



Brian C. Faso, Principal

**Activities Program
2012-2013**

Activities Team

**Cornelia Hoff, Activities Administrator
Ms. Moten, Activities Coordinator
Mrs. Atouriste, Project Request Designee
Ms. Haywood, Field Trip Designee/ ICC Coordinator
Emelina Connor, Activities Secretary**

Activities Program

(Clubs have a direct impact on Student Achievement and Graduation Success Rate if students feel a sense of pride, acceptance and family)



MHS Club/Organization Information

CONSTITUTION FOR _____

ARTICLE I – PURPOSE OF ORGANIZATION

This organization shall be known as _____

The purpose of this organization is _____

ARTICLE II - QUALIFICATION FOR MEMBERSHIP

Who is eligible to join?

List of eligibility requirements:

- **Must have and maintain a minimum unweighted GPA of _____**
- **Must _____**
- **Must _____**
- **Must _____**

When is the organization open for membership?

What are the requirements for being an active member?

- 1. Attendance:**
- 2. Participation:**
- 3. Dues:**

How can a student be removed as a member of the club?

ARTICLE III - OFFICERS

Section 1: Names and duties of Officers

President-_____

Vice President-_____

Secretary-_____

Treasurer-_____

Historian-_____

Parliamentarian-_____

Other-_____

Section 2: How and when officers are to be elected

Section 3: Length of term in office

Section 4: How to fill vacancies in offices

Section 5: Removal of officers

ARTICLE IV - MEETINGS OF THE ORGANIZATION

Schedule of meetings (Dates, Times, and Locations)

Dates: _____

Times: From- _____ **To-** _____

Location(s): _____

ARTICLE V - AMENDING THE CONSTITUTION

Method by which the constitution may be amended:

***Please be very detailed with the constitution. It will be used by administration to address any parent concerns.**

2011-2012 Officer Information List

<u>Position</u>	<u>Full Name</u>	<u>Email Contact</u>
President	_____ _____	@_____.com
Vice President	_____ _____	@_____.com
Secretary	_____ _____	@_____.com
Treasurer	_____ _____	@_____.com
Historian	_____ _____	@_____.com
Parliamentarian	_____ _____	@_____.com
Other	_____ _____	@_____.com

MHS CLUB/ORGANIZATION EXPECTATIONS

I. CLUB/ORGANIZATION VISION & MISSION STATEMENT

A. Current Vision

B. Current Mission Statement

C. Vision for the 2012-2013 school year

D. Mission Statement for the 2012-2013 school year

II. GOALS TO MEET THE CLUB/ORGANIZATION VISION

A. Short-term Goals: Priority 1 (most important)

1)

2)

3)

4)

5)

B. Long-term Goals:

III. IMPLENTATION PLAN TO REACH GOALS

Goal				
Action Plan				
Time-line				
Responsible Person(s)				
Monitor				
Equipment				
Other				

- a. Must include an action plan
- b. Must include a time-line for completion
- c. Must include the person/people responsible for various components of the plan
- d. Must include the person responsible for monitoring the plan

IV. EVALUATION TOOL:

- a. Must include a plan for modifying the plan if unsuccessful

V. PROMOTE AND MARKET THE CLUB VISION

- a. Freshman Orientation*: club table
- b. Open House: club table
- c. Club Rush (Fall/Spring): club table
- d. Welcome Center: fliers & club info. cards
- e. Bulletin Boards: updated every 6 weeks
- f. Homecoming: banners & participate in parade
- g. Webpage link on MHS Website: updated regularly as needed
- h. Host Interest Meeting: once every semester
- i. Paraphernalia: mandatory club shirt/polo for all active members

VI. STANDARDS OF EXCELLENCE ACCOUNTABILITY

Preferred Meet Time	Preferred Meet Location	Preferred Meet Date
1. ___:___ _m to ___:___ _m		
2. ___:___ _m to ___:___ _m		

- a. Each club will be evaluated by administration twice a year.
- b. The expectations will be discussed during the club planning meeting during pre-planning week.

VII. FUNDRAISING*

Description	Time Frame	Price \$	Projected Profit

- a. All clubs must successfully execute a minimum of 2 fundraisers
- b. The procedures will be discussed during the club planning meeting during pre-planning week.

VIII. COMMUNITY SERVICE

Location	Project	Time Frame
School-wide	School Beautification	
School-wide	School Beautification	
On Campus		
On Campus		
Off Campus		
Off Campus		

- a. School Beautification Day (Participate in 2 of the 4 per year)
- b. Community Service Projects (two on campus)
- c. Community Service Projects (two off campus)

***New Student Orientation & Pre-Planning Week**

- All clubs must have bulletin boards decorated.
- All clubs must participate in the Club Fair.
- Market and promote your club (music, candy, create a sense of family)
- Recruit parents to help you.

Schedule of Events/Fundraisers for 2011-2012 Year

Requirements:

- 1. You are required to complete a project approval and follow the time-line for submitting all documents.**
 - 2. During the pre-planning meeting, come prepared to discuss the schedule and procedures.**
 - 3. Fall events and fundraisers must be submitted by the deadline specified at the pre-planning meeting.**
 - 4. Spring events must be submitted 30 days prior to Winter break.**
 - 5. Major Events or fundraisers must have secure Parking/Security/50+ Guests**
 - 6. All District required events, with tentative times and dates, must be submitted at the beginning of the school year.**
 - 7. Fundraisers must reflect the safety of students and the vision of MHS.**
- Unauthorized fundraisers will be dealt with by Ms. Hoff.**

MHS Club/Organization Year End Contract

This form signifies that I, _____, am the sponsor of the 2011-2012 _____.

All financial documentations must be completed and cleared by Mrs. Nieves no later than May 24th.

Financial Report

Beginning Balance August 2011..... \$ _____

Closing Balance May 2012..... \$ _____

Beginning Balance August 2012.....\$ _____

Projected Goal for 2012-2013..... \$ _____

Bookkeeper Signature (*sponsor has no outstanding financial reports or money*)

Mrs. Nieves _____ **Date** _____

I hereby confirm the following has been completed and submitted appropriately:

- ✓ MHS Club/Organization editable PDF
(sent to Ms. Haywood via email by May 24th)
- ✓ MHS Year End Contract
(printed, signed, and submitted to Ms. Connor by May 24th)
- ✓ Secured all club/organization items for use during the next school year

Item(s)				
Location(s)				

___ I wish to maintain my position as sponsor for the 2012-2013 year.

___ I DO NOT wish to maintain my position as sponsor for the 2012-2013 year.

Sponsor Signature _____ Date _____