

Grand Haven High School

CLUB PROCESS



Rules, Fundraising, Application

CLUB RULES

A. Rules for approval and operation of non-curriculum-related clubs:

1. Every club must have administrative approval and be consistent with the goals and philosophy of Grand Haven High School.
2. Applications for approval of a new club will be accepted during the second semester.
3. All applications for approval of a new club must be submitted by June 1.
4. Upon approval, official recognition of the club shall commence with the opening of school the following school year.
5. Every club must have an advisor and a minimum of five (5) members. *(This minimum size requirement will be enforced only if the District does not have adequate space to meet the needs of all student organizations).*
6. Club members must attend Grand Haven Area Public Schools.
7. Every club must have an identified student leader or president.
8. Every club must have a mission statement.
9. Every club must adopt a minimum of one annual goal.
10. Every club must maintain a current record of membership.
11. Every club must adopt ground rules for operating, meeting, and membership requirements.
12. Application for approval of a new club must be made in writing through the principal of Grand Haven High School. Please fill out the enclosed application. *(See Appendix).*
13. The school shall have a limited open forum for groups wishing to meet, subject to the following criteria:
 - a. Students shall be permitted to meet during non-instructional time, subject to facility availability.
 - b. All meetings shall be student initiated and open to all students in the school. Student attendance at any meeting shall be completely voluntary.
 - c. All student groups shall have an administrative approved advisor. Preference will be given to faculty members as advisors. The faculty advisor for a religious student group shall be present only in a non-participatory role to monitor student safety.
 - d. Student groups may invite non-school persons to attend their meetings, as long as the non-school persons do not direct, conduct, control or regularly attend activities of the group.

Non-school persons must follow the school's established procedure for allowing non-school persons on campus, including notification of the administration and registration procedures.

- e. All student groups shall have equal access to the school media and facilities, subject to the school's legal rights to restrict such access.
- f. Clubs and/or organizations of the district shall not discriminate on the basis of participants' race, religion, color, sex, national origin, age, height, weight, marital status, handicap, disability, or limited English proficiency.

14. Permission to meet will not be given to:

- a. Any meeting that materially and substantially interferes with the orderly conduct of educational activities within the school;
- b. Any meeting at which unlawful conduct is likely to occur;
- c. Any meeting that threatens order and discipline on school premises;
- d. Any meeting that threatens the well-being of the students and/or faculty;
- e. Any meeting at which attendance of the students is not completely voluntary; or
- f. Any meeting or activity that does not adhere to school policy and building code of conduct.

15. The school, its agents, and employees will not:

- a. Influence the form or content of any prayer or other religious activity;
- b. Require any person to participate in prayer or other religious activity;
- c. Compel any employee to supervise a meeting to which he/she objects.

16. Each approved club will be allowed one advisor. The building administration may recommend additional sponsors for a given club pending the nature of the activity and total number of students.

17. The building administrator will establish criteria and expectations for clubs. The criteria will include the role, responsibilities, expectations, and evaluation of the advisor and club purpose.

18. Clubs will submit an annual plan defining their purpose, goals, activities, fund-raising goals and expenditures (if any).

19. The advisor must attend an orientation with a building administrator before initial club meeting.

20. Prior to participation, all prospective members of a club must submit a "Parental Permission, Waiver and Release" form contained in the appendix to this Handbook. If a prospective member is 18 years of age, he or she must individually execute this form.

21. If necessary, all “Authorization to Consent to Medical Treatment for Minor” forms must be filed with the principal’s office.

B. Rules for the use of school facilities and resources:

1. The use of school facilities is subject to availability and approval of the school principal/athletic director.

2. Clubs have the opportunity and privilege to utilize hallway bulletin boards for the purpose of notifying members of the date and location of meetings and upcoming events, subject to the following:

- a. All notices must be reasonable in size.
- b. All notices must be removed promptly following the meeting or event described.
- c. Only one notice per club shall be permitted on a single bulletin board.
- d. Notices shall not block, cover, or otherwise unreasonably interfere with other notices and information on a bulletin board.
- e. Abuse of bulletin board privileges and opportunities may result in revocation of such privileges, or more severe discipline if warranted by the circumstances.
- f. Complaints regarding the use or abuse of bulletin board privileges shall be made to the principal’s office.

3. Clubs are NOT permitted to utilize the school’s public address system unless authorized by the principal under exceptional circumstances.

NOTE: FAILURE TO COMPLY WITH THE CLUB RULES MAY RESULT IN DISCIPLINE INCLUDING BUT NOT LIMITED TO THE WITHDRAWAL OF OFFICIAL CLUB APPROVAL AND/OR LOSS OF THE RIGHT TO USE SCHOOL FACILITIES AND RESOURCES.

PARTICIPATION RESPONSIBILITIES

A. Advisor's Purpose

1. The purpose of an advisor is to provide the club with guidance and a sense of direction, to allow for the organization of events and activities, and to assist and develop those who are in a position of leadership.
2. The following principles apply to effective advising:
 - Strong leadership is a result of knowing your purpose, knowing your members, and being organized.
 - Students will evolve as leaders if they are shown how to lead and then permitted to practice.
 - Delegation of duties is desirable so long as the member being delegated to has the skills to complete the task.
 - The attitude of the advisor becomes the attitude of the group.
 - Responsibility is a shared entity in times of success and in times of duress.
 - The advisor should not be responsible for making each activity happen, but rather provide the opportunity for the leaders and members to organize and carry out activities.

B. Advisor's Job Description

1. Advisors are responsible for the following duties within the organization:
 - Provides a clear description and purpose to the members of the organization.
 - Helps the organization set goals, select strategies to complete the goals, and periodically evaluates the progress made toward completion of the goals.
 - Allows students to make decisions after considering the impact of decisions and looking at alternatives.
 - Follows the policies in this Handbook to include (fundraising, record keeping, eligibility for membership, building use, transportation to events, etc.)
 - Attends all organizational meetings and major activities in and out of the school.
 - Ensures that accurate financial records are kept by themselves or by a designated member of the club or organization.
 - Approves all P.O. requests and activity account vouchers that are submitted to the office.
 - Oversees that communication with the principal regarding organizational schedules, activities, and concerns is happening from within the group.
 - Works to resolve conflicts among members of the organization.
 - Assists principal in organizing the election of officers if needed.

If the student group is of a religious nature, the school cannot sponsor the group and any school employees or agents will be present at such meetings of the group only in a non-participatory capacity, in order to comply with the Equal Access Act of 1984, Section 1299 of the Revised School Code, and the Establishment Clause of the First Amendment to the United States Constitution.

2. Clubs may invite non-school persons to attend their meetings, as long as the non-school persons do not direct, conduct, control or regularly attend activities of the club. Non-school persons must follow the school's established procedure for allowing non-school persons on campus, including administrative notification and registration procedures.

3. All clubs shall have equal access to the school media and facilities, with administrative approval in accordance with established policies and procedures. Clubs may use bulletin boards for announcements.
4. Clubs and/or organizations of the district shall not discriminate on the basis of participants' race, religion, color, creed, sex, national origin, age, political belief, or handicap.

C. Membership Requirements and Duties

Some requirements are universal to each club regardless of their purpose. Each group must adhere to these minimum requirements and the club is encouraged to establish requirements beyond these if they are agreed upon by both the advisor and the members.

Minimum requirements are as follows:

- Unexcused absences from club meetings or assignments at activities are grounds for dismissal at the discretion of the advisor and the assistant principal based on the seriousness of the offense.
- A maximum number of allowable excused absences should be established by the club.
- Discipline problems that result in In-School Suspensions, or Out-Of-School Suspensions are grounds for dismissal at the discretion of the advisor and the assistant principal based on the seriousness of the offense.
- Members must remain in good academic standing with Grand Haven High School.

D. Duties of Specific Offices

Leader or President -

- Ultimately responsible for the organization of events and activities.
- Calls, schedules, and creates an agenda for meetings.
- Follow all policies and procedures found in this Handbook.
- Communicates with the advisor and principal concerning club or organization issues.
- Delegates duties to other officers and members of the club or organization.

Vice President -

- Assists the leader or president in fulfilling their duties.
- Becomes the acting leader or president when the actual leader or president is unavailable.

Secretary -

- Maintains the club or organizational meeting notes and records.
- Prepares correspondence at the request of the president to members, the advisor, and the principal regarding meetings, informational items, and proposals.

Treasurer -

- Maintains an accurate accounting record of all purchases and monies collected by members.
- Provides receipts when appropriate.
- Communicates with the advisor and the school official in charge of accounting regarding deposits, disbursements, purchase order requests, and activity account vouchers.

APPLICABLE SCHOOL POLICIES

A. Fund Raising

It is recognized that clubs need to have adequate financial resources to fulfill their mission and meet their goals. Grand Haven High School will support each club in their pursuit of self financing provided the following guidelines are met.

- A fundraising form (*See Appendix*) must be completed and submitted to the principal at least one month prior to the fundraiser being started.
- Any fundraisers involved in approaching the business community (sales of ads or discount promotions) must receive a letter of authenticity from the principal on Grand Haven High School letterhead before being solicited.
- Door-to-Door sales or solicitations are prohibited without the permission of the principal.
- No sale is to disrupt the regular classroom instruction of students (i.e., no selling is permitted in class.)
- All clubs must maintain an adequate record of disbursements and receipts on an individual member basis.
- Receipts will be issued by the school official in charge of accounting for all deposits. To facilitate this, as much money should be deposited at one time as is possible.
- Cash and checks should be turned in after their collection as soon as possible.
- Money should not be taken home or kept in the advisor's classroom or desk overnight.
- The principal will publish a list of all sales and dates.
- The principal will work toward the fair treatment of all groups.
- The principal will be advised of and communicate information regarding district wide sales so as not to duplicate fundraisers.

B. Purchasing

Activity funds are used by Grand Haven Area Public Schools to report revenues received and funds disbursed for various student groups. The school district acts as the receiving and paying agent for these groups. Any group wishing to set up a new fund should work with the Director of Accounting to establish the fund. Monthly reports are then generated by the Business Office and distributed to the custodians of the account for review.

- There shall be no commingling of activity fund moneys and personal moneys. All checks collected must be made out to Grand Haven Area Public Schools. All funds should be promptly deposited by giving funds to your building secretary. Any checks returned as uncollectible over two weeks old will be returned to the custodian of the account for collection.
- No cash shall be mailed through the inter-school mail.
- In no event shall cash be used to pay for goods and/or services. All monies collected will be deposited. Check requests or vouchers must be filled out for payments. (*See Appendix*)
- It is the responsibility of the custodian of the activity fund to maintain adequate records. Accounts shall be reconciled monthly to the Business Office records.
- Any overdraft of an activity fund must be pre-approved by the Director of Accounting. Unauthorized overdrafts will result in a hold being placed on the account and no further checks will be issued until a resolution is reached.

- Vouchers will be filled out completely for payments to be issued. Invoices or receipts should be reviewed for accuracy and must be attached to the voucher. Checks will be issued once a week (Thursday). All vouchers must be brought to the high school main office or athletic office by Monday at 3PM for Thursday processing.
- All vouchers made payable to school employees must contain the approval signature of two individuals: 1) the custodian of the account, and 2) an immediate supervisor (Principal). No checks will be issued without two signatures.
- All vouchers to individuals or employees must have social security numbers listed so that the Business Office can properly report this income to the IRS at year end.
- Please inform the Director of Accounting when a change of the custodian of the fund occurs.
- **No club or organization is to keep a petty cash fund for “small expenses”.**
- **No orders of materials or goods are to be made that will result in the school being billed by mail without prior approval of the principal.**

C. Building Use

The use of the Grand Haven High School shall be open to all groups and organizations to conduct meetings and activities as needed, subject to availability and the school’s legal right to restrict such access. In order to reserve a space in any GHAPS Facility, the club advisor must use the FMX Operations System to do this. This is located on the GHAPS website and you will need to use your ghaps.org account or create your own facility account. Facilities/Equipment requests must be submitted at least two weeks prior to the date requested.

The District will not permit clubs or other student groups to use its facilities in a manner that will materially and substantially interfere with the orderly conduct of educational activities within the school. Further, the District retains authority to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at any student club, group or student organizational meeting is purely voluntary.

GRAND HAVEN HIGH SCHOOL

CLUB APPLICATION



(Completed applications need to be turned into the main office)

Name of Club: _____

Grade Level: _____ Submitted by: _____

Date: _____

●Advisor: _____

●Student Leader _____

●Student Interest: (i.e. number of students expected to participate) _____

● Mission Statement:

● Annual Goal:

●Competition: (if an athletic club) _____

●Number and frequency of meetings: _____

●Location of meetings: _____

●Time of meetings: _____

●Scheduling: (if an athletic club)

MHSAA State Sanctioning: (if an athletic club) _____

Facilities to be used:

Funding: (if an athletic club)

Equipment _____ Officials _____

Uniforms _____ Contest Management _____

Transportation _____

Additional Information:



NOTE: FAILURE TO COMPLY WITH THE CLUB RULES SET FORTH IN SECTION I. OF THE NON-CURRICULUM RELATED CLUB HANDBOOK MAY RESULT IN DISCIPLINE INCLUDING BUT NOT LIMITED TO THE WITHDRAWAL OF OFFICIAL CLUB APPROVAL AND/OR LOSS OF THE RIGHT TO USE SCHOOL FACILITIES AND RESOURCES.

Building Principal Signature

Date

☐

Approved

☐

Not Approved

Membership List

[illegible]

PARENTAL PERMISSION, WAIVER AND RELEASE

PARTICIPANT'S NAME: _____ (the Participant)

1. Participant, and his/her custodial parent(s) and/or legal guardian(s) (together referred to as the "Undersigned"), hereby consent to Participant's participation with the Grand Haven _____ Club (the "Club"). The "Undersigned" understand and agree that participation includes, but is not limited to, practice sessions, games, meetings, functions, fund-raising, and the like, and transportation to and from these activities. The Undersigned further understand and agree that transportation will usually be via private automobile and that drivers will include adults, other players and students. The Undersigned understand that some drivers may be underinsured and the Undersigned agrees to supplement their insurance to provide for sufficient underinsured coverage to compensate for any losses resulting from injury or death in connection with a transportation mishap and the Undersigned otherwise waive claims against any driver beyond his or her insurance coverage as well as against any Grand Haven _____ advisors and staff and against officials and administrators.
2. The Undersigned understand and agree that the club is not sponsored by Grand Haven High School or the Grand Haven Area Public School district, and as such, these institutions and their administrators and officials *are not responsible or liable* for injury, sickness, disability, paralysis, or death that may result for Participant's participation with the club and all claims against said entities and individuals are waived.
3. The Undersigned understand that participants in the club may include boys and girls 19 years of age and younger and that the club will not only compete against other youth, but possibly college clubs.
4. The Undersigned understand that the possibility of injury, be it serious or minor, always exists. The Undersigned hereby accept the risks that accompany participation. The Undersigned agree that they will not hold the club staff, its officials and administrators responsible for injury, sickness, disability, paralysis or death that may result from participation with the club and all claims arising from such participation are waived.
5. The Undersigned understand that personal health and medical insurance must be carried for the Participant and that the club does not carry individual participant medical insurance.

RELEASE AND WAIVER OF LIABILITY: IN CONSIDERATION OF PARTICIPANT'S RIGHT TO PARTICIPATE, THE UNDERSIGNED HEREBY RELEASE, DISCHARGE AND COVENANT NOT TO SUE the advisors, officials and/or administrators of the Club, Grand Haven High School, and Grand Haven Area School District, and sponsors and workers. THE UNDERSIGNED AGREE THAT THIS RELEASE IS BINDING AND EFFECTIVE AS TO THEMSELVES AS WELL AS TO THEIR PERSONAL REPRESENTATIVES, ASSIGNEES, HEIRS AND NEXT OF KIN AND THAT IT APPLIES TO ANY AND ALL LOSS OR DAMAGE CLAIMED ON ACCOUNT OF INJURY, DISABILITY OR DEATH, WHETHER CAUSED BY THE NEGLIGENCE OF THE ABOVE REFERRED TO ENTITIES, ORGANIZATIONS OR INDIVIDUALS OR OTHERWISE.

7. The Undersigned understand that there may not be a medical physician or trainer at the Club's games or practice sessions.

- a. To see that Participant has a physical to determine that he is able and fit to participate;
- b. To see that the Participant has appropriate medical insurance;
- c. To see that Participant wears a mouthpiece during **all** practices and games;
- d. To see that Participant abides by all club rules and instructions;
- e. To see that Participant avoids the use of alcohol, tobacco, and/or controlled substances without proper prescription; and
- f. To see that Participant keeps his personal life clean and in accordance with laws and regulations.

We have read and understand and agree to the information and waiver and release of liability as set forth above.

(X) _____ Date: _____
Custodial Parent/Legal Guardian

Grand Haven High School Clubs
Authorization to Consent to Medical Treatment for Minor

I (we), _____ and _____ of the city
of _____ of the county of _____, Michigan,
do hereby state that I am (we are) the natural parent(s) (legal guardian(s)) having legal custody of
_____, a minor, age _____, born _____, 19 _____,
who resides with me (us) at

In connection with my (our) child's participation on the Grand Haven
_____ Club, I (we) authorize any accompanying adult bringing my (our) child to your
treatment facility to consent to any x-ray, examination, anesthetic, medical or surgical diagnosis or
treatment, and hospital care to be rendered to the minor under the general or special supervision, and on
the advice of any physician or surgeon who is licensed to practice when the need for such treatment is
immediate, and when efforts to contact me (us) are unsuccessful.

I (we) understand that I (we) assume all liabilities and expenses for the above. I (we) waive all
claims against the above referred adult, physicians, hospitals and their employees, ambulatory care, etc.
in connection with the decisions for such immediate care.

To contact me (us) call: _____

Child's allergies, if any

Medicines child is taking: _____

Insurance Company: _____

Policy #: _____ Name of Policy Holder: _____

(X) _____ (X) _____ Date: _____

Grand Haven High School Field Trip Permission Form

Advisor _____

Advisor's Telephone Extension _____

Student Organization/Club Name: _____

Date of Field Trip _____

Destination _____

Departure Time _____

Return Time _____

Cost _____

Means of Transportation _____

Additional Information:

It is understood that all school rules are in effect during the field trip.

Parent Signature
(Indicates permission to participate)

Emergency Phone Number For Day of Field Trip



FUNDRAISING GUIDELINES

Requests for school-affiliated fundraising shall be made on the Fundraising Form (Part A) available in each school office or the district office. **Fundraising cannot begin until an approved Fundraising Form has been returned to the requestor.**

MUST BE SUBMITTED FOR APPROVAL 2-WEEKS BEFORE THE START OF THE FUNDRAISER

1. If the fundraiser requires a school district facility, a facility use request must be completed. Submit the facility request form along with a copy of the Fundraiser Form.
2. Upon completion of the fundraiser, the advisor/representative in charge shall complete the Part B, attach it to the original request and submit the form to the principal or designee. The form shall be retained by the designated school district staff.
3. Fundraising shall not conflict with the school lunch programs or classroom activities. Fundraising and must end 30 minutes prior to the beginning of the school day and may begin 30 minutes after the end of the school day.
4. Fundraising should be carefully considered. Fundraiser will be approved based on quality of product, other fundraising at the time and number of activities requested by the group.
5. Student participation in fundraising activities shall be voluntary at all times.
6. Student participation in activities shall not depend on involvement in the fundraiser.
7. Permission to conduct a fundraiser may be approved or denied by the principal and/or designee depending on the quality of the product, consumer complaints regarding the product, or lack of following proper procedures.
8. All fundraising activities shall be conducted in accordance with School Board Policies, Local Ordinances, Michigan State Statutes and Federal Laws.
9. Fundraising involving students or on district property shall exclude all forms of gambling, the promotion, consumption, and/or availability of alcoholic beverages.
10. The use of the name of the District, schools, or any school department shall not be used in connection with any fundraising unless specifically approved.
11. Funds raised by any group shall be reported on the Fundraising Request and Fundraising Report forms and shall be subject to review by the district. Areas of concern would be highlighted and any suggested revisions would be incorporated into the group's accounting system for the following school year.
12. Policies and procedures on fundraising should be distributed to activity advisors or other interested groups.
13. Funds raised under these guidelines should be limited to finance projects which enhance or enrich the school experiences of students.



Grand Haven
Area Public Schools

Grand Haven High School

17001 Ferris Street, Grand Haven, MI 49417

Phone: 616.850.6000

Approved: ☐ Yes

☐ No

Initial: _____

Date: _____

FUNDRAISING - PART A **REQUEST FOR APPROVAL**
MUST BE SUBMITTED FOR APPROVAL 2-WEEKS BEFORE THE START OF THE FUNDRAISER

Date of Request _____ School _____

Requestor (Advisor/Rep in Charge) _____ Phone _____

Name of Fundraising Group _____

Describe the fundraising activity _____

Purpose for which funds will be used _____

Select One: • Soliciting in School Only • Soliciting in School and Community

Will the fundraising item (s) cause a public relations concern? • Yes • No

Estimated number of students involved _____

Items to be purchased _____

Name of Vendor(s) _____

Projected Total Revenue _____

Projected Net Profit (Revenue Less Expenses) _____

Is this fundraiser managed through the school activity account?

• Yes – please indicate Activity Account Number _____

• No – please explain _____

First Day of Fundraiser _____ Last Day of Fundraiser _____

What will happen with the items that are not sold? _____

Are school district facilities required? • Yes • No

If yes, a facility use permit must be completed. The fundraiser must be approved by the host school and appear on the school calendar. Submit the Facility Request Form along with a copy of the fundraiser (Part A form).

IMPORTANT: This form must be signed by the Requestor (Advisor/Rep in Charge) and then approved by the Principal/Designee. Once the fundraiser form is approved the form will be sent back to the Requestor for their records. The fundraising cannot begin until this form has been approved and returned to the Requestor.

Upon completion of the Fundraiser, the Requestor is responsible for completing the "Funding - Part B" form and attaching to this original request and submitting to the school principal for review within 30 days. These forms should be retained with the school activity account records.

Requestor (Advisor/Rep in Charge)

Date

Principal/Designee

Date



Grand Haven
Area Public Schools

Grand Haven High School
17001 Ferris Street, Grand Haven, MI 49417
Phone: 616.850.6000

FUNDRAISING - PART B

TO BE COMPLETED WITHIN 30 DAYS AFTER THE FUNDRAISER

Upon completion of the fundraiser, the Requestor (Advisor/Rep in Charge) is responsible for completing this form and attaching to the original request, Fundraising - Part A, and submitting to the school principal for review. The school secretary should then retain both forms.

Name of Fundraising Group_____

Date_____

Requestor (Advisor/Rep in Charge)_____

Phone_____

First Day of Fundraiser_____ Last Day of Fundraiser_____

Total Sales* \$ _____

Total Expenses* \$ _____

Net Profit \$ _____

*If the fundraiser is processed through a school activity account, expense receipts and revenue documentation must be attached.

Advise when and how the profits were/will be utilized_____

Comments (explain any variances, success/failures of the fundraiser, etc.)_____

Requestor (Advisor/Rep in Charge)

Date

Principal/Designee

Date