

# 23.24 SPONSOR HANDBOOK

## NBJH Clubs / Organizations

Library Club

Literacy Club

Science Club



Student Council

Superheros / Girls  
on the Run

Yearbook

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# NBJH Club/Organization Sponsor Guidelines

## **Student Participants in Extra Curricular Activities**

Students involved in extracurricular activities will be held to additional standards as stated in the Extra Curricular Handbook and as determined by individual coaches and sponsors. Students participating in extracurricular activities will be responsible for knowing and abiding by the policies contained in the Extra Curricular Handbook and set forth by coaches and sponsors. The New Berlin Code of Conduct for Athletics and Extra-Curricular Activity Handbook is available online to access information regarding our policies and procedures at: <http://www.pretzelathletics.com/forms.html>

## **Attendance at Extracurricular Activities**

Students may attend all extra-curricular activities, athletic events, plays and music events with the following exceptions:

1. Unexcused absence from school the day of the activity.
2. Absence from school due to illness the day of the activity.
3. Serving an out of school suspension the day of the activity.
4. High school students may not attend junior high dances and parties.
5. Students leaving any extra-curricular activity will not be readmitted.

The administration has the right to remove any student who does not follow the handbook rules.

Consequences for removal from an event may include exclusion from attending future extra-curricular events.

## **Class, Club/Organization Meetings**

Students are highly encouraged to participate in extracurricular activities. Classes, clubs, and organizations can meet during Advisory any day of the week. To schedule a meeting for your group, send the date(s) that you will be meeting to the building secretary and the JH principal for approval. Once approved, it will be added to the NB Jr/SrHS Activities Google Calendar. Students are encouraged to participate in meetings. No unauthorized organizations will be recognized or allowed to assemble during the school day.

## **Building and Grounds Use By Students during a Club/Organization Activity**

If a student is involved in before or after-school activity, or an activity taking place on a day school is not in session, the student must report immediately to the area designated for that activity and must be supervised at all times by the sponsor of the activity.

## **Organization Projects/Fundraising/Events**

Organizations will be permitted **two** money making projects during the school year. Dates and types of projects must be approved by the appropriate sponsor, student council, and the principal before making definite plans. Hayrack rides will not be permitted. No person may advertise, distribute or sell any item while on school property that would result in personal gain for the individual. Fundraising is limited to those school clubs and organizations that have previous fundraising approval of the administration in writing.

## **Activity Account Procedures/Purchasing**

Each class/club/organization has an activity account that money can be withdrawn from/deposited into. If you do not have an account, contact the district CSBO to complete the paperwork to establish an account. All purchasing must have prior approval by administration and must be submitted for approval on an Activity Account Purchase Order.

## **Extra-Curricular Field Trip Scheduling/Approval**

Field trips may be taken by a club/organization pending approval of administration and the transportation director. The following steps need to be followed in order to gain approval.

1. Ensure that your activity account has the funds available to pay for the transportation costs of the trip. All school sponsored trips must use district transportation. School board policy outlines the exceptions that are taken into consideration if school transportation is not used.
2. Check the calendar for any conflicts with the anticipated date.
3. Complete the google form for transportation requests and submit for approval.
4. Once approved, if it is during the school day, you will need to put in for a sub as a professional day.

5. Ensure that each student attending has had their parent (s) complete the Field Trip Permission.

**Fundraising**

Must be approved by the building administrator or athletic director prior to distributing materials. Coaches and sponsors should not use their personal Venmo/PayPal/Facebook, etc. accounts to collect money for a school sponsored fundraising event. They are severely setting themselves up for scrutiny and accusations of fraud in handling district money.

We have an avenue to collect credit/debit cards payments and can set it up where it will not charge any additional fees for payment.

# Library Club

## **Description:**

The purpose of the Pretzel Library Club is to celebrate being a community of readers through activities and development/maintenance of our Junior High Library.

## **Library Club Sponsor Responsibilities:**

- Hold monthly meetings and keep a record of agendas/notes from the meetings.
- Oversee officer elections and provide names of the officers to administration.
- Submit a list of club members to administration and update/revise as necessary throughout the year.
- Ensure any student participating in an activity or event is academically eligible.
- Promote student activities by sharing information/pics with administration for the newsletter and website.

## **Activities Include:**

Books to Movie Premieres - as available

Harry Potter Birthday Party

School displays/Elementary Book Fair decorations

Storytime and Craft with elementary students

\*Sponsor is paid a stipend per the CUSD #16 CBA\*

# Literary Club

## Description:

- Literary is about more than just “pretending”; it’s reading comprehension in action! Literary students spend hours reading their scripts closely and deeply to understand the characters and plot, dissecting complex narratives for comprehension and analysis. Eventually, their understanding of the story and character will help them create their performance. They build language through domain-specific vocabulary for the play and the genre of theater. Students read and reread scripts for fluency and voice.
- Literary also gives students amazing opportunities to grow as a team and improve their collaboration and communication skills. The activities are a great way to stimulate creativity and problem solving and to encourage students to think through and understand multiple points of view. In the weeks it takes to prepare a literary performance, kids learn how to collaborate, stick with a project, empathize and be creative. That’s a lot of 21st-century skills!
- The confidence boost they’ll get by participating in literature will transfer to other areas of school and life.

## Literary Club Sponsor Responsibilities:

- Hold Informational meetings
- Attend bi-annual conference
- Practice with students in preparation for competition (work within student schedules as much as possible)
- Coordinate transportation for competition
- Coordinate visit to other classrooms and elementary school
- Maintain library of scripts

## Activities Include:

- Literary will practice 14 times
  - Students should plan to attend all practice times. If you cannot attend one or more practices then a make-up morning practice will be scheduled with Mrs. Tom.
  - Students interested in improvisation should plan to stay from 7 - 7:30 PM after Tuesday night practices.
  - Process for missing a practice:
    1. Notify Mrs. Tom at least 48-hours in advance. Email is best [jtom@pretzelpride.com](mailto:jtom@pretzelpride.com)
    2. Schedule a morning practice during the same week. Morning practices are from 7:30 - 8:00 AM on Tuesday, Wednesday, or Friday mornings.
    3. Attend the make-up session.

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# Scholastic Bowl

**Description:** Scholastic Bowl is an IHSA sanctioned, team academic competition in which two teams compete to answer questions from all areas of knowledge, including history, literature, science, fine arts, current events, popular culture, sports, and more.

## **Scholastic Bowl Sponsor Responsibilities:**

- Coordinate and supervise Scholar Bowl activities at district, league, state, and other levels.
- Promote scholarship and sportsmanship.

## **Activities include:**

- Local Meets
- District Events
- League Events
- State Events

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## Science Club (6-12)

### Description:

Science club offers hands-on experience with various disciplines in science. Science club is a great place to make new friends in the midst of challenges and learning. You can explore your own interests in science and expand your knowledge while having fun.

### Science Club Sponsor Responsibilities:

- Hold monthly meetings and keep a record of agendas/notes from the meetings.
- Oversee officer elections and provide names of the officers to administration.
- Submit a list of club members to administration and update/revise as necessary throughout the year.
- Ensure any student participating in an activity or event is academically eligible.
- Oversee 2 Fundraisers per year and maintain Science Club Activity Account.
- Promote student activities by sharing information/pics with administration for the newsletter and website.

### Activities include:

- Recycling Program
- Arbor Day Activity for Elementary Students
- Other ideas will be started when club gets going
- Mini-labs depending on what students request (we did a Calorimetry lab already, have plans for elephant toothpaste, and kettle ball pendulum)

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# Spelling Bee

## **Description:**

Students will engage in classroom bees. Once two students have won the classroom bee per grade level, students will then advance to the County Bee in Pawnee. Students will meet with the spelling bee coordinator to practice and prepare for the County Bee.

## **Spelling Bee Sponsor Responsibilities:**

- Registers the school for participation in the Bee
- Handles all correspondence with the County Bee coordinator
- Communicates relevant information to teachers and students
- Prepares materials for the teachers and students who are participating in the school and county spelling bee
- Hosts school Bee
- Chaperones students for County Bee
- Hold an informational meeting for 6th, 7th, and 8th grade students
- Create and send information to parents via email, school website and/or Facebook page
- Work with 6th, 7th, and 8th grade teachers and administration to set classroom and school spelling bee dates
- Send the classroom winners and school winners pictures and names to the New Berlin Bee and send a post to administration to post on the website
- Send County spelling bee information to parents and get permissions slips for those traveling
- Submit field trip request for the county spelling bee
- \*Drive the school vehicle to the spelling bee

## **Activities include:**

- 2 Practices (Minimum)
- School Spelling Bee
- County Spelling Bee
- Judging/Announcing at County Bee

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# Student Council

## Description:

A Student Council is a group of elected students working together with an adult advisor within the framework of a constitution or bylaws to provide a means for student expression and assistance in school affairs and activities, give opportunities for student experience in leadership and encourage student / faculty / community relations.

## Student Council Sponsor Responsibilities:

- Hold monthly meetings and keep a record of agendas/notes from the meetings.
- Oversee elections and provide names of the officers to the administration.
- Submit a list of club members to administration and update/revise as necessary throughout the year.
- Ensure any student participating in an activity or event is academically eligible.
- Oversee 2 Fundraisers per year and maintain Student Council Activity Account.
- Promote student activities by sharing information/pics with administration for the newsletter and website.
- Promote student engagement at junior high events through spirit days and student sections
- Coordinate three junior high dances per year (fall, winter spring)
- Coordinate an 8th Grade Send-Off dinner in May
- Philanthropy
  - Angel Tree in November
  - Canned food drives for all dances to stock the micro-pantry in town and the Loami Food Pantry
- Work with administration on Annual Award Ceremony
  - Coordinate and print awards
- Coordinate 4 quarterly reward days
  - Secure venue
  - Secure food or dining arrangements for the day
  - Secure transportation
  - Create bus rosters
  - Coordinate event schedule

## Activities Include:

- Fall Dance
- Fall Sport spirit days to boost attendance
- Fannie May Fundraiser
- Q1 Reward Day
- Angel Tree
- Dodgeball Tournament
- Winter Dance
- Q2 Reward Day
- Valentine Cookie Fundraiser
- Q3 Reward Day
- Spring Dance
- 8th Grade Send-Off dinner
- Step-Up Day
- Award Ceremony

- Q4 Reward Day

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# Superhero & Girls on the Run

## **Description:**

After school programs for both male and female students. These student activities run entirely on volunteers. Each team requires 2 coaches and unlimited Running Buddies. The GOTR program has been endorsed by the CUSD #16 Board of Education and will be allowed to continue as long as volunteers are available to run the program.

## **Superheroes Sponsor Responsibilities:**

A mentoring program for the 6th grade boys where they get mentored by male members of our NHS. It is typically an 8 week program held during advisory and meets once a week for 8 weeks during the winter months (usually November into January).

## **Girls On the Run Sponsor Responsibilities:**

- Fall and Spring Seasons; seasons run 10-12 weeks each
- Meets with girls 2x a week all season
- Each season culminates in a 5K held on a Saturday
- Curriculum, materials, and support are provided by the GOTR of Central Illinois branch.

# Yearbook

## **Description:**

All activities involved in the yearbook club focus on the construction of the yearbook. Taking pictures and designing the layout for the yearbook.

## **Yearbook Sponsor Responsibilities:**

- Curate the school's yearbook
- Coordinate with Lifetouch photo dates for School Photos, retakes, and club photos
- Coordinate yearbook ordering and ensure distribution.
- No formal meetings, more as needed (pick out cover, assign pages)
- Oversee officer elections and provide names of the officers to administration.
  - The students that are selected for yearbook (2 6th, 2 7th, and 2 8th graders)
- Submit a list of yearbook members to administration
- Ensure any student participating in an activity or event is academically eligible.

## **Activities include:**

Yearbook training with Sponsor

Photo opportunities during home sporting events (not mandatory)

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