

**ADMINISTRATIVE
DIRECTIVE**

Administrative Directive Title: Organization and Supervision of Extracurricular Clubs and Activities	AD Number: 4.300.1	Adopted: February 2017 Former Identifier: STU31
Policy References: Board Policy 4.300 – Extracurricular Activities	Revised: 9/18; 7/19; 11/24	

1 **EXTRACURRICULAR APPROVAL**

2 Any staff member or student wishing to establish a new extracurricular club must submit a formal
 3 application to the school principal. The application must include:

- 4 1. The name and purpose of the club;
- 5 2. The goals and anticipated activities;
- 6 3. The intended frequency of meetings and events;
- 7 4. The designated faculty or staff sponsor;
- 8 5. Any fees associated with membership;
- 9 6. A brief explanation of how the club supports the educational mission of the school.

10 The school principal will review the application based on the following criteria: alignment with
 11 the school's educational mission and values; feasibility of the proposed activities within the
 12 resources and time available; availability of a staff sponsor; potential conflicts with other
 13 scheduled activities or building use; and adherence to district policies, including those related to
 14 student behavior and safety. The school principal will make a final decision on whether to approve
 15 the club, request modifications, or deny the application. The decision will be communicated to the
 16 applicant within a reasonable time frame. If a club is approved, the sponsor may begin organizing
 17 meetings and activities in accordance with Board Policy 4.300 and this procedure. All approved
 18 clubs will be subject to an annual review by the school Principal to ensure that they continue to
 19 meet the needs of the school community and comply with district policies.

20 **STAFF SPONSORS**

21 Each extracurricular club or activity must have a designated sponsor, who shall be a faculty
 22 member or approved staff member. Sponsors are responsible for overseeing the organization and
 23 functioning of the club, ensuring alignment with the educational mission of the school. Sponsors
 24 are required to: supervise all club meetings and activities; ensure that students adhere to the
 25 district's Code of Conduct during extracurricular activities; facilitate communication between the
 26 club and school administration, including requests for building usage, event scheduling, and
 27 necessary resources; ensure that all necessary permissions, including parental consent forms and
 28 transportation arrangements, are completed prior to events or off-campus activities; verify that
 29 club activities do not interfere with academic responsibilities.

30 **PRIOR CONSENT**

31 In order for any student to participate in a club, program, or activity, the student’s parent/guardian
32 must sign and date a statement allowing the student to participate. The completed consent forms
33 shall be retained by the staff sponsor for the duration of the school year in which they were signed.
34 A new consent form must be completed at the start of each school year before the student is allowed
35 to participate in any activities.

36 **USE OF SCHOOL BUILDINGS AFTER SCHOOL HOURS**

37 Extracurricular activities that require the use of school buildings before or after regular school
38 hours must be scheduled in advance. The sponsor must submit a request to the school
39 administration, detailing the specific time, date, and location within the building. Approval is
40 subject to availability and alignment with district policies.

41 Approved sponsors must be present at all times when students are on campus for extracurricular
42 activities outside regular school hours. Sponsors must follow all district policies regarding student
43 supervision, including adherence to staff-student ratios and ensuring that students remain in
44 approved areas of the building. Sponsors are responsible for ensuring that all doors are properly
45 secured after use and that facilities are left in a clean and orderly condition.

46 **FUNDRAISING**

47 If an extracurricular club or group wishes to fundraise, the club must first seek approval from the
48 school principal. Any fundraising must comply with the requirements of Board Policy 2.601.
49 Extracurricular clubs that will charge a fee for membership must complete a fundraising form and
50 submit for approval pursuant to Board Policy 2.601.

51 **FIELD TRIPS**

52 All field trips for extracurricular groups must be approved by the school administrator prior to any
53 communication with students or parents. The sponsor must submit any required approval forms
54 pursuant to Board Policy 4.302.

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56 Each student must have a signed field trip permission form from their parent or guardian before
57 they can participate. This form must clearly outline the details of the trip, including transportation,
58 itinerary, and any associated costs. All transportation for field trips must comply with district
59 transportation policies. Only district-approved transportation providers or services may be used.
60 Private vehicles may not be used unless prior approval is granted by the Director of Schools.



SCHOOL CLUB OR ORGANIZATION PERMISSION FORM

[SCHOOL NAME] is excited to offer a number of extracurricular activities to ensure the academic and personal success of our students! Your child has indicated that they would like to participate in a school-sponsored club or organization. This form provides you with general information about the school club or organization so that you can make an informed decision about your child's participation in the extracurricular activity.

Pursuant to School Board Policy 6.702 and Administrative Directive 4.300.1, students participating in school-sponsored clubs and organizations are subject to the Code of Conduct and relevant Board policies.

This form must be completed and returned to the sponsor of the school club or organization before your child may participate.

Section to be completed by school:	
Club/Organization: _____	
Teacher Sponsor: _____	Grades Participating: _____
Meeting Dates/Times: _____	
Brief Description of the Club/Organization:	

By signing this form, you are consenting allow you child to participate in the above-described activity. This consent is valid for the 2024-2025 school year. If at any point you wish to withdraw this permission, please give written notice to school administration.

Please sign this form and return to the teacher sponsor named above.

Child Name: _____

Parent Name: _____

Phone Number: _____ E-mail: _____

Parent Signature: _____ Date: _____