Cristo Rey San José Jesuit High School

Student Activities Club Handbook

Policies for a Successful Club at Cristo Rey San José Jesuit High School
Important Club & Student Activities Forms

1. New Club Charter (Application)

2. Club Update 2019-2020 (existing clubs)

3. Club Roster Template (you will need to make a copy of this and update it monthly)

4. Club Meeting Minutes Template

5. Club PA Announcements Request Form

6. Fundraiser Proposal Form

7. Club Funds Deposit Template (you will need to make a copy of this)

8. Club Request to Hold School Event or Attend Off-Campus Event

9. Permission Slip Template (you will need to make a copy of this)
Club Requirements*:
*Any club that satisfies these requirements is recognized Active by the Student Activities Office which allows them access to school resources/funding and ability to meet on campus.

Club Charter (Application):
Any club that did not exist the previous year must:
1) complete a Club Charter form and
2) get approval before holding any formal meetings.

The Student Leadership Society (SLS) must first approve of the club, followed by administrative approval. This could take 1-2 weeks.

Announcements will not be read over the PA for clubs without charters. Forms are linked in this packet and will soon be made available on the Student Activities’ section of the school website.

Club Charter 2019-2020 Update:
Any club that existed the previous year must complete a Club Charter Update and submit it to the Student Activities’ Office as soon as the updated information regarding officers/leaders and meeting times are available. Forms are linked in this packet and will soon be made available on the Student Activities’ section of the school website.

Club Minutes and Monthly Update:
Minutes must be recorded when official business is discussed and decided. Official business, including all issues dealing with money (either deposited or expensed), must be recorded in the minutes. These minutes should be stored in a Google Folder on a regular basis. The Google Folder will be created and shared by the Student Activities’ Office with the club leader and staff moderator.

Each month the club must submit an update to the Student Activities Office. The monthly update must include:
● Summary of any completed projects/events
● Planning details for any upcoming projects/events
● Active roster of student participants broken down by grade level. Template is linked in this packet and will soon be made available on the Student Activities’ section of the school website.

Active Club
To be considered active, a club must satisfy the following requirements:
● Approved Club Charter by Student Government Association
● Initial Membership of 8-10 students
● Meet at least 1x a month
● Submit monthly update with minutes and active roster
● Hold one school event (suggested)
● Get approval for all events and posters
Raising and Spending Money*
*All recognized clubs by the Student Activities Office are eligible for an initial club fund of $100. If your club was recognized as a Magis Club of Distinction in the previous year, your club will receive additional funding. See section title **Magis Clubs of Distinction Below.**

Fundraising Policy:
CRSJ is still in the process of formalizing the student fundraising policy. As of now, no fundraiser can compete with the school meal program, which means that no food items can be sold during school hours, or violate the school’s Health and Wellness policies (see student handbook for more information). **Any proposed fundraiser must be submitted in writing at least 3 weeks prior to the proposed date.** Forms are linked in this packet and will soon be made available on the Student Activities' section of the school website.

Money Collection Requirements:
After the fundraiser, all money collected must be deposited following these procedures:
- All money should be organized with like-bills together and all bills should be facing the same direction
- Money should be secured in a sealed envelope clearly labeled with the club’s name and amount being deposited
- Club Funds Deposit Form completed
- Sealed Envelope with form delivered to: Student Activities Director in Student Life Office in the front of Taube Hall

Mr. Monreal holds a standing record of all club accounts and can be contacted at any time for your balance.

Public Address System Announcement
PA announcements are read after breakfast at the start of 3rd period class. To have an announcement read, follow the steps below:
- PA announcements must be sent from your club advisor via a Google Form linked in this packed and soon posted on the Student Activities section of the website
- Announcement must be submitted no later than the **DAY BEFORE** the announcement is to be read.

Announcements will be read as they are submitted. Announcements must be school appropriate (any announcement is subject to filtering or removal at the determination of the Student Activities office).
Advertising

Poster Policy:
The purpose of CRSJ club posters are to publicize upcoming approved, appropriate, school-sponsored events/news. They must contain appropriate language and images, be in good taste and follow school guidelines.

All posters must be:
- Approved by the Student Activities Director before being posted. Please email Mr. Monreal with the proposed poster before posting. The poster must also have the approval of the club advisor.
- Removed one school day after the advertised event.
- Posted on the allowed locations: classroom and doors (with permission of teacher), specified bulletin boards, hallway walls (with blue tape).
  - If posted on the bulletin board, the poster must be hung using a thumbtack. Any club that uses tape on the bulletin board will be charged with replacing and decorating the bulletin board.
  - If posted on walls in hallway, classrooms or on classroom doors, the poster should be adhered with blue painters tape. The blue tape should not be visible and rolled behind the poster.

Consequences for violating these policies may result in reduction of club funds, event opportunities, and/or charter status depending on severity and frequency of offense.

Club T Shirts
The Student Activities Office encourages each club to design and purchase Club T Shirts to help establish identity and community. As of right now, students are not permitted to wear the Club T Shirts to school on a normal uniform day without the joint approval of the Student Activities Director and Dean of Students. Furthermore, all T Shirt designs must first be approved by the Student Activities Director before purchase.

Online Presence/Social Media
It is not encouraged for individual clubs to maintain their own social media accounts, websites, etc. If posting pictures about club happenings, it is preferred that the photo with description be emailed to Ms. Blumenson or Mr. Monreal to be posted on the official school Instagram account.

If your club insists on having its own social media platform, please follow these rules:
- The account log in credentials must be shared with ONLY the club advisor, student activities direction, and one student representative. These names and information must be shared with the student activities director.

A club may request a Schoology club account to share information with club members and have discussions to keep all members informed. This is encouraged and important as it helps keep students involved with clubs even on their work days. If you would like a Schoology Club account, contact Mr. Monreal and he will set one up for you.
On Campus Presence

Club Fair Week:
Club Fair Week will be held from 9/17-9/28. It is the expectation that each club table two times on different days to ensure that their information is shared with all students. A second club fair may be held in late January or early February to encourage new membership and renewed spirit.

- Club Charter/Charter Updates must be turned in and approved before the deadline.
- Clubs must sign up for two dates using the request form that will be shared in early September.

Club Activities On-Campus:
It is the hope and expectation that each club hold at least one event for the school community. To do so, you must follow the mandatory guidelines below, or risk event cancellation.

- All approved activities will be scheduled and placed on the school calendar. A request to hold school event form must be filled out and approved at least 3 week before the proposed event.

- For the following school year, each club will be invited to attend the club calendar meeting, typically held in late April or early May, and must attend if they want priority scheduling for any event on the calendar for the next school year. All activities temporarily placed on the calendar at the calendar meeting will only be permanent after activities request forms are submitted. Paperwork must be submitted at least 3 weeks prior to the scheduled event.

- In the 2019-2020 school year, for clubs that did not exist the previous year, the club needs to complete an activities request form at least one month before the event and turn it into Mr. Monreal for approval. It is the responsibility of each club to check the availability of the desired date and facility.

Club Activities Off-Campus
Off-campus activities should only take place outside of school hours to limit interference with the academic programming. Rare occasions may be considered but will have to be approved by the student activities director and school principal.

- All clubs activities off-campus must complete an Attend Off-Campus Request Form and turn it into Mr. Monreal at least 3 weeks before the event.

- For off-campus events, the club advisor must also distribute a permission slip to each student. When all collected, the club advisor should leave a copy of all permission slips with the Student Activities Office.

- Any clubs activities/event which takes place off campus must be directly supervised by the club advisor or another member of CRSJ.

- All drivers to & from a club-sponsored event must be fingerprinted by school administration.
• If requesting a school-owned van to transport participants, please contact the CWSP office and work directly with Mr. Woods to reserve a van.

• There are additional requirements for overnight trips. Some of these requirements include, but are not limited to:
  ○ Six weeks advance notice.
  ○ Additional paperwork as determined by the Student Activities Director.

**Magis Club of Distinction**

Magis is a key concept in Ignatian spirituality. Magis calls us to depth and quality in what we do, and invites us to consider how we can serve the world better, with fire, passion, and zeal.

The Magis Club of Distinction is bestowed upon two clubs a year who truly allow students to explore what it means to be a community with and for others.

This recognition is broken down into two categories: service to our students and service to our school and community.

Clubs who earn this distinction have gone above and beyond and served or represented the school in multiple ways. A club could also earn this distinction by serving our students by allowing them to build community or explore an interest. Clubs who earn this distinction are all allotted additional funding in the following school year.