



Clubs and Activities Handbook Policy guidelines

Welcome to the Guideline and Handbook for Student Clubs and Activities at Caroline Middle School. This handbook is designed to provide students and club advisors with valuable information on creating and managing clubs within our Eagle community.

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- **Objective:** The objective of this policy is to foster a vibrant and inclusive extracurricular environment that promotes student engagement, leadership development, and creativity.
- **Club Approval Process:** a. Staff interested in forming a new club must submit a written proposal to the Director of Athletics and Student Activities, Travis Clark. b. The proposal should outline the club's purpose, goals, activities, and potential benefits to the school community. c. The AD will review the proposal, ensuring it aligns with the school's values and is appropriate for the age group. d. If approved, the club will be granted official recognition and support.
- **Club Advisors:** a. Each club must have a dedicated staff member as an advisor, responsible for guiding and supervising the club's activities. b. Advisors should possess expertise or a genuine interest in the club's subject matter. c. The advisor is responsible for maintaining consistent schedules and accountability for the students.
- **Membership and Inclusivity:** a. All clubs must welcome students of diverse backgrounds and interests. b. Membership should be open to all interested students, without discrimination.
- **Meeting Schedule:** a. Clubs can schedule regular meetings during lunch breaks, after school, or during designated club periods. b. The schedule must not interfere with academic responsibilities.
- **Student Leadership:** a. Clubs should encourage student leadership, with clear roles such as president, vice president, treasurer, etc. b. Student leaders must demonstrate responsibility and commitment to their roles.
- **Financial Guidelines:** a. Clubs can request a budget for their activities and events. b. All financial transactions should be transparent and subject to review by the administration.

- **Event and Activity Planning:** a. Clubs can organize events, fundraisers, and activities with prior approval from the AD. b. Events should align with the school's values and should not disrupt the learning environment.
- **Safety and Supervision:** a. Club activities should prioritize the safety and well-being of all participants. b. Adequate supervision must be ensured during club meetings and events.
- **Communication and Promotion:** a. Clubs must maintain open communication with the school community through newsletters, announcements, or social media (if appropriate). b. Promotion of club activities should be respectful and inclusive.
- **Monitoring and Evaluation:** a. The school administration may periodically evaluate clubs to assess their effectiveness and impact on students. b. Clubs that consistently fail to meet their objectives or adhere to guidelines may face review and potential disbandment.

Section 1

Club Proposal Process

1. **Identify Your Club Idea:** Decide on a club idea that interests you and is suitable for middle school students. Consider your passions, skills, and what you think your peers would enjoy.
2. **Research Similar Clubs:** Look into any existing clubs in your school or other schools that are similar to your idea. This will help you understand what's already available and how your club can offer something unique.
3. **Gather Support:** Talk to your friends and classmates about your club idea to see if there's interest. The more support you have, the better your chances of getting approval.
4. **Find a Faculty Advisor:** Approach a teacher or staff member who you think would be willing to serve as the club's advisor. Their support is crucial for the proposal process and running the club.
5. **Create a Club Proposal:** Write a detailed club proposal that outlines the club's purpose, goals, activities, meeting schedule, and any potential costs or resources required. Make sure to explain how the club will benefit the middle school students.
6. **Review School Policies:** Familiarize yourself with your school's policies and guidelines for starting a club.
7. **Submit the Proposal:** Submit your club proposal to the school Director of Athletics and student activities or school principal. Ensure you follow any specific submission instructions and deadlines.

8. **Prepare for Presentation:** If required, be ready to present your club proposal to the school AD, School principal, teachers, or a student council. Prepare a short presentation highlighting the key points of your proposal.
9. **Address Feedback:** Be open to feedback and suggestions during the presentation or review process. Be prepared to make any necessary adjustments to your proposal.
10. **Approval and Organization:** Once your club proposal is approved, start organizing the club activities, meetings, and resources required. Collaborate with your faculty advisor to ensure a smooth start.
11. **Promote Your Club:** Use posters, announcements, and social media to promote your club and attract members. Make it exciting and engaging for potential participants.
12. **Hold Your First Meeting:** Conduct the first club meeting and welcome all the interested middle school students. Introduce the club's goals and activities, and encourage participation.
13. **Evaluate and Adapt:** Continuously evaluate the club's progress and effectiveness. Seek feedback from members and make necessary adjustments to improve the club experience.

Section 2

Roles and Responsibilities

1. **President:** The President is the leader of the club and holds the highest authority. Their primary responsibilities include setting the club's goals and vision, presiding over meetings, and providing overall direction and guidance to the organization. The President is the official representative of the club to the school or college administration and external entities. They also play a crucial role in delegating tasks to other club members and coordinating with other officers to ensure the club's success.
2. **Vice President:** The Vice President serves as the second-in-command and assists the President in their duties. In the absence of the President, the Vice President takes over their responsibilities. They often take charge of specific projects, events, or committees within the club. Additionally, the Vice President helps maintain communication among club members and ensures that everyone is engaged and actively contributing to the club's activities.
3. **Secretary:** The Secretary is responsible for keeping records of club activities and meetings. They take meeting minutes, which are detailed notes summarizing what was discussed and decided during each meeting. The Secretary also handles club correspondence, maintains important documents, and manages the

club's calendar. They play a vital role in ensuring the club operates efficiently by maintaining proper documentation and communication.

4. **Treasurer:** The Treasurer manages the club's finances and budget. They keep track of income, expenses, and dues, and ensure that the club's funds are used appropriately for approved club activities. The Treasurer often creates financial reports and presents them to the club members or the club's executive board. It's crucial for the Treasurer to be transparent and accountable to the members regarding the club's financial status.
5. **Event Coordinator/Committee Chairs:** Depending on the size and complexity of the club, there may be specific roles for individuals or committees dedicated to organizing events and activities. These individuals or chairs are responsible for planning, coordinating, and executing club events, fundraisers, community service projects, and other activities. They work closely with other officers and club members to ensure the events are successful and align with the club's mission.
6. **Public Relations Officer:** The Public Relations Officer is responsible for promoting the club and its activities to the larger student body and the community. They use various communication channels, such as social media, posters, and newsletters, to create awareness about the club's events and achievements. The Public Relations Officer helps build a positive image of the club and attracts new members and participants.
7. **Membership Coordinator:** The Membership Coordinator is responsible for recruitment and retention of club members. They organize membership drives, manage the club's member database, and ensure that new members feel welcomed and included in club activities. The Membership Coordinator may also collaborate with the Public Relations Officer to attract new members.

These roles work together as a team to ensure the club operates smoothly, achieves its goals, and provides valuable experiences for its members. Collaboration, effective communication, and a shared passion for the club's mission are crucial for the success of any student activity organization.

Section 3

Inclusivity and Diversity Strategies

1. **Define the Purpose:** Clearly articulate the purpose and goals of the club. This should emphasize the importance of inclusivity, diversity, and creating a welcoming environment for all students.

2. **Choose Inclusive Activities:** Plan activities that appeal to a diverse range of interests and abilities. Ensure that everyone feels comfortable participating and that the activities are accessible to all students.
3. **Diverse Leadership:** Aim for a diverse leadership team that represents different backgrounds and perspectives. This will demonstrate the club's commitment to inclusivity and provide role models for other members.
4. **Promote Awareness and Education:** Organize workshops, discussions, or guest speakers that address various topics related to diversity, equity, and inclusion. These educational initiatives can help raise awareness and foster understanding among club members.
5. **Create Safe Spaces:** Designate the club meeting area as a safe and judgment-free space. Encourage open dialogue and establish guidelines to ensure respectful communication.
6. **Reach Out to All Students:** Actively promote the club to the entire student body. Use different communication channels such as announcements, posters, social media, and word-of-mouth to ensure that all students feel invited and included.
7. **Collaborate with Other Clubs:** Partner with other clubs or student organizations to organize joint events or activities. This collaboration can foster a sense of unity and diversity across different groups.
8. **Celebrate Diversity:** Organize events or celebrations that showcase the diverse backgrounds, cultures, and talents of the club members and the broader school community.
9. **Engage with Parents and Teachers:** Involve parents and teachers in the club's activities to garner support and to showcase the positive impact of the inclusive club.
10. **Address Issues Promptly:** If any conflicts or incidents of discrimination arise, address them promptly and use them as teachable moments to reinforce the club's commitment to inclusivity.
11. **Empower Student Advocates:** Encourage club members to become advocates for inclusivity in other areas of the school and the community. Supporting and empowering student advocates can have a broader impact beyond the club.
12. **Collect Feedback:** Regularly seek feedback from club members to gauge their experiences and identify areas for improvement. This feedback can help shape the club's activities and ensure it remains inclusive.

Remember that promoting inclusivity is an ongoing effort, and it's essential to be adaptable and open to feedback. By creating a supportive and diverse environment, your club can make a positive impact on the entire school community.

Section 4

Meeting Management

1. **Set Clear Goals:** Determine the purpose of each meeting. Clearly define what you want to achieve during the session. Whether it's brainstorming ideas, planning events, or discussing club projects, having a specific agenda will keep the meeting focused.
2. **Create an Agenda:** Develop a detailed agenda that outlines the topics to be discussed and the time allocated to each item. Share the agenda with club members in advance so they can come prepared.
3. **Choose a Suitable Venue and Time:** Select a meeting place that is easily accessible for all members. Ensure the venue is large enough to accommodate everyone comfortably. Also, consider scheduling meetings at a time when most members can attend without conflicts.
4. **Appoint a Responsible Leader or Moderator:** Assign someone to lead the meetings and keep them on track. This person can be the club president, vice president, or any other responsible member who can facilitate discussions and maintain order.
5. **Encourage Participation:** Make the meetings inclusive by encouraging all members to actively participate. Allow everyone to share their thoughts and ideas without fear of judgment.
6. **Utilize Technology:** Consider using technology like projectors, screen-sharing, or collaboration tools if appropriate. These can be helpful for presentations, sharing information, and working together on club projects.
7. **Follow Up on Previous Actions:** Begin each meeting by reviewing the action items from the previous session. This helps to keep everyone accountable and ensures that tasks are completed.
8. **Invite Guest Speakers:** If possible, invite guest speakers related to the club's interests or activities. Guest speakers can provide valuable insights, expertise, and inspiration to club members.
9. **Balance Seriousness and Fun:** Keep the meetings engaging by incorporating some fun activities or icebreakers, especially if the club's activities are academically focused.
10. **Stay Organized:** Use tools such as meeting minutes or digital collaboration platforms to document important discussions and decisions made during the meetings. This helps in tracking progress and keeping everyone informed.
11. **Encourage Feedback:** Regularly ask for feedback from club members about the meetings. This will help you improve the organization and content of future gatherings.
12. **Promote Respectful Communication:** Ensure that all members treat each other with respect and maintain a positive atmosphere during the meetings.

13. Recognize Achievements: Acknowledge and celebrate the accomplishments of club members during the meetings. This will motivate everyone to stay engaged and committed.
14. Plan for Refreshments: If the budget allows, consider providing light refreshments during the meetings. This can create a more welcoming and enjoyable environment.
15. Promote Consistency: Try to schedule meetings regularly (e.g., weekly or bi-weekly) to maintain momentum and keep members actively involved.

By implementing these tips, you can create an environment conducive to productive meetings for your middle school club, leading to increased engagement and successful outcomes.

Section 5

Guidelines for organizing events, fundraisers, and activities

1. Define the Purpose and Goals: Clearly outline the purpose and objectives of the event. Understand what you want to achieve, whether it's raising funds for a cause, promoting awareness, or fostering community engagement.
2. Create a Budget: Develop a detailed budget that includes all the necessary expenses, such as venue rental, catering, marketing, and any other costs associated with the event. Make sure to allocate funds appropriately to avoid overspending.
3. Form a Committee or Team: Build a team of dedicated individuals who will take on various responsibilities. Delegate tasks based on team members' strengths and expertise to ensure smooth coordination.
4. Set a Date, Time, and Venue: Choose a suitable date, time, and location for your event. Consider factors like weather conditions, accessibility, and the target audience when selecting the venue.
5. Plan the Program or Schedule: Create a detailed schedule of activities and allocate time slots for each element of the event. Include breaks, entertainment, speeches, and any other segments relevant to the event's purpose.
6. Obtain Necessary Permits and Permissions: Depending on the scale of the event and local regulations, you might need permits for certain activities or use of public spaces. Ensure all legal requirements are met.
7. Promote the Event: Develop a marketing and promotional strategy to reach your target audience. Utilize social media, email marketing, posters, and word-of-mouth to create awareness about the event.

8. **Secure Sponsorships and Partnerships:** If it's a fundraiser or a large-scale event, seek sponsorships and partnerships with businesses or organizations that align with your cause. This can help with funding and logistics.
9. **Plan for Logistics:** Pay attention to logistics, such as event registration, ticketing, transportation, and parking. Ensure that participants can easily access and enjoy the event.
10. **Organize Volunteers:** Recruit and train volunteers to help with various tasks during the event. Volunteers play a crucial role in the smooth execution of activities.
11. **Implement Safety Measures:** Safety should be a top priority. Identify potential risks and put in place necessary safety measures. Have medical facilities readily available in case of emergencies.
12. **Practice Flexibility:** Be prepared to adapt and make adjustments as needed during the event. Not everything may go as planned, so having contingency plans in place is essential.
13. **Post-Event Evaluation:** After the event, gather feedback from participants, volunteers, and sponsors. Evaluate the event's success based on the goals you set initially and identify areas for improvement.

By following these guidelines and being well-prepared, you can increase the chances of organizing successful and impactful events, fundraisers, and activities.

Section 6

Information on requesting and managing club budgets

1. **Understand the Club's Needs:** Before requesting a budget, ensure you have a clear understanding of your club's goals, events, and activities for the upcoming period. Make a detailed list of all the expenses you anticipate in order to accomplish your club's objectives.
2. **Review Past Budgets:** If your club has been active in previous years, review the past budgets and expenses to get an idea of the funding your club has received and spent. This will help you make informed decisions when requesting a new budget.
3. **Create a Budget Proposal:** Prepare a detailed budget proposal that includes all the expenses and income sources (if any) for the upcoming period. Break down the budget into specific categories, such as event costs, marketing materials, equipment, travel expenses, etc. Justify each expense with a brief explanation of how it aligns with your club's objectives.
4. **Contact the Appropriate Authority:** Reach out to the organization or institution responsible for funding club activities. This could be a student government,

university administration, or any other relevant entity. Inquire about their budget request process and deadlines.

5. **Submit the Budget Request:** Submit your budget proposal to the appropriate authority within the specified timeframe. Make sure to follow any guidelines or formats provided for budget submissions.
6. **Budget Presentation:** Depending on the funding organization's requirements, you may be asked to present your budget proposal in person. Prepare a well-organized presentation to convince the funding body that your club's activities are worth supporting financially.
7. **Budget Approval:** After submitting the budget proposal and presenting if necessary, you will receive a decision regarding the approval of your budget. If approved, you'll be informed of the allocated funds and any specific conditions or restrictions on their use.
8. **Record Keeping:** Once your club receives the budget, keep detailed records of all expenses and income throughout the budget period. Maintain receipts and financial documentation to ensure transparency and accountability.
9. **Regular Financial Reports:** If required, provide regular financial reports to the funding organization. This helps in maintaining transparency and strengthens your club's credibility for future budget requests.
10. **Adapt as Needed:** Sometimes, unexpected expenses or changes in plans may arise. If necessary, be prepared to make adjustments to your budget and seek approval for any significant deviations.
11. **End-of-Budget Review:** At the end of the budget period, review your financial performance. Analyze how well you adhered to the budget and identify areas for improvement in the future.

Remember that managing a club budget responsibly is crucial for the long-term success and sustainability of your organization. By demonstrating financial prudence and achieving your club's goals, you'll be better positioned to request budgets in the future.

Section 7

Tips for Promoting and communicating

1. **Create an eye-catching club poster:** Design a visually appealing and informative poster that highlights the club's purpose, meeting times, and contact information. Place these posters in high-traffic areas like hallways, common rooms, and notice boards.
2. **Utilize social media:** Leverage social media platforms such as Facebook, Instagram, Twitter, and TikTok to promote your club. Post engaging content, photos, event updates, and announcements regularly. Encourage members to share these posts with their networks to reach a wider audience.

3. Organize a club fair or open day: Collaborate with other clubs to host a club fair or open day. Set up booths or tables where each club can showcase its activities, goals, and upcoming events. This allows students to interact directly with club representatives and sign up for clubs that interest them.
4. Email newsletters: Partner with the school administration or student council to include club updates and announcements in the school's regular newsletters. This ensures that all students, teachers, and parents receive information about your club activities.
5. Host events and workshops: Organize engaging events, workshops, or guest speaker sessions related to your club's theme. Open these events to the broader school community to attract potential new members and showcase the club's value.
6. Collaborate with teachers and staff: Seek the support of teachers and staff who share an interest in your club's activities. They can help promote the club to their students and incorporate relevant topics into their curriculum.
7. Create a club website or blog: Develop a dedicated website or blog for your club where you can post updates, resources, and event details. A well-maintained online presence can help attract interest from students and parents alike.
8. Word-of-mouth marketing: Encourage club members to talk about their experiences and invite their friends to join. Positive word-of-mouth recommendations can be incredibly effective in attracting new members.
9. Collaborate with other clubs: Partner with other clubs for joint events or activities. This cross-promotion can expose your club to a broader audience and create a sense of community within the school.
10. Offer incentives: Consider providing small incentives or rewards for students who join the club or actively participate in its activities. This could be in the form of certificates, badges, or recognition at school assemblies.
11. Use multimedia: Create videos or multimedia presentations to showcase the club's activities and achievements. Share these videos on social media and during school announcements.
12. Participate in school events: Take advantage of school events, such as assemblies or talent shows, to briefly introduce your club and its upcoming activities.

Remember that consistency and enthusiasm are key when promoting your club activities. By adopting a combination of these strategies, you can effectively engage the school community and encourage more students to join your club.

Section 8

Tips for ensuring safety and supervision during club activities

1. **Plan Ahead:** Develop a detailed plan for each club activity in advance. Identify potential risks and hazards associated with the specific activity, and outline steps to mitigate them.
2. **Risk Assessment:** Conduct a risk assessment for every club activity. Involve teachers, club advisors, and any relevant staff to identify potential safety concerns and determine appropriate safety measures.
3. **Qualified Supervisors:** Ensure that each club activity has qualified and responsible supervisors. These could be teachers, school staff, or approved adult volunteers who are knowledgeable about the activity and its safety requirements.
4. **Clear Guidelines:** Establish clear guidelines and rules for behavior during club activities. Communicate these guidelines to all participants and ensure they understand the consequences of not following them.
5. **Emergency Procedures:** Have well-defined emergency procedures in place and make sure all supervisors are familiar with them. Include evacuation plans, first aid protocols, and contact information for emergency services.
6. **Permission Slips:** Require students to obtain permission slips signed by their parents or guardians before participating in any off-campus or potentially risky activities.
7. **Medical Information:** Collect and have access to relevant medical information about each participating student. This includes any allergies, medical conditions, or medications that might be relevant during club activities.
8. **Appropriate Equipment:** Provide and use appropriate safety equipment and gear for each activity. This may include helmets, goggles, gloves, etc., depending on the nature of the activity.
9. **Ratio of Supervisors to Students:** Maintain a suitable ratio of supervisors to students during club activities, ensuring that there are enough responsible adults to oversee and assist the participants effectively.
10. **Training for Supervisors:** Provide training to club supervisors on safety procedures, risk management, and how to handle different situations that may arise during the activities.
11. **Venue Inspection:** Inspect the venue where the club activity will take place to identify and address any potential hazards or safety issues.
12. **Student Behavior Expectations:** Set expectations for appropriate behavior during club activities and promote a culture of respect and responsibility.
13. **Parental Involvement:** Encourage parental involvement in the school club activities, either as chaperones or in other supportive roles.

14. Regular Communication: Maintain open communication with students, parents, and other stakeholders to keep them informed about club activities, schedules, and any safety updates.
15. Continuous Supervision: Remain vigilant and provide continuous supervision during the club activities, ensuring that all participants are accounted for and safe at all times.

Remember, safety is a collaborative effort, and it's crucial to involve all stakeholders in ensuring a secure and enjoyable experience for the students involved in school club activities.

Section 9

Conflict resolution

1. Establish clear club guidelines: Start by setting clear and comprehensive club guidelines and rules. These guidelines should cover appropriate behavior, communication methods, and conflict resolution procedures. Make sure all club members are aware of these guidelines from the beginning.
2. Promote open communication: Encourage open and respectful communication among club members. Create an atmosphere where everyone feels comfortable expressing their opinions and concerns without fear of judgment or reprisal.
3. Address conflicts promptly: Don't ignore conflicts or hope they will resolve on their own. Address issues as soon as they arise, and try to prevent them from escalating into larger problems.
4. Use active listening: When conflicts occur, listen attentively to all parties involved. Give each person an opportunity to express their side of the story without interruption, and show empathy towards their feelings and perspectives.
5. Stay neutral and impartial: As the club leader or moderator, it's crucial to remain neutral and impartial during conflict resolution. Avoid taking sides and focus on finding a fair and balanced solution.
6. Hold private meetings: Whenever possible, conduct conflict resolution discussions in private settings. This helps ensure privacy, reduces embarrassment, and allows for more open and honest communication.
7. Mediation or arbitration: In cases where conflicts are particularly challenging to resolve, consider using a mediator or impartial third party to help facilitate the resolution process. This person should be well-respected and have good communication skills.
8. Encourage compromise and collaboration: Teach club members the value of compromise and working together to find solutions. Encourage them to consider alternative viewpoints and be willing to make concessions for the greater good of the club.

9. Focus on the issue, not the person: During conflict resolution discussions, direct the focus on addressing the specific issue at hand rather than criticizing or blaming individuals.
10. Monitor progress: After reaching a resolution, keep an eye on the situation to ensure that the conflict doesn't resurface. Check in with the involved parties and the club as a whole to make sure everyone is adhering to the agreed-upon solution.
11. Celebrate successes: When conflicts are successfully resolved, acknowledge the efforts made by all parties and celebrate the restoration of harmony within the club.
12. Learn from conflicts: Use conflicts as learning opportunities for the entire club. Discuss the conflict and its resolution openly, and use it as a chance to improve communication and understanding among members.

Remember, conflicts are a natural part of group dynamics, but how they are managed can significantly impact the club's atmosphere and success. By promoting open communication and using effective conflict resolution strategies, you can create a more positive and productive environment for everyone involved.