

## GLASSBORO PUBLIC SCHOOL DISTRICT STUDENT ACTIVITIES

### ANNUAL EXISTING/NEW CLUB/ORGANIZATION APPROVAL PROCESS

ALL Glassboro Public School clubs/organizations are required to follow the process listed below annually in order to be considered for Board of Education approval and payment, where applicable. Student interest and participation are the district's primary interest when approving clubs/organizations. Please follow the process and abide by the deadlines listed below. All attached forms must be completed in their entirety before the club/organization's submission to the BOE for approval. Forms must be submitted to the Assistant Principal for Athletics and Activities in the high school and the building principal in all other district schools.

Process for existing club approvals and end of the year payment:

#### DEADLINES:

Aug. 1 The AD/Principal must submit a listing of ALL clubs/organizations for BOE approval

August At the August School Board Meeting ALL clubs will be presented for approval.

On/Before

Sept. 15 For ALL clubs that are BOE approved...the advisor will receive written confirmation from the BOE in the form of a contract. The contract will include advisor's name(s), club name and stipend or note this is the 1<sup>st</sup> year as a volunteer club/organization or it is a permanent volunteer position. (If written confirmation is NOT received from the BOE on or before September 15<sup>th</sup> the club has not been approved and the advisor may NOT hold meetings.)

Sept. 30 Advisors are to submit meeting dates to the AD/Principal.

Nov. 30 Advisors are to submit a brief report to AD/Principal of attendance/meetings/activities to date.

June 1 Advisor must submit the 2 page end of the year report, including intentions for the next school year and signed payroll voucher (where applicable)



Meeting Dates:

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Report of 2013-14 Activities Accomplished:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

*Intent to return: Please check the appropriate statement below.*

\_\_\_\_\_ I plan to return as advisor for the above mentioned club/organization for the following school year.

\_\_\_\_\_ I do not plan on returning as advisor for the above mentioned club/organization for the following school year.

Planned Activities for 2014-15: meeting dates (i.e. day of week, time) and activity details

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Date \_\_\_\_\_ Advisor's Signature \_\_\_\_\_

Date Received \_\_\_\_\_ Received by \_\_\_\_\_

*It is recommended that you keep a copy of this Activity Report for your records.*

**Process for new club approvals:**

Sept. 30 Students must demonstrate an interest in the club by signing a statement of interest form with a faculty advisor's signature (required.) Students and Advisors must complete and submit the mission form to AD/Principal for review.

Oct. 8 Recommendation for new club/organization is sent to the Superintendent for review and for presentation to the BOE committee.

October Committee puts new club/organization on the Board of Education agenda for Board vote for the October Board meeting.

November/

December If the new club is approved by the Board the advisor will receive written confirmation from BOE in the form of a contract. The contract will include advisor's name(s), club name and notation that this is a 1<sup>st</sup> year volunteer club/organization or a permanent volunteer position. (If written confirmation is NOT received from the BOE within 45 days the club has not been approved and the advisor may NOT hold meetings.)

Please note: To be considered for a stipend after the 1<sup>st</sup> volunteer year, the club will be evaluated based on the mission statement and co-curricular activity report by the administration. A recommendation will then be made to the Superintendent determining the club/organization's status in year 2.

The recommendation for the applicable tier will be mutually agreed upon by the Principal/AD and GEA representative based on the co-curricular activity report.

Advisors that fail to abide by the noted deadlines and procedures will be denied the opportunity to be Board approved until the following school year.

**GLASSBORO PUBLIC SCHOOLS  
STUDENT ACTIVITIES  
NEW CLUB'S MISSION FORM**

Club Name \_\_\_\_\_ Date \_\_\_\_\_

Advisor's Name(s) \_\_\_\_\_

Club Officers: \_\_\_\_\_

Type of Club

Permanent volunteer     Volunteer year 1     Year 2/stipend     Paid

Estimate cost to conduct club (fees, etc) \$ \_\_\_\_\_

Mission Statement/Goals

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Officers \_\_\_\_\_

Activities

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Time frame (start/finish): \_\_\_\_\_

Meeting Dates

\_\_\_\_\_  
\_\_\_\_\_

Where do you plan to meet? (school facilities) \_\_\_\_\_

How will this club enrich our school/ community?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Needs:

Approved

Not Approved

AD/Assistant Principal \_\_\_\_\_ Date \_\_\_\_\_

AD/Assistant Principal \_\_\_\_\_ Date \_\_\_\_\_

Principal \_\_\_\_\_ Date \_\_\_\_\_

Principal \_\_\_\_\_ Date \_\_\_\_\_

Reason \_\_\_\_\_

\_\_\_\_\_

GLASSBORO PUBLIC SCHOOLS

STUDENT ACTIVITIES

CLUB INTEREST FORM

New Club Name \_\_\_\_\_ Date \_\_\_\_\_

Statement on New Club's Mission

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List of students Interested:

	Name	Grade		Name	Grade
1			11		
2			12		
3			13		
4			14		
5			15		
6			16		
7			17		
8			18		
9			19		
10			20		

Advisor's Name (print) \_\_\_\_\_

Advisor's Signature \_\_\_\_\_

Date \_\_\_\_\_