

# LHS Club Policies 2021-2022

## *LSA Club Organization Mission Statement*

Provide opportunities for enriching, diverse, and transformative experiences for Lowell students beyond academics.

## *Club Sponsors' Role and Responsibilities*

**Club sponsors are vital to the success of student clubs**, providing the benefit of their knowledge, maturity, and supervision, while allowing student leaders to take ownership of the organization while ensuring compliance with district/school procedures, offering constant supervision, and making student safety a top priority. Sponsors are the liaison between their student leaders, Student Activities, and other aspects of the greater Lowell community (if applicable).

### I. Roles and Responsibilities

#### A. General

1. Give advice, direction, counsel, and teach students the Activities procedures and expectations for both in person and online conduct.
  - a) Supervise online media accounts for questionable, discriminatory, or oppressive content and connections
2. Become familiar with district and school expectations as well as with the constitution of your club
3. Provide student leaders with sign off on all club meeting time sheets
4. Report and consult with the Director of Student Activities and Mr. Alcantar on matters concerning safety, questionable content, supervision, etc.
  - a) Bring low-level discrepancies to the attention of the Club Coordinator.
5. Sponsors who fail to follow these guidelines will be discharged from their sponsorship and the club will not be able to re-register for the following semester.

#### B. Club Meetings

1. Sponsors ensure certified supervision and are **required** to be present at all club meetings and official functions (concerts, retreats, elections, etc), especially those held after school
  - a) Online club meetings must be hosted by sponsors via Zoom or Google Hangout on SFUSD approved accounts.
2. Support and know all the club officers
  - a) Make sure they attend weekly meetings or meet twice a month.
  - b) Make sure they are doing their work.
  - c) Make sure they are knowledgeable of all Policies (Service Project, Fundraising, Attendance, Poster)
3. Provide a weekly meeting room

#### C. Club Activities

1. Sign all invoices, facility requests, travel forms, fundraising requisitions, check requisitions and purchase orders. Do not sign contracts without admin approval.
2. Be aware of all club activities including Beautification Day, fundraisers, co-curricular, World Language Festival, etc.
3. Know and follow Fundraising, Attendance, and Poster Policies.

### ***Club Student Leaders' Role and Responsibilities***

Club Student Leaders are expected to:

- Establish constitutional expectations and responsibilities for how the club will operate.
  - Follow these standards in all decision making.
- Follow all district, school, and sponsor procedures for club activities.
- Lead meetings and official functions within the attendance guidelines of the group.
- Conducts all official business under the supervision of the sponsor.
  - All decisions must first go through the sponsor.
- Vote on all club account spending and assist the sponsor with completing the appropriate forms.
- Serve as role models on and off campus.
  - Hold fellow students to higher standards and understand that he/she/they will be held to a higher standard.
- Actively recruit and retain new membership that is representative of our student body.
- Report and consult with their sponsor on all club related matters.

### ***Active Club Expectations***

Clubs will be considered "active" by satisfying all of the following:

1. Re-registering every year.
2. Reliable student membership that convenes on a regular basis (as outlined in the club constitution) and submission of club timesheets.
3. Retention of the Sponsor.
  - a. If a sponsor can no longer fulfill their duties as sponsor, they are required to inform the club leadership and Student Activities office ASAP, and if possible, support club leadership with finding a new sponsor.
4. Submitting all registration forms by the deadline.

*Inactive clubs will not be permitted to use campus resources or facilities to meet. These clubs will not have access to their school bank accounts.*

### ***Announcement Policy***

To request a school or class-wide announcement, use [this link](#).

### ***Fliers Policy***

#### ***Flier Requirements***

- Minimum: 8.5" x 11" max
- Max poster size: 17"x 22" max
- No obscenity, profanity, or hate speech of any kind (including imagery images).
- No culturally insensitive comments.
- 20 posted fliers MAX per organization per event (unless otherwise specified)
- Only use blue/painter's tape or staples allowed for posting

#### ***Approval Process***

- If you are planning to post or distribute fliers in reg boxes, please complete the following steps:
  1. You MUST receive initial approval from your advisors/supervisors/department heads
  2. Ensure your poster meets the requirements above

3. Have your club sponsor/supervisor/department head submit an original digital copy to the Google Form for review.
    - a. Clubs will be approved by Riley Gee (if a student club) AND Ms. Wong/Mr. Chu (Director of Student Activities)
  4. Once you receive approval, pick up a single approved copy (should include stamp and date of removal) from Thelma Dominguez (main office) during standard office hours.
    - a. NOTE: All approved fliers will be printed in BLACK and WHITE.
    - b. COLOR FLIERS: Bring a single printed color copy to Thelma Dominguz in the main office AFTER you have received approval for your poster. The poster MUST match the digital copy submitted!
  5. Printing: Once you receive your approved poster you may...
    - a. Request 20 copies of your poster be printed by Ms. Dominguez - B&W ONLY
    - b. Run 20 copies on your own
  6. Duration
    - a. Event posters will be approved for 10 business days (2 weeks)
    - b. Informational posters may be approved for 10-20 business days (2-4 weeks)
    - c. Posters requiring longer posting time should indicate in the notes
- School-wide Lowell specific posters will be prioritized

### ***Posting and Distribution***

- Fliers may be distributed through registry boxes or posted on classroom bulletin boards.
  - LIMIT 1 COPY PER REGISTRY.
- ONLY APPROVED FLIERS ARE ALLOWED TO BE POSTED on bulletin boards and hallways. **Date of removal and Lowell "Approved" stamp must be visible on all posters.**
- Posted fliers should be placed on **BULLETIN BOARDS with staples** and on **HALLWAY WALLS with rolled blue/painter's tape on the BACK of each flier.** Do not use tape on bulletin boards
- Areas to avoid (posting here will result in an instant strike)
  - Art wing murals (fragile and will chip the paint)
  - Student Union
  - Over important signs including but not limited to classroom tags, fire or exit signs, etc.
  - Anywhere deemed dangerous or obstructive (ie. over viewing windows, etc)
- Any unapproved posters will be removed immediately and strikes (+2) will be assigned.

### ***Removal***

- **ALL posted flyers and tape/staples must be removed by the removal date. FAILURE TO REMOVE ALL POSTERS AND RESIDUALS BY THE AGREED DATE WILL RESULT IN A STRIKE (+1).**

### ***Fundraising Policy***

[See the Fundraising Handbook](#) and [Guide](#) (updated regularly)

### ***Strikes Policy***

First Strike: Loss of flier posting privileges

Second Strike: Loss of fundraising and event hosting privileges

Third Strike: Club suspended for upcoming semester

\*\*\*CLUB LEADER CANNOT START A NEW CLUB UNTIL SUSPENSION IS LIFTED

### ***Reg Running Policy***

No reg running allowed at this time due to COVID-19 restrictions.

[Virtual School Events Policy](#)

Please read the [linked document](#).

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

Submitted by:

Student Club President: \_\_\_\_\_  
Print Name, Signature, and Date

Club Sponsor: \_\_\_\_\_  
Print Name, Signature, and Date

Approved by:

Director of Student Activities: \_\_\_\_\_  
\_\_\_\_\_ Print Name, Signature, and Date

SBC Club Coordinator: \_\_\_\_\_  
\_\_\_\_\_ Print Name, Signature, and Date