

# NPHS Clubs Information



## NEWBURY PARK HIGH SCHOOL CLUB GUIDELINES

- 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 has the authority to require student organizers to officially submit paperwork when presenting new clubs for chartering.
- ASB Student Government 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.
- Official chartering and yearly renewal of charters is designed to assist the Newbury Park High School ASB in maintaining stabilization in a changing student body and to assure that all clubs function in an orderly democratic manner consistent with the ASB Constitution of Newbury Park High School.
- Any violations of Club Guidelines or any other CVUSD or Newbury Park High School policies may result in suspension of the clubs charter.
- The President(s) of each club is/are responsible and accountable for the status of a club charter.
- Major club sponsored events that take place on or off campus, must be first approved by one's Club Advisor and by the Newbury Park High School Administration
- Club Advisors must be certificated NPHS staff and can only advise up to two clubs, unless prior authorization from the Administration.
- The Club and any individual associated with said club, shall abide and conform to all Federal Laws, California State laws, all rules and regulations of Newbury Park High School and all directives of the ASB Student Government organization.
- Any violation of the aforementioned criteria may result in the revocation of a Clubs charter.

## PRIVILEGES OF CHARTERED CLUBS

A "chartered" club 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 use available school facilities for special events,
- to have an account in the Associated Student Body Student Store,
- to use the Associated Student Body Student Store for financial transactions,
- to make Newbury Park High School bulletin announcements, and
- to be listed on the Newbury Park High School official web-site.

## REGULATIONS FOR MAINTAINING CHARTERED CLUBS

- All Newbury Park High School Associated Student Body Clubs must be chartered.
- The club must be non-discriminatory, i.e. meetings must be open to all members and interested parties.
- Club Members must be enrolled at Newbury Park High School.
- A minimum quorum of 8 members, including 4 board members, must be maintained in order to maintain club status. To have a club photo in the yearbook you must maintain this minimum, and to qualify to be in that photo as a member, you must have attended at least 75% of the club meetings and be on the roster submitted at the Semester 1 Report.
- One of the main goals of the club must be to promote the general welfare of Newbury Park High School.
- A Semester Club Report must be submitted once each semester.
  - Club sign-in sheets, which verify who attended the club meetings, must be attached to the Semester Reports. The faculty advisor must sign and date the sign-in sheets, thereby verifying that those club meetings did in fact occur.
  - All events (meetings, community service projects, banquets, etc.), both on-campus and off-campus, are to be reported and turned into the Activities Office for filing.
- Club meetings will be conducted productively and professionally. You must meet at least ONCE a month and minutes for every meeting must be submitted to the Activities Office.

- Club's lunch meetings in Faculty Advisors' classrooms do not need to go on the master calendar, and therefore do not need an Activity Request Form. On-campus events that are anything 'more' than a lunchtime meeting **DO** need an approved Activity Request Form. On-campus events that would require an Activity Request Form include, but are not limited to, fundraisers, collection drives, after school events, etc.
- The club leadership will be required to submit a report that includes the names and contact information of officers and/or club members, as well as other club information. The report will be turned in to the Activities Office.
- Clubs may have off-campus events if:
  - A certificated staff member is present.
  - Every club member attending the event has had his or her parent or guardian sign the CVUSD Field Trip Form. Once club members have completed these forms, the Newbury Park High School Club Advisor will give a copy to the Activities Office and keep one copy on file.
  - Club Presidents have turned in an Activity Request Form. Club Presidents must fill out this form, and get it signed by the Faculty Advisor. Club Event Requests must be turned in the Activities Office a minimum of two weeks before the event, and an event can't take place without Administrative Approval.
- Club Presidents must communicate meetings and events to club members. They may do so by:
  - Adding an announcement to the daily bulletin. Daily bulletin forms are available with the Activities Secretary. Verifying their approval, Faculty Advisors must sign the announcement before it is turned in to the Front Office.
  - Flyers can be made by clubs and posted in the designated areas on campus.
  - Emailing club members.
  - Note: All publicity, must be approved by the Activities Office or Administration before going to press and before they are posted on campus. If any of these items are not taken down, clubs could be disciplined.
    - All publicity materials can be placed on bulletin boards, the black painted areas on each building and the front of the cafeteria with BLUE TAPE. Nothing is to be posted by tape on any other walls, doors or windows. You may not MOVE anything already posted.
- Clubs must maintain good standing with the Newbury Park High School Administration and ASB. Clubs that fail to meet any of the above expectations could be disciplined.
- All money collected at club events **must be deposited in the Student Store within one week of collection**. Ways in which clubs may collect money include, but are not limited to:
  - Selling food. ***Clubs need to follow Nutritional Guidelines and have approval from the school district to sell any food products 30 minutes after school. Forms are available in the club packet.***
  - Collecting money from club members (for club t-shirts, sweatshirts, dues, etc.)
  - Fundraising for club (car washes, discount cards, selling products, etc.).
    - All fundraisers MUST be approved by ASG and the Activities Office.
- Newbury Park High School Clubs may not have any off-campus accounts. Clubs 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 quarterly or once a month dependent on need).
- Every Club must participate in one community service project and submit a summary of the project, including members in attendance to ASG and the Activities Office.
- Participants at all club functions must follow all CVUSD and Newbury Park High School rules and policies.

### **MUSTS FOR CHARTERING A CLUB AT NPHS:**

The organizers of the club MUST:

1. Complete the Mandatory Forms (Charter Forms & Constitution)
2. Get Approval from ASG & Administration
3. Follow the **Club Guidelines and Regulations**.

### **REASONS YOUR CLUB MAY NOT BE APPROVED INCLUDE:**

- ✓ Not completing all of the required paperwork, including the bylaws.
- ✓ Not proving interest in your club idea.
- ✓ Your presented club idea is similar to or the same as a club or organization that already exists on campus
- ✓ Your purpose is too general. For instance, you want "to socialize" or "to fundraise". The socializing must be in a specific manner (participating in a certain game, attending a certain function, etc.), and the fundraising must be for a specific

cause and donated to a specific group. All of those details must be worked out BEFORE your club submits the paperwork.

- ✓ Your club does not plan on having financials, or it acts more as an Interest Group
- ✓ The administration feels uncomfortable with some aspect of the organization.  
\*Which clubs are chartered will ultimately be up to the discretion of the administration.
- ✓ CLUBS that were on probation (did not have enough financial activity or had other issues) for the 2017-2018 school year and did not improve, or clubs that did not function properly during the 2017-18 school year will NOT be approved. This is largely determined by the activity in the Student Store Account

#### **ALL CLUB ADVISOR RESPONSIBILITIES ARE AS FOLLOWS:**

##### **Meetings:**

1. Make sure students have turned in a copy of the club's constitution and that the club is chartered by ASB. Applications for new clubs and continuing clubs are Online and at the Activities desk.
2. Advisors must supervise and attend EVERY meeting or activity planned on-campus; and any formally recognized club activities held OFF-campus.
3. Keep track of attendance, supervise, and monitor behavior at club meetings & club events.
4. Verify that the club president keeps a record of the minutes and financial reports from each club meeting, as well as turns a copy into the Activities Office and Student Store (if Financials are involved).
5. Assist students in making their own decisions. Help students to clarify their goals, to work through their problems, to plan activities, and to continually evaluate their efforts.
6. Supervise nomination and appointment of club officers and members, and be sure that the process follows the club's constitution/ASB Constitution.

##### **Events:**

1. Be aware of all events and actions being planned.
2. Be sure that the District Office signs contracts with outside companies.
3. Be sure that all events planned are chaperoned by an NPHS certificated staff member. Evening activities will be limited due to supervision and facilities space.
4. Sign off on all Activity Requests and make sure that fundraisers are reported to ASG for approval. All on-campus and off-campus events must be approved by the AP of Activities.
5. Put in any work orders required for Club events.

##### **Money:**

1. The advisor must fill out TWO club review sheets at two points during the year.
2. Facilitate purchase of materials for fundraisers and events; make sure that ALL MONEY is run through the ASB Student Store.
3. The students must make all financial decisions and said decisions must be recorded in the official minutes from a formal meeting.
4. Deposits and reimbursements must use specific forms that are found in the Student Store & Activities Office.
5. Clear all fundraising through the Activities Office and the AP of Activities. Clubs must fill out an Activity Request Form. All fundraising during the school day must meet the healthy food guidelines, which are also included in this packet.
6. The purpose of all fundraisers must be made clear up front to all possible donors or participants.

##### **Advertising:**

1. Approve and sign all club announcements.
2. Supervise publicity and ensure that all publicity *is approved by the AP of Activities prior to posting; clubs will lose their publicity rights if they post publicity that has not been approved.*

##### **Field Trips:**

1. Complete appropriate paperwork for field trips as required by the District Office.
2. Obtain Health/Permission slips when necessary and keep them on file for the year.
3. Fill out transportation requests and arrange for transportation.



# Newbury Park High School Club Advisor Information

Please read and understand the Club Guidelines and Advisor Job Description. If you have a problem with any part of the Guidelines, please seek advice from the Activities Office/Carly Adams.

## **Please read:**

1. Must be present at all club meetings, events, field trips, or other official club gatherings in accordance with Ed Code 48933.
2. You or any club member may not place any orders with vendors without prior approval. Approval requires a formal club vote in minutes, completed check request form submitted to the ASB Student Store, and approval by the AP of Activities, and all contracts need to be run through the D.O. for approval. If you do not have the appropriate approvals, you will personally be responsible for payment of items received.
3. All reimbursements must have prior approval. No one will be reimbursed for monies without prior approval.
4. Clubs may not begin any fundraising activities or host an event (either on or off campus) without prior approval from the Activities Office and without filling out the proper activity request forms. Any unauthorized fundraisers/events will result in funds being confiscated by ASB and your club being put on probation. All fundraiser need to be approved in both club minutes and ASG minutes, so activity requests are a must!
5. Clubs must make deposits in a timely manner for fundraisers that take place on and off campus (one week). Deposits must be made intact and cash from a deposit cannot be used to make any other purchases.
6. If your club is planning a trip that requires a bus or van, a Field Trip Request Form and a Check Request Form must be completed to cover the costs (ie: you must know your club's financial standing to know if you have enough money to cover the costs). In addition, if the club intends to collect funds from students to cover the cost of the trip in full or in part, the money needs to be collected prior to the trip and processed through the Student Store.
7. You responsible for advising club members of the rules and regulations stated in the Club Guidelines.
8. You are aware that all money collected at club activities must be submitted with a collection report to the Newbury Park High School Student Store, and must be placed in your club's financial account, and that any club reimbursement requests must use a Check Request Form (available at the activities office) and must include valid and original receipts.
9. All signs posted by this club must be approved by the Activities Office.
10. It is important to send a representative to the Student Advisory Board meetings so that they are informed about what is going on at the school, as well as a way to publicize club events and report on club progress.
11. You will make sure that your club will complete semester reports to determine that they are truly meeting and participating, and you will verify those reports. Attendance rosters are important and will be used to determine who will be in your Yearbook Club Photo.