#### V. Donation Forms

- A. Complete ALL information requested except for “student gov’t officer signature”
- B. Submit the form to Christie Cheung in Student Gov’t Box #63 BEFORE you donate the items.
  - 1. If you are planning to donate something in the “other” category, it is suggested that you wait to see if you are approved before getting the items.
- C. Form will be returned with either an approval or disapproval
  - 1. If approved, the club may do any of the following . . .
    - a. Show the items to a student gov’t officer as proof, get their signature on the appropriate part of the form, submit the form a 2<sup>nd</sup> time, and then donate the items
    - b. Donate the items and obtain a receipt that says how many items you donated, attach the proof to the form, and then submit the form for the 2<sup>nd</sup> time
  - 2. If disapproved, you will need to find other items to donate

#### VI. Summer Hours and Credit

- G. Up to six (6) hours of community service completed over the summer of 2011 will be allowed to count towards a club’s service hours for the Fall 2011 semester.
- H. Please complete a volunteer form with proof of your service (as instructed above)

#### VII. Exemptions

- D. Clubs that do community service during their regular meetings may be exempt from doing community service outside of regular meetings.
- E. If you want your club to be considered for exemption and did not indicate so on the club qualification form, please let Christie Cheung know through e-mail ([christiewcheung@gmail.com](mailto:christiewcheung@gmail.com)) or through a note in box #63, explaining the community service your club does during regular meetings ASAP.

#### VIII. Crediting Club Hours

- A. Full credits will not be given to clubs who have not followed the above directions.
- B. Any problems concerning service projects should be presented promptly to the Club Coordinator.
- C. Do it willingly! Volunteering should be fun! :)

# CLUB VOLUNTEER PROJECT FORM

Service Project Directions (read and follow carefully):

- A. Complete ALL information requested (except for the "Organization Head's Signature")
- F. Submit to Christie Cheung in Student Gov't Box #63, two (2) weeks before the date of the service project.
- G. Form will be returned with either an approval or disapproval
- H. Once approved, the club may proceed with the service project; if unapproved, you will need to find a different project. (ask Christie Cheung for help if you can't find where to volunteer.)
- I. Upon completion of service project, make any necessary changes in regards to participants, hours, and organization head signature.
- J. Attach a letter and/or signed proof from the organization of the service project (preferably on official letterhead).
- K. Return to the Club Coordinator (Box #63) a second time with letter or proof of service project (please make a copy of form and proof for the club records before returning).

All clubs **MUST COMPLETE** at least 25 hours and turn in a form by Tuesday, December 6 2011 - 3:30pm in order to receive credit as a club this semester and to re-qualify for the Spring 2012 semester.

Club Name: \_\_\_\_\_ Date of Project: \_\_\_\_\_

Description of Service Project: \_\_\_\_\_

Club Participants	Reg.	Hours completed
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

(Use the back if necessary.)

Total hours completed: \_\_\_\_\_

Sponsor's Signature: \_\_\_\_\_

Name of Service Organization: \_\_\_\_\_

Organization Head's Signature: \_\_\_\_\_

Submitted By: \_\_\_\_\_ Reg: \_\_\_\_\_ Date: \_\_\_\_\_

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SBC Club Coordinator Use Only

Approved: \_\_\_\_\_ OR Disapproved: \_\_\_\_\_

Reason for Disapproval: \_\_\_\_\_

Club Coordinator's Signature: \_\_\_\_\_

# Club Donation Form

**Directions (please read and follow carefully):**

- A. Complete ALL information requested except for "student gov't officer signature"
- B. Submit the form to Christie Cheung in Student Gov't Box #63 BEFORE you donate the items.
  - 1. If you are planning to donate something in the "other" category, it is suggested that you wait to see if you are approved before getting the items.
- C. Form will be returned with either an approval or disapproval
  - 1. If approved, the club may do any of the following . . .
    - a. Show the items to a student gov't officer as proof, get their signature on the appropriate part of the form, submit the form a **2<sup>nd</sup>** time, and then donate the items
    - b. Donate the items and obtain a receipt that says how many items you donated, attach the proof to the form, and then submit the form for the 2<sup>nd</sup> time
  - 2. If disapproved, you will need to find other items to donate

**All clubs MUST COMPLETE at least 25 hours and turn in a form by Tuesday, December 6, 2010 - 3:30pm in order to receive credit as a club this semester and to re-qualify for the Spring 2012 semester. Donations can count up to 12.5 hours of required community service hours.**

Club Name: \_\_\_\_\_

Submitted By: \_\_\_\_\_ Reg: \_\_\_\_\_ Date: \_\_\_\_\_

Please write the number of items you are donating next to the appropriate category.

\_\_\_ Packaged Food    \_\_\_ Clothing Items    \_\_\_ Toys    \_\_\_ Books    \_\_\_  
\_\_\_ Other (please specify): \_\_\_\_\_

Store-bought items total:    \_\_\_    x    .5 hours    =    \_\_\_

Hand-made items total:    \_\_\_    x    1 hour    =    \_\_\_

Total hours completed through donation    \_\_\_ \*only 12 hrs max will be counted

To whom will you be donating the item(s)?

List all organizations that apply:

Date you plan to make the donation:

1. \_\_\_\_\_

\_\_\_/\_\_\_/\_\_\_

2. \_\_\_\_\_

\_\_\_/\_\_\_/\_\_\_

(Use the back if necessary.)

Sponsor's Signature: \_\_\_\_\_

Student gov't officer signature: \_\_\_\_\_

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SBC Club Coordinator Use Only

Approved: \_\_\_\_\_ OR    Disapproved: \_\_\_\_\_

Reason for Disapproval: \_\_\_\_\_

Club Coordinator's Signature: \_\_\_\_\_

**Lowell High School  
Application for Student Club Account**

I. We the students of Lowell High School, request permission to form a Student Club Account.

II. This organization (club) is called \_\_\_\_\_.  
(Please describe club purpose and club goals in space provided below. Use back of sheet, if necessary):

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III. \_\_\_\_\_ (Name of certificated faculty member) is the advisor (sponsor) for this club for the school year 2011- 2012.

IV. We have attached:  
1. A list of club officers and members sponsoring this application.  
2. A copy of the proposed constitution of this club (if available).

V. Submitted by:  
Club President: \_\_\_\_\_ Reg. \_\_\_\_\_ Date: \_\_\_\_\_  
Club Sponsor: \_\_\_\_\_ Reg. \_\_\_\_\_ Date: \_\_\_\_\_  
Club Treasurer: \_\_\_\_\_ Reg. \_\_\_\_\_ Date: \_\_\_\_\_

**Before turning in the form, please obtain the signatures requested below.**

Approved:

Student Activities Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

School Principal: \_\_\_\_\_ Date: \_\_\_\_\_