



# NEWBURY PARK HIGH SCHOOL CLUB & INTEREST GROUP PACKET

## NPBS Interest Groups Information

### *Interest Groups*

Want to get together with some friends and talk about something you are all interested in? Don't want to take minutes and fundraise? Then Interest Groups are for you!

An interest group at Newbury Park High School is simply when you and your friends can meet in a teacher's room and talk about something you are all interested in. This could be anything from Video Gamers, a Chess Crew, the Cookie Confectioners Group, or a Drawing Group! Anything counts.

### **The Difference between Clubs and Interest Groups**

#### **Clubs:**

- An advisor (certificated staff member/teacher) is required
- A current constitution must be and approved by, and on file with, ASG and the Dean of Activities. Need to be approved by February 2 to be a club for 2017-2018
- Must have a Governing Board
- Must take minutes at meetings
- You have any financials or are fundraising
- Everyone in the club must be a current student of NPBS
- Must participate in a community service activity

#### **Interest Groups:**

- An advisor (certificated staff member/teacher) is required
- Must have one designated student representative in charge
- Must get approval by, and be registered with, ASG & the Activities Office
- No fundraising or any financials.
- No meeting minutes
- Everyone in the interest group must be a current student of NPBS

### **NEWBURY PARK HIGH SCHOOL INTEREST GROUP GUIDELINES & REGULATIONS**

- The Associated Student Body Student Government (ASB) and the Newbury Park High School Administration have authority over the governance of all student clubs and organizations on Newbury Park High School's campus.
- ASB Student Government and Administration has the authority to require student organizers to officially submit paperwork when organizing new Interest Groups.
- ASB Student Government and Administration has the authority to investigate the operations of any club or student organization that meets on Newbury Park High School's campus.
- Members of the Newbury Park High School Associated Student Body (students) are free to organize and join clubs and groups according to their common interests.
- The Designated Student Representative of each group is responsible and accountable for the meetings and status of that interest group.
- Interest Groups cannot conflict with any other Interest Group or Club on Campus. The interests of the group must be unique and offer something that no other group or club offers.
- Interest Groups must have a minimum of 8 participants to have regular meetings.
- Interest Groups need to meet at least once a month to maintain status with ASG & the Activities Office.
- Interest Groups must meet on campus in your designated location with your advisor during lunch only.
- Interest Groups are **NOT** allowed to have off-campus events sponsored by the school.

- Interest Group Advisors must be certificated staff.
- Newbury Park High School Interest Groups may **NOT** have any financials or fundraisers, as well as any off-campus accounts. Groups that have financials need to charter a club instead of an interest group. Groups that have off-campus accounts will be automatically terminated.
- At least one club member is recommended to attend all Student Congress meetings (which are held once a month).
- Any violations of Interest Group Guidelines or any other CVUSD or Newbury Park High School policies may result in the disbanding of that interest group.

### **PRIVILEGES OF INTEREST GROUPS**

An Interest Group on Newbury Park High School campus has the following rights and privileges:

- to use the name of Newbury Park High School to recruit new members from among the student body,
- to use available school space to hold regular meetings,
- to make Newbury Park High School bulletin announcements, and
- to be listed on the Newbury Park High School official web-site.

### **MUSTS FOR AN INTEREST GROUP AT NPHS:**

The organizers of the club **MUST**:

1. Complete and sign the **INTEREST GROUP INFORMATION AND ADVISOR AGREEMENT FORM**.
2. Submit completed packet to the Activities Secretary by Sept. 29<sup>th</sup> if your Interest Group wants to participate in Club Day/Rush.
3. Follow the **Interest Group Guidelines and Regulations**.

### **ALL INTEREST GROUP ADVISOR RESPONSIBILITIES ARE AS FOLLOWS:**

1. Make sure students have turned in the Interest Group Information & Advisor Agreement Form to ASG and have been registered as an NPHS Interest Group.
2. Advisors must have a room available for meetings, as well as supervise and attend EVERY meeting or activity planned on-campus.
3. Keep track of attendance and monitor behavior.
4. Make sure **NO** financials or fundraising is taking place.
5. Assist students in making their own decisions. Help students to clarify their goals, to work through their problems, to plan meetings, and to continually evaluate their efforts.
6. Approve and sign all club announcements.
7. Supervise publicity and ensure that all publicity is *approved and by the Activities Office prior to posting*. *Interest Groups will lose their publicity rights if they post publicity that has not been approved.*
8. Make sure that the students in your group are following the guidelines and regulations of an interest group, as well as the rules and policies of Newbury Park High School.
9. Will fill out two Interest Group Review Forms during the year that are used to determine if groups are truly participating.

# INTEREST GROUP INFORMATION AND ADVISOR AGREEMENT FORM



Interest Group Name: \_\_\_\_\_  
Please Print

Designated Student Representative(s): \_\_\_\_\_  
Please Print

Interest Group Advisor: \_\_\_\_\_  
Please Print

Purpose of Group:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please read and sign the following:

I, the Interest Group Founder, hereby acknowledge the Interest Group Guidelines & Regulations of the Newbury Park High School ASB. I will fully abide by these regulations in order to maintain the integrity of the group that I represent and the integrity of Newbury Park High School. I will ensure that my Interest Group will follow all guidelines and regulations.

\_\_\_\_\_  
Designated Student Representative Signature      Date      Student Representative's Email      2<sup>nd</sup>/3<sup>rd</sup> Period Room #

I, the Interest Group Advisor, do agree to sponsor the above interest group and observe all meetings. I agree to allow the use of my room on the below day for club meetings. I agree to follow the responsibilities of an Interest Group Advisor.

\_\_\_\_\_  
Club Advisor Signature      Club Advisor Printed Name      Date

\_\_\_\_\_  
Location of Meetings      Day of Meetings      Weekly/Bi-Monthly/Monthly      Time of Meetings

# Interest Group Semester Review Form

To maintain being an Interest Group at Newbury Park High School, it is mandatory that at the end of each semester the club turns in a semester review form that includes meeting days & attendance. This is used to determine if groups are truly participating. Fill out the following and turn in on the **first on February 2<sup>nd</sup>, 2018 & the second on May 25<sup>th</sup>, 2018.**

Name of Interest Group: \_\_\_\_\_  
Please Print

Designated Student Representative: \_\_\_\_\_  
Please Print

Designated Student Representative Email: \_\_\_\_\_

Advisor of Interest Group: \_\_\_\_\_  
Please Print

**Meetings: Attach sign in sheets from meetings with Advisor's signature on each verifying attendance.\***

<b><u>Dates of Interest Group Meetings</u></b>	<b><u>Number of Students in Attendance</u></b>
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_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____
_____	_____
_____	_____
_____	_____

**Additional Information: Attach or include any additional information that will show how your interest group is doing. \***

I verify that all the above and attached information is valid and that the NPHS \_\_\_\_\_ Club is having regular meetings and is fulfilling the expectations of an Interest Group, as well as following the NPHS Club Guidelines and Regulations.

\_\_\_\_\_  
Designated Student Representative's Signature      Date

\_\_\_\_\_  
Interest Group Advisor's Signature      Date