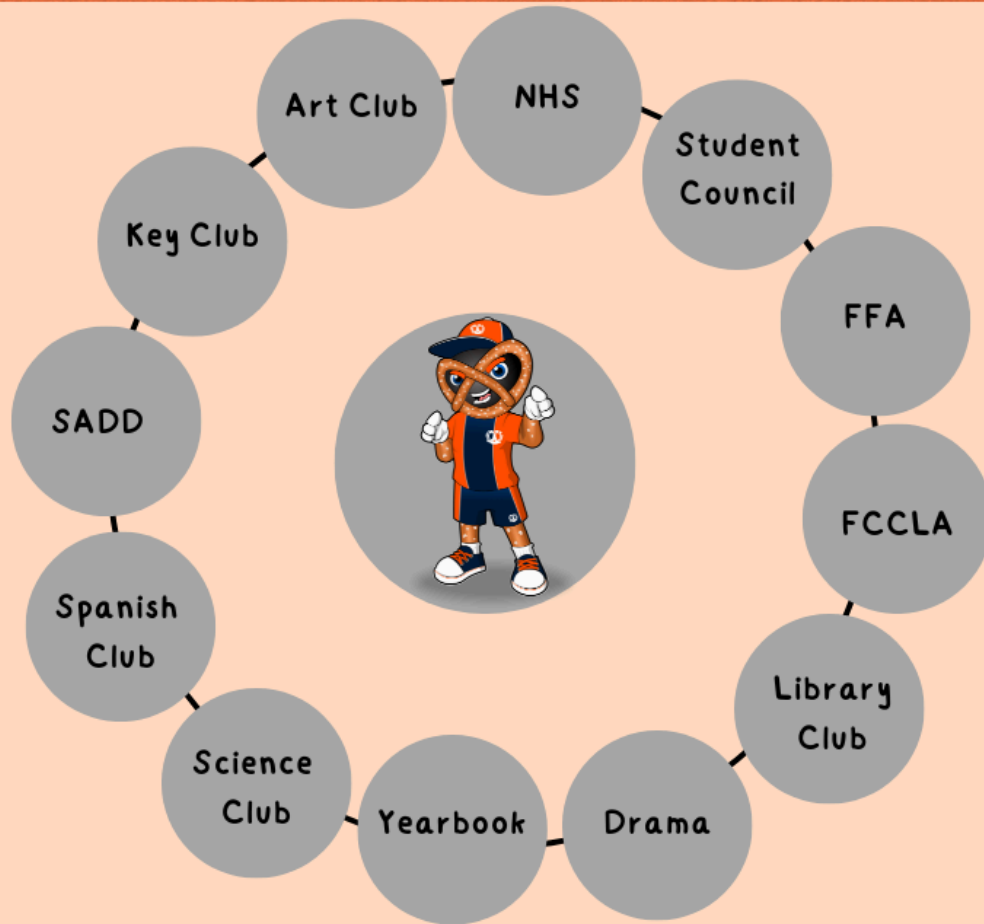


NBHS CLUB/ORGANIZATION HANDBOOK

NBHS CLUBS/ORGANIZATIONS



Updated 6.10.24
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**** Sponsor responsibilities are subject to change based on the principal's decision and will be communicated to the sponsor.**

NBHS 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 or **taking a mental health day** 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.

Officer Elections - Requirements for Students Holding Offices of Classes and Clubs/Organizations

1. The election should be held in the spring of the school year. A secret ballot with a simple majority shall be used to determine the election.
2. Every candidate for office must attend a mandatory Leadership Seminar held by the school. Topics covered may include: Motivating your group, parliamentary procedure, commitment, limiting your involvement to maintain the ultimate leadership skills, team building, and leadership responsibility.
3. An NBHS student can be President of one class, Student Council, or club/organization, and can be an officer in other club/organizations.
4. Students who attend CACC or LLCC/College Now can be an officer of Student Council, class or a club/organization, **but must meet the expectations of the leadership position or you will be removed.** Said member must bring his/her lunch to lunch meetings and attend the advisory meetings to be a member in good standing.
5. Student Council officer candidates may be required to give a speech to the student body. This speech would give detailed information about the candidate and his/her plans for time in office.
6. A student seeking office must have maintained a C average for the prior semester and continue to maintain a C average during his/her term of office. A student who fails to maintain a C average after being elected to office has one nine week period to raise his/her grades to a C average. Failure to do so will result in removal from office. A class or club will have an election at their next meeting to elect a replacement if removal is necessary. (The Vice-President will serve as acting President until the next election is held.) Advisors shall check grades every nine weeks.
7. Advisors have the authority to remove an officer if the officer exhibits actions unbecoming of the office and/or fails to perform the duties of the office in an appropriate manner. Advisors may remove a member should participation or conduct be unacceptable. The Advisor will give the student a written warning and will consult with the principal before removing a student from office or from the club or organization.

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 HS 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

Classes and 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 CFO 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. **Apart from the Senior Trip, there will be no field trips approved the last two weeks of the school year.**
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.

Art Club

Art 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 Art 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 the Art Club Activity Account.
- Promote student activities by sharing information/pics with administration for the newsletter and website.

Art Club Activities:

Deck The Halls for the Holidays

New Berlin Art Fair

End of the year trip

Additional Resources:

Class Sponsor Responsibilities

Freshman

You will need to set up an activity account for your class. Contact Lori N in the District Office to begin the paperwork.

Fundraising - Schedule 2 Per Year

Collect Class Dues - \$10.00 per student

HOCO

- [Sign-Up Students for HOCO Competitions](#)
- Make sure the Powder Puff players have a run-through
- Class Parade Float
- Design and Order Class Shirts for Spirit Week

HOCO Dance Clean-Up

- [Freshman Class Responsibilities for HOCO](#)

Sophomore

Fundraising - Schedule 2 Per Year

Collect Class Dues - \$10.00 per student

HOCO

- [Sign-Up Students for HOCO Competitions](#)
- Make sure the Powder Puff players have a run-through
- Class Parade Float
- Design and Order Class Shirts for Spirit Week

Purchase and Set-Up HOCO Refreshments

Junior

Fundraising - Schedule 2 Per Year

Collect Class Dues - \$10.00 per student

HOCO

- [Sign-Up Students for HOCO Competitions](#)
- Make sure the Powder Puff players have a run-through
- Class Parade Float
- Design and Order Class Shirts for Spirit Week

HOCO Parade

- [Parade Responsibilities Information](#)
- [Parade Entry Form - Update with current year's information](#)

Prom Supervision

Senior

Fundraising - Schedule 2 Per Year

Collect Class Dues - \$10.00 per student

HOCO

- [Sign-Up Students for HOCO Competitions](#)
- Make sure the Powder Puff players have a run-through
- Class Parade Float
- Design and Order Class Shirts for Spirit Week

HOCO Dance (DJ, decorations, chaperoning)

Senior Class Trip

Senior Send off Week - Work with class officers to plan dress up days

Graduation

- Organize/Work with class officers on Senior Slideshow
- Ribbon to sign for Key Ceremony

Drama/Musical

Drama 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 Drama 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 Drama Club Activity Account.
- Promote student activities by sharing information/pics with administration for the newsletter and website.

Possible activities:

Poetry Slam - 1 per semester

Improv performances during club meetings

School play/musical - 1 per year

Dinner Theater

Additional Resources:

FCCLA

FCCLA 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 Art 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 FCCLA Activity Account.
- Promote student activities by sharing information/pics with administration for the newsletter and website.

Activities Include:

Ignite Conference - Sunday and Monday small group (club officers) of students in Springfield

Fall Leadership Meeting - Day conference for all members to attend in Springfield

Section Planning Meetings - 5 monthly evening meetings with 1-3 New Berlin students with other FCCLA leaders to plan the Section 6 Conference. (Leave the school around 4pm and return around 7pm)

Section 6 Meeting (conference) - Day conference for all members to attend - option to compete, advisor judges

State Conference - 1-3 day conference in Springfield - student option to complete if qualified, Advisor judges

Other events - Senior Breakfast, FCCLA week, Breakfast with Mr Salty, Food Drive, Kids Cooking School, Summer Fun Day...

Additional Resources:

FFA

- Organize Chapter Calendar and disburse to members hard copy & digitally
- Attend Illinois Association of Agricultural Education Teachers (IAVAT) Conference - typically held in June, along with Section Illinois Association of Agricultural Education Teachers (IAVAT) Meetings - typically held in September & January
- Complete District Purchase Orders and Deposits as needed for the department
- Complete Transportation request a minimum of 2 weeks prior to events or field trips
- Make sure Permissions Slips are made and handed out in a timely manner for each event
- Incentive Funding Grant - complete the indicator application, budget application when money is allotted, and make appropriate amendments as needed (deadlines set by state)
- Work with the the CFO to Complete 3 circles Grant
 - Track 3 circles hours (usually through AET) tracking & submit them to CFO
- Officer Team: Supervising officer responsibilities, attending officer meetings, and maintaining a working relationship with these students.
 - Conduct yearly officer interviews and oversee the election process for new officers as outlined in the bylaws
 - Plan, Organize, and Attend Officer Retreat - typically held in June/July
 - Oversee the planning and organization of FFA Week (we typically correspond with National FFA Week)
- Vo-Ag Fair - complete contract, register students online, attend, & assist with summer fair (held in July) & fall grain/ag business fair (typically held in conjunction with section Agronomy CDE)
- Assist in the Planning and Host Annual Dinner Banquet -
 - Assist in development and mailing of invitations
 - Coordinate degree recipients, scholarship recipients, Outstanding Greenhand, Outstanding Member, FFA Pride awards.
- Work with students to plan semester fundraising (2 fundraiser are allowed per year by the school)
 - Including : Handing out proper materials to students, Assist students with marketing the fundraiser, collecting forms and money, organize materials for student pick up and any other planning needed
 - Also, Collect donations for Premier Leadership Scholarship opportunities and send Thank You cards to Donors
- Coaching CDE (Career Development Event) and LDE (Leadership Development Event) teams (list below of specific events)
 - Including : Preparing the teams, helping at the events, and driving the activity bus to and from the events
 - [Horse Judging](#) - typically held in September
 - [Soils Judging](#) - typically held in October
 - [Ag Sales](#) - typically held in October
 - [Agronomy](#) - typically held in November
 - [Dairy Foods](#) - typically held in December
 - [Food Science](#) - typically held in January
 - [Greenhand Quiz Bowl](#) - typically held in January
 - [Conduct of Chapter Meetings](#) - typically held in January
 - [Parliamentary Procedure](#) - typically held in January
 - [Agriculture Education](#) - typically held in February
 - [Meats Judging](#) - typically held in February
 - [Poultry Judging](#) - typically held in March
 - [Job Interview](#) - typically held in March
 - Public Speaking - [Prepared](#), [Exempt](#), [Creed](#) - typically held in March
 - [Dairy Cattle Judging](#) - typically held in March (We host this event)
 - [Livestock Judging](#) - typically held in April
 - [Horticulture](#) - typically held in April

- [Ag Business](#) - typically held in April
 - [Ag Mechanics](#) - typically held in April
 - [AgriScience Fair](#) - typically held in June
- Plan, Organize, and Attend Conferences and Conventions (list below of specific events)
 - Including : Taking students to conferences/conventions (both during the day and overnight), driving the activity bus to and from the events, and assisting with the planning and preparation of the schedules for those events.
 - Greenhand Conference - typically held in September
 - Build Conference - typically held in November
 - National FFA Convention and Expo - typically held in October / November
 - Ground Zero Conference - typically held in January / February
 - Women Changing the Face of Agriculture (WCFA) - typically held in March
 - Agriculture Legislative Day - typically held in March
 - Section Banquet - typically held in April
 - State Convention - typically held in June
 - FFA Leadership Camp - typically held in July
- Assist students with SAE (Supervised Agricultural Experience) Projects (Proficiencies)
 - Including : Judging SAE areas, helping students with their projects, making visits as needed, and helping students with their degree applications.
- Assisting with the FFA Alumni
 - Including : Attend meetings as needed, assisting with alumni recruitment (past students/new parents) and retention, and assist at alumni fundraising events.
 - This may also include assisting the community with other events as they arise
- Assist with Sangamon County Fair events as needed - this usually overlaps with State FFA Convention and/or IAVAT Conference
- Plan, Assist, Organize other events as they may arise with student interest (ie: homecoming float, new chapter activities/bonding events)
- Promote student activities by sharing information/pics with administration for the newsletter and website.

Additional Resources:

Key Club

Key Club Sponsor Responsibilities:

- Hold monthly meetings and keep a record of agendas/notes from the meetings.
- Submit monthly reports to Key club headquarters
- 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 Key Club Activity Account.
- Promote student activities by sharing information/pics with administration for the newsletter and website.

Activities Include:

Veterans Day Assembly

Meet Santa Night (with PTO)

Hayloft Volunteer (Sangamon County Fair)

Blood Drive (Spring)

Food Drive (Nov/Dec) (w/FFA and FCCLA)

Healthy Kid Running Series (Fall and Spring)

Teacher Appreciation Week Gift

Any community outreach if approached.

Additional Resources:

Library Club

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.
- Oversee 2 Fundraisers per year and maintain Library Club Activity Account.
- Promote student activities by sharing information/pics with administration for the newsletter and website.

Activities Include:

TBD (Meeting with students to see what changes we would like to see.)

Additional Resources:

National Honor Society

NHS 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.
- Establish Membership Selection Committee and Selection Process.
- Hold annual Induction Ceremony
- Submit a list of members to administration and update/revise as necessary throughout the year.
- Ensure any student participating in an activity or event is academically eligible.
- Oversee member service hours and academic performance to ensure students are meeting membership requirements.
- Oversee 2 Fundraisers per year and maintain NHS Activity Account (if applicable).
- Promote student activities by sharing information/pics with administration for the newsletter and website.

NHS activities include:

Superheroes

Playground Pals/NBEL Student Mentoring

Peer Tutoring

Additional Resources:

Prom Coordinator

Prom Coordinator Responsibilities:

- Secure a venue and complete contract and PO
- Secure a DJ and complete contract and PO
- Secure the Photographer
- Work with Junior Class Officers and/or Prom Decoration Committee to select theme
- Purchase decorations upon approval from class sponsors with funds from the Junior Class Activity Account.
- Work with Junior Class Officers to coordinate/plan a Prom Spirit Week the week leading up to Prom- this typically has themed dress up days.
- Work with Junior Class Officers and/or Prom Decoration Committee to design and order Prom Invitations
- Organize Prom Ticket Sales and collect funds to be deposited into the Junior Class Activity Account.
- Coordinate Prom Court Voting
 - Order sashes, crown/tiara.
- Coordinate Food/Snacks for Event
- Decorate Venue
- Arrive at venue to let in the DJ
- Oversee Coronation and assist in supervising the event.
- Clean-Up venue as outlined in the contract.
- In May: Work with Administration to select a date for the upcoming school year.

Science Club

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)

Additional Resources:

Spanish Club

Spanish 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 Spanish Club Activity Account.
- Promote student activities by sharing information/pics with administration for the newsletter and website.

Activities include:

Culture Immersion - Monthly outings called "hora de conversar"

Plan a celebration of Hispanic Heritage Month with the student body (9-15 through 10-15)

Plan a celebration of Día de los Muertos on or around November 2nd

Host the Chuck the Duck Fundraiser during Senior Night for Boys Basketball

Plan a celebration for Cinco de Mayo on or around May 5th

Collaborate with Art Club and FCCLA

Additional Resources:

Students Against Destructive Decisions

SADD 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 SADD Activity Account.
- Promote student activities by sharing information/pics with administration for the newsletter and website.

Activities include:

Red Ribbon Week Activities

After Prom

Fall fundraiser

Spring fundraiser

Get donations from businesses for prizes at After Prom

Additional Resources:

Student Council

Student Council 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 Student Council Activity Account.
- Promote student activities by sharing information/pics with administration for the newsletter and website.
- Coordinate Student of the Month/Year
- Coordinate all things Homecoming with Class Sponsors - Homecoming (theme, dress up days, schedule of events, t-shirts, newspaper articles, Parade Marshal, Powder Puff game, daily tallies, assembly, halftime activities, and coronation/coordinating the dance)
- Christmas Donation (this year was Toys for Tots)
- Teacher Appreciation
- Golden Honors Awards (invitations, programs, medals, and coordinating the refreshments/ceremony)

Additional Resources:

Yearbook

Yearbook Sponsor Responsibilities:

- Curate the school's yearbook
- Coordinate with Lifetouch photo dates for School Photos, retakes, senior portraits, and club photos
- Coordinate yearbook ordering and ensure distribution.
- Hold weekly/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 yearbook 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 Yearbook Activity Account.
- Promote student activities by sharing information/pics with administration for the newsletter and website.

Activities include:

Yearbook training with Lifetouch

Photo opportunities during sporting events and other school activities

Additional Resources:

