

# Academy of American Studies



## Student Organization Handbook For Advisors and Students

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### All Forms Are Available from the Student Activities Office Website

- a. Request to Form a New Student Activity or Club
- b. Authorization to Collect General School Funds
- c. Final Statement at Conclusion of Revenue Producing Activity
- d. Deposit Form
- e. Check Request
- f. Club Roster/Attendance Sheet
- g. Renewal of Student Organization Charter Application

## **Message from the Student Activities Office**

Student organizations exist to support the overall objectives of the Academy of American Studies. Operating on the basis of voluntary participation and self-government, student organizations are an integral part of the American Studies community. Student organizations offer the student an opportunity to broaden his/her high school experience. Skills and experience obtained through membership in student organizations serve as a valuable supplement to the high school resume. Studies confirm that students benefit greatly from being involved in a student organization. An active, involved student is a successful student. Through participation in activities and clubs, students can compliment the classroom curriculum with out-of-class related experiences, form relationships with other students with similar interests, develop mentor relationships with faculty and staff, and utilize life skills such as decision making, planning, critical thinking, and more. Student organizations help create a sense of community and spirit at the Academy of American Studies.

**Get Involved! Stay Involved!**

# **Establishing Your Club**

## **Club Start- Up Information**

Clubs and Student Organizations greatly enrich the student and staff experience by providing co-curricular activities and social interaction with people who have similar interests and goals. In advance, the office of Student Activities thanks you for your time and effort in this endeavor.

## **In order to start your club...**

You need to complete an application to charter a new club with the founding students. Start up rosters need to include at least a minimum of 15 students. Request an application to charter a new student activity from the Student Activities Office. After this form is submitted to the Student Activities Office, the proposed charter will be reviewed by the Student Government Executive Board. (Note: New initiated clubs that are proposed after the start of the school year, may be approved with limited per session hours due to possible financial limitations.)

## **In order to renew your club...**

Each Fall, student organizations must file a Renewal of Student Activity Charter Application. Renewal Applications need to be completed with student members. Renewal rosters need to include at least a minimum of 15 students. Request an application to re-charter a student activity from the Student Activities Office. Following a successful renewal, per session hours will be budgeted and information about your organization will be updated online and in publications.

## **When the club is approved...**

The Student Activities Office will create a club account. It is important that the faculty advisor and club members gain approval through the Student Activities Office before making any purchases. No payments can be granted without prior approval on file with the Student Activities Office.

If you have any questions, comments, or concerns, please feel free to stop by the Student Activities Office.

## **Requirements and Responsibilities of Being an Active Chartered Student Organization**

1. Re-register each year with an active roster of at least 15 students
2. Have a Faculty Advisor
3. Participate in or Initiate at least one community service project
4. Participate and Attend the Annual Student Activities Dinner

### **Roles/Responsibilities of Advisors**

**An advisor to a student organization should:**

- \* Assist the group in setting realistic goals and objectives
- \* Take accurate attendance at all meetings for per session confirmation and security purposes
- \* Counsel and advise the officers and members
- \* Have knowledge of the organization's plans, activities and projects
- \* Be sure to follow the procedures and regulations established by the Office of Student Activities
- \* Know their financial status and keep track of it
- \* Assist students in maintaining balance between the academic and co-curricular aspects of student life
- \* Encourage students to accept responsibility for specific parts of the program or event
- \* Discourage domination of the group by any individual or small groups
- \* Be their cheerleader; be enthusiastic about them, their activities, and the Academy of American Studies.
- \* Assist in planning and chaperoning the Student Activities Dinner
- \* We ask that you simply communicate with the organization making sure they are aware of their responsibilities. Many times the advisor is the only person to provide continuity - new members will need help with the ins and outs of being an organization. You can help them.

## **Chancellor Regulation A- 601 Activities, Clubs, and Organizations**

1. Students in high school have the right to organize and participate in student organizations and clubs and political, religious, and philosophical group consistent with the requirements of Equal Access Act and this regulation.
2. Membership in student clubs or organizations must be open to all students in the school regardless of race, color, national origin, religion, disability, citizenship status, marital status, gender or sexual orientation.
3. In order to receive a charter, each student club and/or organization must:
  - a. be initiated by a group of interested students
  - b. have a purpose which is consistent with the school's educational goals
  - c. have a faculty advisor who is a licensed Department of Education pedagogue
  - d. be approved by the student government
  - e. be approved by the principal who shall be the final arbiter in the chartering process
4. Every student club or organization must have on file a constitution or by-laws which set forth, at a minimum, the purpose, membership, officer responsibilities, election process and impeachment process.
5. Student clubs and organizations may not charge a membership fee or require any other form of initiation.

**Club Meetings:** Faculty advisors must be present at all club meetings. If you need any assistance in securing space for your club's meetings please ask for assistance from the Student Activities Office. All club meetings' attendance must be recorded and a copy must be submitted with faculty advisor's per session form.

## Fundraising For Your Club/Student Activity

1. All fundraising programs must be approved by the Coordinator of Student Affairs to be sure they meet Chancellor Regulations. Be sure to fill out a request for approval and scheduling of a fundraising activity prior to commencing this endeavor. The Student Activities Office will maintain a master schedule of fundraising activities.
2. In accordance to Chancellor's Regulations A-812 Competitive Food (2/25/2010), Students can sell any "approved" items (from DOE list) any time during the day in the school as long as the sale of the approved food items occurs outside of the school cafeteria. Only approved food and beverages may be offered for sale to students through vending machines, schools stores, and student fundraising from the beginning of the school day through 6:00pm.
3. There will be an approved list of nutritional snacks that may be used for any type of fundraising sale.
4. As of the publication date of this handbook, there will be no bake sales or candy sales during the school instructional day.
5. Fundraisers should not disrupt classrooms.
6. As an advisor, it is your responsibility to supervise the fundraising operations of your activity.
7. As an advisor, you should maintain your own records of deposits and expenses and verify the accuracy of these amounts with the Student Activities Office.
8. Due to budget constraints, all clubs/sports team will no longer be budgeted by the Student Government with \$100 per school year. Some clubs/organizations/teams receive additional support via grants from the PTA. These funds must be used within the school year it is allocated.

9. The Student Government will take proposals for funding requests on a case by case basis. Applications are available from the Student Activities Office and are due no later than December 1<sup>st</sup>.
10. All student organization accounts must be zeroed out by the end of the school year. Unused funds at the end of the school year are absorbed by the Student Activities General Fund.
11. Speak with the Coordinator of Student Affairs for any questions regarding fundraising opportunities.

### **Chancellor Regulation A-610 Fund Raising Activities & Collection of Money From Students**

Fundraising is an activity related to the solicitation of moneys by a school or parent-teacher association to be deposited into a general organization or other school accounts separate from accounts in which city, state, or federal funds are maintained.

The following fundraising activities are prohibited:

- a. The sale of tickets for children's attendance at movie houses and theatres unless the project is directly connected to the curriculum.
- b. House-to-house solicitation of funds by children.
- c. The sale of raffle tickets to any children.
- d. Bingo or any other form of gambling.

No teacher or parents shall make any collection of money from students unless authorized in writing by the principal. See Authorization to Collect General School Funds Form.

### **Hosting Events / Community Service**

All student events and activities held before/during/after the school day need to be approved by the COSA, Assistant Principal Organization, and the Principal.

## **Scheduling and Advertising for an Event**

Make all efforts to schedule events in a timely matter with the COSA, Assistant Principal Organization, and the Principal.

Announcements can be made during the daily Eagles in the Morning Radio Show. Submit all announcements via email to Assistant Principal, M. Solkoff @ [Msolkoff@schools.nyc.gov](mailto:Msolkoff@schools.nyc.gov).

All flyers and posters should be submitted to the Student Activities Office for posting.

The monthly student activities calendar is generated in the last week of the previous month. For an event to be placed on the student activities calendar submit the necessary information to the Student Activities Office by the last week of the month.

**Collecting Money, Fundraising, & other financial procedures**

1. All requests for funds must be verified with the COSA as to the availability of funds.
2. All deposits must be made by the advisor of the club through the COSA. A copy of the deposit will be returned to the advisor for their records.
3. Each activity/club/organization advisor must submit an AUTHORIZATION TO COLLECT FUNDS FORMS, which are available from the Student Activities Office. These forms must be completed prior to any money is collected.
4. At the conclusion of a fundraiser, the advisor must complete and file with the COSA a FINAL STATEMENT AT CONCLUSION OR REVENUE PRODUCING ACTIVITY FORM, which are available from the Student Activities Office.
5. Deposit all monies regularly after collection.
6. Money collected by a student activity **MUST** be used to support student activities.
7. Monies raised by students must be spent with the approval of the student members of the activity. (Example: Donations collected by the Improvisational Theatre Club for Broadway Cares)
8. No funds may be spent before filing out the proper forms for approval.
9. All check requests from the student activity account will be processed only once cleared by the Office of Student Activities and COSA.