

Club Policies Spring 2021

Flyers Policy

- Flyers may be distributed through registry boxes or posted in classroom bulletin boards with the consent of the teacher and have to be signed and approved by Ms. Wong or Mr. Chu.
- If you are photocopying flyers for registry box distribution, the original must be signed by Ms. Wong or Mr. Chu.
- Only flyers (17"x 22" max) signed and approved by Ms. Wong or Mr. Chu can be posted. Posted flyers must be removed after two weeks or strikes will be given.
 - Flyers without signatures will be taken down and strikes will be given.
 - Flyers can **ONLY** be placed on **BULLETIN BOARDS**
 - PLEASE USE A STAPLER IF THERE IS PAPER ON TOP OF THE BULLETIN BOARD. REMOVE TAPE.
 - Pick up flyers that have been dropped off at the cave within a week.
- Clubs are allowed to post up to twenty (20) approved flyers, each used only to advertise for club-related activities.
 - No obscenity or profanity
 - No culturally insensitive comments
 - LSA posters have priority over clubs' posters

Reg Running Policy

No reg running allowed

SPONSOR'S RESPONSIBILITIES

- Please print a copy for your club sponsor to read and keep. -

- I. Club Meetings
 - A. It is MANDATORY to be present at all club meetings, especially those held after school; They must host all online zoom meetings.
 - B. Know all the club officers
 1. Make sure they attend weekly meetings or meet twice a month.
 2. Make sure they are doing their work.

3. Make sure they are knowledgeable of all Policies (Service Project, Fundraising, Attendance, Poster)
 - C. Provide for a weekly meeting room
- II. Club Activities
- A. Be aware of all club activities including Beautification Day, fundraisers, Club Fair, World Language Festival, etc.
 - B. Know and follow Fundraising, Attendance, and Poster Policies.
- III. General
- A. Sign off on all club meeting time sheets
 - B. Please bring any discrepancies to the attention of the Club Coordinator.
 - C. Sponsors who fail to follow these guidelines will be discharged from their sponsorship. The club will not be able to re-qualify for the following semester.

If you have questions/comments regarding your club, please contact Club Coordinator Monica Lee (lowell.clubcoord@gmail.com), or reach out to us via Instagram at [lowellclubs](#)

CLUB NAME:

CLUB EMAIL/PRESIDENT'S EMAIL:

SPONSOR SIGNATURE:

PRESIDENT SIGNATURE: