



ADMINISTRATIVE PROCEDURE

CATEGORY: **Students, Rights and Responsibilities**

SUBJECT: **School Clubs, General**

A. PURPOSE AND SCOPE

1. To outline criteria governing school authorization and operation of on-campus student clubs that promote positive learning environments and support the academic, social, and emotional needs of students. *(Note: This procedure does not apply to students joining off-campus youth clubs and organizations.)*
2. **Related Procedures:**
 - Nondiscrimination on the Basis of Sex in District Programs and Activities 0112
 - Nondiscrimination of Transgender Students 0114
 - Administration of Student Body Funds 2225
 - Student Body Budget 2227
 - Student Body Fund Raising 2265
 - Criteria for Instruction and for Adoption and Use of Instructional Materials 4050
 - Basic Regulations for Athletics 4171
 - Interscholastic Athletic Program Eligibility Requirements 4172
 - Individuals with Exceptional Needs 4230
 - Banquets, Dances and Parties 4370
 - Controversial Issues in Schools 4910
 - Student Free Speech 6210
 - Student-to-Student Bullying, Harassment or Intimidation 6381
 - Release of Directory-Type Student Information 6525
 - Employee Complaints Alleging Harassment or Discrimination 7110
 - Civic Center Use of Buildings, Grounds, and Equipment 9205
 - Activities by Foundations, Booster Clubs, and Other Non-district Organizations 9325

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policies H-5000, H-5100, H-5150, H-5200, H-5400, and H-6000; California Education Code §§48930-48938, 51520, 51521, and 51530; California Penal Code §245.6; United States Constitution, 1st Amendment.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Office of Secondary Schools.
2. **Definitions.**
 - a. **Extracurricular or extra academic activity:** Extra activities pursued in addition to the normal course of study, in which students have some degree of freedom in selection, planning and control.
 - b. **School club:** A group of students participating in extracurricular or extra academic activities organized and conducted under direct control of the school. School clubs are composed of students, with certificated staff serving as advising figures to maintain club functionality. School clubs generally focus on academic subjects, community service, career interest, and interpersonal or group dynamics.

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- c. **Community affiliate school club:** A group of students organized as a school club that receives support, financial assistance, and/or encouragement from, but which is not under control or direct influence of a community organization.
- d. **Certificated faculty advisor:** A voluntary school certificated staff member who agrees to advise all club activities.
- e. **Club sports:** Athletics teams not approved by the CIF-SD Section and/or not funded by the district. (Refer to Administrative Procedure 4171)
3. **Parameters.**
- a. **On-campus solicitation limits.** During school hours, and within one hour before school opening and within one hour after school closing, students shall not be solicited on school premises by teachers or others to subscribe or contribute to the funds of, to become members of, or to work for, any organization not directly under the control of school authorities, unless the organization is a non-partisan, charitable organization, organized for charitable purposes by an act of Congress or under the laws of the state, the purpose of the solicitation is non-partisan and charitable, and has been approved by the Board of Education (e.g., American Red Cross Youth Services). (Education Code §51520)
- This does not prohibit solicitation of students on school premises by students of that same school for any otherwise lawful purpose, i.e., activities under direct control of school authorities.
- b. **Unauthorized solicitations.** No person shall solicit any other person to contribute to any fund, or to purchase any item of personal property, upon representation that the funds received are to be used for the benefit of the school or student body without prior written approval of the Board of Education or its designee. (Education Code §51521)
- This prohibition does not apply to any solicitation or contribution the total proceeds of which are delivered to the school, nor to the solicitation or transfer to be effected by a testamentary act.
- c. **Responsibility for supervision and control of school clubs.** Accountability and responsibility for supervision and control of school clubs rests with the site principal/administrator, who operates under the delegated authority of the Superintendent and the Board of Education.
- d. **Criteria for establishing school clubs.** The purpose, objective and conduct of school club activities must be in accordance with:
- (1) Approved district educational goals and district program and course objectives. (Administrative Procedure 4050)
 - (2) Laws and district policies prohibiting discrimination on the basis of race, ethnicity, religion, color, age, disability, gender, gender identity, gender expression, nationality, perceived ancestry, sex, sexual orientation, or with a person or a group with one or more of these actual or perceived characteristics. (Administrative Procedures 0112, 0114, 4230, and 7110)

- (3) Equal access to facilities and a fair opportunity to meet.
 - (4) Laws prohibiting the undermining of the government of the United States and this state. (Education Code §51530)
 - (5) Restrictions on use of public school property for pro-religious or anti-religious purposes.
 - (6) District restrictions on use of public school property during the school day for partisan political purposes, including support of or opposition to candidates or ballot propositions. (Refer to Administrative Procedures 6210 and 4910, respectively, for information on student free speech rights and district guidelines regarding controversial issues in schools.
- e. **Use of public school property.** Qualified organizations may utilize public school property in accordance with the Civic Center Act. (Administrative Procedure 9205)
 - f. **Initiations/hazing.** Non-school sponsored initiations and hazing in any form are strictly prohibited. Violation of the law prohibiting hazing is a misdemeanor. (California Penal Code §245.6)
 - g. **Off-campus meetings.** Club members and/or officers may schedule off-campus meetings with site principal/administrator approval and the attendance of the certificated faculty advisor, or alternate staff member, for the duration of the meeting.
 - h. No group of students may be organized, or operate as a school club, school club community affiliate, chapter, branch, or unit under the control or direct influence of an off-campus or community organization.
4. **Club Requirements:**
- a. Proposed student clubs desiring school authorization must apply to the school's Associated Student Body (ASB) with the following documentation:
 - (1) Request for Organization of a School Club
 - (2) Charter/Constitution
 - (3) Annual Budget
 - (4) Club Advisor Checklist
 - b. The site principal/administrator and Associated Student Body (ASB) must approve all proposed documentation listed in Section C.4.a. Copies of these documents must be kept on file in the school office.
 - c. Club membership must be limited to students attending the school and must be open to all students who meet qualifications and standards for membership set forth in the

club's charter/constitution. These qualifications and standards must be non-discriminatory as required by Section C.3.d of this procedure.

- d. A site principal/administrator-approved voluntary certificated faculty advisor is required for each club. The club advisor acts under the site principal/administrator's delegated authority and is responsible for all club activities.

5. **Community affiliate school clubs may:**

- a. Use the official name of the school.
- b. Use building and other public school property under the direct supervision of a certificated faculty advisor, or alternate staff member.
- c. Be publicized in daily bulletins, bulletin boards, school publications, or on school websites.
- d. Allow members to wear approved club emblems.
- e. Sell on school premises tickets or bids to special activities sponsored by the club, consistent with ASB governing body rules.

6. **School club operations.**

- a. **Finances.** All funds collected by a school club must be deposited with the school's financial clerk, and disbursed according to school and district regulations. School club accounts are not to be accessed or used prior to ASB and site principal/administrator approval of the club. (Refer to Administrative Procedures 2225, 2227, 2265, and 9325)
 - (1) All clubs having funds deposited in the school club accounts require supporting documentation. This includes:
 - a. Receipts
 - b. Deposit slips
 - c. Donation letters
 - d. Fundraising request forms
 - e. Revenue potential analysis forms
 - (2) All clubs disbursing funds via the school club accounts require supporting documentation. This includes:
 - a. ASB requisitions
 - b. Original invoices or receipts
 - c. Meeting minutes approving the expense(s)

b. Student conduct.

- (1) School club activities that are likely to substantially disrupt or materially interfere with the educational program, infringe on the rights of others, or that solicit, encourage, or promote disorder, are prohibited and subject to immediate revocation of the club's charter.
- (2) Student members, individually, shall be held responsible for their actions and are subject to discipline for violations of applicable laws and regulations.
- (3) The site principal/administrator and the club's certificated faculty advisor must ensure that club members observe all pertinent laws and regulations.

c. Supervision.

- (1) The site principal/administrator and certificated faculty advisor are responsible for maintenance of order, protection of school facilities, assistance in completing the club's documentation and other administrative functions to ensure that each club on a school campus is afforded equality.
- (2) The club's certificated faculty advisor, or alternate staff member, must provide appropriate supervision for all club activities. Requests for activities must be approved by the site principal/administrator or designee and include:
 - (a) Type of activity
 - (b) Date and time
 - (c) Roster of student participants and adult chaperone(s)

d. Social activities such as banquets, dances, and parties. (Refer to Administrative Procedure 4370)

e. Club and organization meetings held on school nights must end no later than 9:00 p.m.

D. RESPONSIBILITIES

1. School club.

- a. Students seeking approval to form a school club must complete the school's official required documentation listed in section C.4.a and present it to the Associated Student Body (ASB).

2. Associated Student Body (ASB).

- b. The school's Associated Student Body (ASB) reviews the request and recommends to the site principal/administrator or designee approval or disapproval.

3. Site principal/administrator or designee.

- a. Reviews the proposed club's application packet and ASB recommendation and approves or disapproves establishment of the proposed club (Section C.3.d.).
- b. Notifies club applicants of approval or disapproval.
- c. If club application packet is approved, approves club designation of certificated faculty advisor.
- d. Provides certificated faculty advisor and club with site-established procedures for club activities.
- e. Retains a copy of all required documentation listed in C.4.a. on file in the school office.
- f. Approves or disapproves club activity requests [Section C.6.c.(2)].

4. Certificated faculty advisor, as the site principal/administrator's designee:

- a. Advises club activities for compliance with provisions of the law, district regulations, and club documentation.
- b. Submits club activity requests in accordance with site-established procedures.
- c. Reviews and signs Club Advisor Checklist (Attachment 4) and ensures a copy is on file in the school office.
- d. Selects an alternate staff member to supervise the students if circumstances do not permit his/her attendance at a club meeting or activity.
- e. Provides regular updates to the site principal/administrator or designee on the club's effect on promoting a positive learning environment and supporting the academic, social, and emotional needs of students.

E. FORMS AND AUXILIARY REFERENCES

- 1. Sample Request for Organization of a School Club
- 2. Sample Charter/Constitution
- 3. Sample Annual Budget
- 4. Club Advisor Checklist
- 5. Sample Deposit Slip
- 6. Sample Donation Letter
- 7. Sample Fundraising Request Form
- 8. Sample Revenue Potential Analysis Form

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9. Sample Meeting Minutes

F. REPORTS AND RECORDS

1. A copy of the site principal/administrator and Associated Student Body (ASB) approved club documentation listed in C.4.a. must be kept on file in the school office.

G. APPROVED BY



General Counsel, Legal Services
As to form and legality

H. ISSUED BY



Chief of Staff