



# Methacton

## SCHOOL DISTRICT

*Learn, Lead, Succeed - Together*

METHACTON  
SCHOOL DISTRICT

# STUDENT ACTIVITIES HANDBOOK

Updated September 17, 2018  
Revised December 12, 2018



## **FOREWORD/ DISCLAIMER**

This handbook summarizes the structure and expectations of The Methacton School District with regard to the operation of our student activities program. As such, it does not provide guidance for every possible circumstance that may arise during operation of the program or your employment, and is not intended to replace or conflict with any Methacton School District Board policy or building procedure and or rules. All sponsors and advisors are to become familiar with this handbook and seek clarity or additional information from building administration when needed.

## **DEFINITIONS**

*Building Administrator End of Year Club Renewal/Request Form* – annual spreadsheet that includes the buildings, club name, club sponsor, points and other criteria that is used by the Building Activity Committee to recommend operation of a club or activity in the subsequent year.

*Curricular* (for credit) - a class for which a grade is assigned.

*Co-curricular* (not for credit but based on a credit course) - does not receive a grade but attendance in a curricular class is a prerequisite; complements, but is not a part of the regular curriculum (e.g., marching band).

*Extracurricular* (not for credit and not based on a credited course) - does not depend on a curricular class for participation.

*Fund Custodian* – person or persons identified in each building where money and deposits are given so that they can be secured prior to depositing and or delivering into the possession of the Fund Manager.

*Fund Manager* – members of the Methacton School District Business Office.

*Point(s)* – are established for compensation in relation to the expected performance in a position and a comparative analysis of all positions in the Activities Compensation Program. There are nine factors used in the comparative analysis that determine the point value for each position as designated in the MEA collective bargaining agreement.

*Sponsor* - an adult co-curricular and or an extra-curricular position that has been established by the Board of School Directors in support, supervision, and/or facilitation of a non-athletic activity.



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## ACTIVITY PROGRAM OVERVIEW

### DISTRICT MISSION STATEMENT

The Methacton School District is an exemplary student-focused and community-centered environment that prepares learners to meet the demands of our evolving world. *Learn, Lead, Succeed – Together*

### DISTRICT VISION STATEMENT

The Methacton School District will empower all learners to develop talents, encourage personal growth and success, and inspire leadership to transform our future.

### HANDBOOK PURPOSE

This handbook is written to provide the basic procedures and policies that apply to the Methacton School District Activities Program. This handbook serves as a guide to all sponsors, student members, and community members interested in how the K-12 activities program operates.

### GOALS OF THE K-12 ACTIVITY PROGRAM

The primary goal of the Methacton School District K-12 activities program is to provide a comprehensive arena where students can enhance their skills while gaining a greater technical and tactical understanding of their chosen club or activity. Within the activity program, it is expected that community acceptable standards of personal character be upheld throughout the year. The activities program is designed to be a positive component of the student's education and future success.

Participation in the activities program is a privilege extended by the school district, through the Board of School Directors, to students who choose to participate. Participation in this program requires a commitment by the student of his/her time, energy and effort. It requires the student to cooperate with the club/activity sponsors and their decisions, club rules, school regulations, and the Methacton School District's expectations of behavior and conduct as a student of Methacton School District. Club members shall assume all responsibilities and obligations that are inherent and unique to the program. The role of club members demands that the individual may need to make sacrifices of time and effort not commonly required of other students. Student members must understand and appreciate that they not only represent themselves during meetings and competitions, but also their club members, their school, the Methacton community, and a proud tradition of activities at Methacton.

Club participation shall provide students with adequate and appropriate opportunities:

- ✓ to develop the necessary skill set of their choice in addition to what they can experience in the classroom.
- ✓ that promote teamwork and character with the development of such commitments as loyalty, cooperation, work ethic, and pride.
- ✓ for leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good character that lead to maximum success within that field.
- ✓ for learning the skills necessary to balance the academic and club responsibilities associated with being a successful activity club member.
- ✓ that enable individuals to expand upon possibilities for future educational and career goals.



## SCHOOL POLICIES

### GOVERNING AUTHORITIES

The Board of School Directors establish policies the govern the operation of the district's student activities program. It is the responsibility of all people involved in the administration of clubs and activities to be familiar with school board policies. These policies may be found on the district website at [www.methacton.org/boardpolicy](http://www.methacton.org/boardpolicy). In particular, the following policies of the Methacton School District Board of School Directors apply to the student activities program and those who administer it:

Board Policy No. [122](#)- Extracurricular Activities

Board Policy No. [140.1](#) – Charter Schools and Cyber Charter School Students

Board Policy No. [249](#) – Bullying/Cyberbullying

Board Policy No. [137.1](#) – Privately-Tutored and/or Homeschooled Students

Board Policy No. [824](#) – Maintaining Professional Adult/Student Boundaries

### STUDENT HANDBOOK

As Methacton club activities are an extension of the classroom, activity sponsors and student club members must abide by the rules and regulations outlined within the Methacton School District's Code of Conduct, found at [www.methacton.org/codeofconduct](http://www.methacton.org/codeofconduct), as well as those contained within, each school's student/parent handbook. These handbooks may be found on the district's website at [www.methacton.org](http://www.methacton.org).

### ELECTRONIC COMMUNICATIONS BETWEEN DISTRICT EMPLOYEES/VOLUNTEERS AND STUDENTS

For purposes of this guideline, electronic communication shall mean a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, or personal data assistant. Electronic communications include, but are not limited to, emails, instant messages and communications made by means of an internet website, including social media and other networking websites.

As with other forms of communication, when communicating electronically, district employees/volunteers shall maintain professional boundaries with students. All electronic communications from district employees/volunteers (sponsors) to team or club members shall be for educationally legitimate or scheduling reasons only.

When available, district-provided email or other district-provided communication devices shall be used when communicating electronically with students. The use of district-provided email or other district-provided communication devices shall be in accordance with district policies and procedures.

District employees/volunteers are prohibited from using personal email, text messaging, instant messaging, and social-networking accounts, websites, and any other applications for communicating with students when fulfilling the scope of their duties. District employees/volunteers shall not follow or accept requests from current students to be friends or connect on personal social networking sites and shall not create any networking site for communicating with students other than those approved by administration for district use for district purposes.



Improper and/or inappropriate electronic communication between employee/volunteer and student is prohibited, regardless of whether the employee or the student initiates the communication. Improper and/or inappropriate electronic communication includes, but is not limited to any type of message that may be viewed as:

- Derogatory;
- Sexual, lewd, pornographic, or obscene in content;
- Offensive through the use of profanity;
- Threatening or harassing;
- Discriminatory;
- Facilitating illegal activities;
- Having the purpose to assist personal, commercial or for-profit ends;
- Expressing political viewpoints;
- Unauthorized or illegal distribution, reproduction, or use of copyrighted materials;
- Fraternizing or otherwise crossing the line between professional and personal boundaries;
- Suggestive in nature.

### **GROUP MESSAGING FOR ACTIVITIES**

Regarding the use of text messages, the Administration recognizes that this may be a valuable form of electronic communication in certain contexts when the possibility of immediate and/or urgent contact with students by employees is necessary. Such contexts include but are not limited to the following:

1. District employees/volunteers who need the ability to reach club or team members, , quickly
2. District employees/volunteers of activities who need the ability to reach student participants in a short time frame
3. District employees/volunteers chaperoning district field trips who need the ability to monitor the locations of students

If a district employee/volunteer plans to communicate electronically with students through the use of text messages that meet the above criteria, they must do so through a district approved mobile application (i.e. Remind, Snap, etc.). Mobile applications must be approved by the building principal prior to use with groups by district employees/volunteers. Once approved, text messaging may be sent through the mobile application and not through direct text messaging. Mobile applications of this nature permit communication with students via a cellular phone while maintaining the privacy of information, such as students' and sponsors personal phone numbers.

All electronic communications from district employee/volunteer to team or club members shall be sent in a single communication to all participating team or club members. District employees/volunteers wishing to utilize any other social media or electronic medium such as Twitter shall seek approval from the Office of Athletics and Activities and the said page or medium will bear the name Methacton within, and shall be used to communicate to a larger audience in the public domain. As part of such approval, district employees/volunteers are not to utilize those approved sites/pages/mediums to follow currently enrolled students; however, currently enrolled students may follow the approved Methacton site similar to others in the public domain.



## PROGRAM STRUCTURE

The activities program is governed by the Methacton School District Board policies and is administered and supervised by district and building administrators. The primary responsibility of adherence to policies and procedures rests with the employee. Employees must be familiar with board policies, building procedures/rules and the rules set forth in this Student Activities Handbook.

The structure of the program is designed to provide for opportunities at each level and in each building within the district in a uniformed and level appropriate manner. The Superintendent shall determine the allocation of points to each building and will make adjustments when and where appropriate to meet the needs and interest of students, purpose of the program, and mission of the district.

Activities funded by the district at each building are done by allocating a quantity of points to each sponsor based on criteria outlined in the collective bargaining agreement with the Methacton Education Association. The number of points allocated to fund a sponsor’s work with a specific activity is outlined in the same collective bargaining agreement. The maximum number of points does not specifically correlate to the number of activities that shall or are operated in any given year and in any given building. The maximum number of allotted points only serves as a cap for each respective building.

Each building principal, working with his/her Building Activity Committee, will make recommendations for use of building allotted points by recommending clubs and activities that best meet the needs and interests of students in that building. The Superintendent may determine from time to time to review any process and or procedure and make changes to this document to further inform, coordinate, and organize the program.

Buildings that have grade levels that exist in other district buildings may be required to maintain similar clubs and activities when appropriate for uniformity and equity of access.

Each building can run activities/clubs up to the total number of points allocated to their building. The points allocated below do not indicate the total costs of the activity or club.

## POINTS ALLOCATION

Building	Arrowhead	Eagleville	Woodland	Worcester	Skyview	Arcola	HS	Totals
<b>2018/19</b>	112.5	130	100	126	102	311	739	1620.5
<b>Proposed 2019/20</b>	130	130	130	130	170	311	765	1766

Staff are responsible for applying for club status. See Application process in this manual for information on how to apply.

## BY-LAWS

**All clubs shall have by-laws that meet the minimum qualifications listed below. They must define:**

- A. The name and purpose of club
- B. The roles and duties of student officers
- C. The rules and procedures for members and how meetings are to be conducted





## **STUDENT OFFICERS**

Student officers must be elected by each club that utilizes a student activities account established by the district. Officers will work in conjunction with the Sponsor in carrying out financial procedures that have been established by the Board of School Directors for the operation of Student Activity Funds. Student officers must include a treasurer.

## **ELECTION PROCEDURES**

All clubs and activities that operate with student officers must engage in elections for the officer positions unless there is only one candidate interested in a particular position within the group structure. Where applicable, the club/activity officers, as well as their responsibilities shall be listed in the by-laws of each club (Elementary K-4 level exceptions). All clubs/activities that utilize student activity accounts must have at least a treasurer to be accountable for all funds. The election of officers at the elementary level is conducted at the discretion of the building principal. (Elementary K-4 level exceptions).

## **INELIGIBILITY/OBLIGATIONS**

All club members are students first. Therefore, no student shall be participating in any club/activity meeting, activity or event if he/she is ineligible. It is the responsibility of the sponsor to check the ineligibility list for clubs.

## **FACILITY USAGE**

Space and time for club meetings will be communicated to and approved by the appropriate building administrator prior to the start of the club. Sponsors are not to hold meetings without having properly secured classroom, gym, field or other space requirements through the athletic office or the appropriate building administrator in charge of the program.

## **EMERGENCIES**

Sponsors will obtain all necessary emergency contact information for all activity/club members. Sponsors shall obtain from the building principal any district/building level contact information for staff members to be contacted during an emergency situation.

## **SCHOOL CLOSINGS**

When the school district is closed because of weather conditions, as a general rule, all K-12 activities will be postponed. Clubs and sponsors will not be permitted to meet on campus on those days.

### **Exception**

- During periods of “**extended school closings,**”-permission to meet or attend a competition must be approved by the Superintendent or his/her designee.
- Consideration for a club to meet will be made in cases when a specific club has not met for an extended period of time (at least **two** days), or is scheduled to attend or prepare for a competition.
- Please note that meeting/practices as a result of an exception under these conditions are **voluntary** and meeting hours must be arranged through the appropriate building administrator.
- All meetings will be scheduled by the appropriate administrator and supervised by the club sponsor(s).

Approved meeting times and spaces under these exceptions will only be afforded to clubs who may meet the aforementioned criteria. **Not all clubs will be allowed to meet.**



If schools are closed due to weather conditions on the last school day before a weekend, weekend activities may still be held if weather conditions permit.

### **TRANSPORTATION**

Club members that must travel to and from contests, away from school, must do so in transportation provided by the school/district. The only exceptions are:

1. Injury to a participant that would require alternate transportation.
2. Prior arrangements made in writing between the participant's parent/guardian and the appropriate administrator or sponsor.
3. Where school transportation is not provided and alternative means are approved by the district.

### **CLUB MEETINGS**

The Methacton School District does NOT sanction any club meeting held on a Sunday. The district does recognize that some situations may require an exception (i.e., extended period of inclement weather, unsafe field conditions, school closings, etc.). Any sponsor requesting a Sunday meeting or competition must receive prior permission from the appropriate building administrator. If a Sunday meeting is approved, it must not be a mandatory meeting or competition for student participants.

### **PROGRAM VOLUNTEERS**

All persons not employed by the district who wish to volunteer with activities/clubs must be recognized as a volunteer as outlined in the MSD volunteer policy. Please reference Board Policy [916](#) for school volunteers.

### **BUILDING ACTIVITY COMMITTEE**

Each school building within the Methacton School District, in which a program of activities and clubs is operated, shall form and operate a building activity committee.

1. The Building Activity Committee shall consist of the building principal, a building MEA representative, and any other staff member the building administrator determines is appropriate to the process.
2. The Building Activity Committee will serve the purpose of:
  - A. Assisting the Building Principal with the review of applications for creating new clubs within their building
  - B. Assisting the Building Principal with the annual review process for all clubs that operate in their building



## **SUMMARY OF IMPORTANT DATES**

1. September 30 – Existing Activities/Club sponsors are responsible for completing and submitting the beginning of the year “Paid Club Update” data collection form to the building principal.
2. In April, the Superintendent will inform the administrator in charge of district activities and the District Supplemental Contract Committee of the proceeding years proposed budgeted point allocation.
3. April 15 – Existing Activities/Club sponsors are responsible for completing and submitting end of the year data to the building principal.
4. April 15 - Applications for new clubs must be completed and submitted to the administrator of the building in which the club is intended to operate by April 15<sup>th</sup> of the year immediately preceding the year in which the club is intended to commence.
5. April 30 - Building administrators will have from April 16<sup>th</sup> to April 30<sup>th</sup> to review all new club applications and possible changes to existing activities/clubs.
6. May 1 – District evaluation Appraisal Form, any recommended changes to existing clubs, and recommendations for new probationary clubs for the following year shall be submitted by building administrators to the administrator in charge of district activities.
7. Between May 2 and June 30 of each year, the administrator in charge of district activities will convene the District Supplemental Contract Committee as outlined in the MEA Collective bargaining agreement to recommend the establishment of entry level salaries, increments, and positions resulting from information provided to him at this step in the process.
8. July 1 - The administrator in charge of district activities shall provide his recommendations along with those provided by the District Supplemental Contract Committee with related costs to the Superintendent no later than July 1<sup>st</sup> annually.
9. July 15 - The Superintendent will review the summary listing of clubs and make determinations where and when appropriate and communicate those resulting decisions to the administrator in charge of district activities.
10. 1<sup>st</sup> Week August - The administrator in charge of district activities will communicate out to all building principals any approved changes by August 1<sup>st</sup> annually, and building principals will in turn communicate the status to any new applicants by August 3<sup>rd</sup>.
11. August 15 - By August 15<sup>th</sup> annually, this Activities Handbook will be updated to include the listing of sponsors and clubs approved for operation in the proceeding school term.



## **SUMMARY OF RESPONSIBILITY:**

### **SCHOOL BOARD**

The Board of School Directors establish policy. It is the responsibility of all people involved in the administration of clubs and activities to be familiar with school board policies. These policies may be found on the district website at [www.methacton.org/boardpolicy](http://www.methacton.org/boardpolicy).

### **SUPERINTENDENT**

Supervises the administrations' work with clubs/activities and recommends to the Board of School Directors all matters requiring the approval of the Board.

### **BUILDING PRINCIPAL**

The building principal is responsible in all matters pertaining to the planning, operation, and supervision of clubs/activities program of their school.

### **ASSISTANT PRINCIPAL FOR ATHLETICS AND ACTIVITIES**

The assistant principal for athletics and activities is the **Administrator in Charge of District Activities** and shall have the responsibility to organize and maintain the activities program in the high school as well as maintaining the K-12 activities handbook and associated timelines and processes within.

### **DISTRICT SUPPLEMENTAL CONTRACT COMMITTEE**

The committee will meet no less frequently than biennial to recommend the establishment of entry-level salaries, increments, and positions.

### **CLUB SPONSORS**

- A. All clubs and activities must follow the policies of the Methacton School District's Board of School Directors, and any applicable administrative guidelines created by the Methacton School District.
- B. The primary role of a club sponsor is to plan a continuous program throughout the season/school year and engage students to meet the purpose of the club or activity. The plan for the season/school year shall include written goals and objectives for all participants. It is the responsibility of the sponsor to explain any applicable procedures, but in particular fundraising and financial rules, to student participants in terms they can understand, and ensure that procedures are followed as prescribed within this manual. The sponsor will direct requests and concerns regarding operating policies, scheduling, and transportation to the administrator in charge.
- C. The sponsor must meet with his/her student participants prior to the beginning of the club/activity, generally towards the beginning of the school year, to provide information relative to (a) meeting times and locations; (b) general expectations, attendance rules, conduct, commitment, attitude; (c) leadership positions and how they are selected/elected and governed; (d), eligibility and grading policy; (e) any other items deemed necessary by the sponsor for the effective and appropriate operation of the activity/club. In addition to verbally reviewing this material, the sponsor will provide all applicable rules in writing.
- D. The sponsor is responsible for completing and submitting beginning of school year and end of school year data collection forms as designated by the activities program. Sign-in sheets at meetings are required to be kept by the sponsor as supporting documentation.



- E. Club officers must be elected (when an activities account is associated/used by the club-see Student Officers) at the beginning of the school year and a list of names shared with the building principal. The sponsor is responsible for creating/reviewing the club by-laws and fiscal management of the club and any associated rules with officers and club members.
- F. The sponsor, when required by the building principal, shall meet with parents, towards the beginning of the school year. The purpose of the meeting is to have parents receive information about the program, to learn the sponsor's expectation of his/her club members, and to meet the employees/volunteers and leadership of the club. Schedules with meeting times and locations, any fundraisers, trips, competitions, etc., shall be provided to parents.
- G. Sponsors must get approval for any fundraisers being conducted by a club. See the building principal for more information on the approval process.
- H. The sponsor is responsible for the supervision of all student participants. This includes before, during, and after meetings, on transportation, and during home and away events.
- I. A sponsor must not suspend or dismiss a student from the club without consulting with the building principal.
- J. When conducting an overnight OR out-of-state field trip/competition, the sponsor is responsible for filling out all school required paperwork. These papers include, but may not be limited to: a field trip request form; a permission slip for each student participating; a list of pre-approved chaperones; and a transportation request form if the Activities Department requires it. The field trip request must be made 60 days in advance in order for the trip to have adequate time to be presented and approved by the Board of School Directors. Failure to do so may result in the trip not being approved.
- K. When conducting in-season or out-of-season events or fundraisers, sponsors must complete all of the required paperwork for approval prior to the event. This includes volunteer forms, fundraiser forms, facility forms, van request forms when appropriate, etc. These forms can be found on the [www.methactonwarriors.org](http://www.methactonwarriors.org) website or in the activities office.
- L. Sponsors may not transport students without permission from the activities director or principal.
- M. Sponsors will not directly text students from personal phones or engage in personal social media with current students. Club accounts designed for one-way communication from sponsor to club/parents/media that are directly related to their respective duties as activity sponsor are the exception, but shall go through an approved mobile application. See Building Administrator of approved applications or more information on this. Each sponsor is responsible for the action of members of his/her club from the time they report to the meeting room until they leave the building after the meeting has ended.
- N. Security – It is the sponsor's responsibility to be present at the time that the club members are to report for meetings and competitions and to stay until the last student has safely left the building. The sponsor shall see that lights are turned off, classroom/gymnasium/auditorium doors are locked, equipment is locked up and the rooms/spaces are left in order.
- O. Control of Keys - All keys to the building, classrooms, equipment rooms, etc., will be issued to sponsors by the appropriate building administrator whenever deemed necessary. All sponsors will return their keys to the building administrator, when appropriate, or when they are no longer acting as a club sponsor in the district. Sponsors are not to give managers or club members their keys at any time. If keys to any district doors are lost, the sponsor shall report this to the building administrator immediately.



## CLUB CREATION/REVIEW PROCESS

### NEW CLUB APPLICATION PROCESS:

1. The staff member interested in starting a club should, prior to applying, review and consider all current clubs operating in the building for which the potential new club is intended. The staff member should consider all other clubs of similar purpose within the building as potential means to accomplish goals in lieu of the establishment of a new club when reasonable and in the best interest of students. A listing of all clubs and activities are updated annually and contained within this handbook.
2. The staff member interested in applying for a sponsored club will complete a new club application form and provide the completed application to the building administrator for which the club is intended to operate by April 15<sup>th</sup> in the year immediately preceding the year in which the club is intended to commence.
3. From April 16<sup>th</sup> to April 30<sup>th</sup> of each year, buildings with applications for new activities/clubs will convene a meeting of the Buildings Activity Committee and will review the applications and make recommendations to the building principal. The following items listed in the proposal paperwork will be considered in reaching a recommendation:
  - A. Number of students who will be consistently attending the club meetings.
  - B. Amount of time outside the contracted school day to be spent with officers, club members, or on work related directly to the club's activities.
  - C. Number of projected sponsored events per school year that serve the school, student body, and/or community.
  - D. Projected fundraising goals are reasonable (will not overburden community)
  - E. Number of community service hours to be planned.
  - F. Club goals are consistent with district mission and vision and strategic planning goals
  - G. The group provides appropriate student growth and has a projected positive educational impact for students.
  - H. The sponsor has prepared appropriate bylaws that would govern the organization.
  - I. The availability of building and or district points do not exceed imposed caps.
4. The Building Activity Committee will have from April 15<sup>th</sup> to April 30<sup>th</sup> to review all new club applications and review existing clubs. The committee will utilize the district Appraisal Form to review all proposed new clubs and evaluate all existing clubs. Any recommendations for new probationary clubs or changes to existing clubs for the subsequent year shall be submitted to the administrator in charge of district activities by May 1<sup>st</sup>. These recommendations will be reviewed by the District Supplemental Contract Committee.
5. The District Supplemental Contract Committee will convene between May 2 and June 30 to recommend the establishment entry level salaries, increments, and positions.
6. Club proposals that are not approved must reapply annually. There will not be a waiting list and yearly applications that are received during the open application window will be reviewed equally whether a first time applicant or a repeat applicant. The process is not first come first serve, so applications will not be reviewed until the application window has closed.
7. All applications, approved or not approved, will be copied and forwarded to the administrator in charge of district activities for record keeping purposes only. The administrator in charge of district activities will keep a 2-year log of requests/applications.





8. The building principal will communicate to the applicant by August of each year as to whether their new club application has been approved or denied.

### **PROBATIONARY PERIOD**

If application for a new club is recommended to the Superintendent and approved by the Board, the group will enter a one-year unpaid probation. Upon review by the District Supplemental Contract Committee at the conclusion of that probation period and their recommendation, the group will receive sponsor status. If a group is initiated by the building administration or from a district level, a probationary period may be waived.

### **ACTIVITIES/CLUB REVIEW PROCESS**

1. Between April 15<sup>th</sup> and April 30<sup>th</sup> of each school year, the building principal will convene the Buildings Activity Committee to complete the annual review of activities/clubs. The committee will also consider all applications for new activities/clubs. The committee will consider the value that each existing activity/club provides students based on review criteria listed below and the data collection forms provided at the end of the year from sponsors. A Building Activities/Clubs Request form shall be provided to the administrator in charge of district activities no later than June 1st of each year. The form shall include:
  - A. The results of each new application(s)
  - B. The recommended listing of renewed, added, eliminated or probationary activities/clubs planned for proceeding year and the recommended allocation of points within the building to each activity/club
  - C. If recommending the placing of a club on probation or elimination, indicate rationale associated with its removal.
2. Activities/Club sponsors are responsible for completing and submitting the beginning of the year data collection form by the end of September and then completing and submitting to the building principal the end of the year data collection form by April 15<sup>th</sup>. These forms will be used by the Buildings Activity Committee to determine the value of the activity/club and the District Supplemental Contract Committee will use to determine the point allocations. The beginning of the year form and end of year data collection forms can be found within this manual in the useful documents section. The Building Activity Committee will utilize a district-approved Appraisal Form to review each of the existing clubs within that building.
3. Should collected data demonstrate a significant decline or increase in several of the aforementioned areas, a club may be placed on probation or have their points recommended for adjustment for the following school year. All recommendations and proposed adjustments shall be submitted to the administrator in charge of district activities by May 1<sup>st</sup> of each school year.
4. The administrator in charge of district activities will review all Building Activities/Clubs Request forms for accuracy, compliance with process, and allocation of building points to sponsors, and will finalize a recommendation of clubs inclusive of points and experience factors in accordance with the MEA collective bargaining agreement. The administrator in charge of district activities will review the building recommendations against the clubs already offered to insure that student needs, equity, and access to activities/clubs exist across the district. Any proposals that can fit under an existing activity/club may be declined and advised appropriately.
5. The administrator in charge of district activities shall provide a summary recommendation of activities/clubs, sponsors, and related costs to the Superintendent no later than July 1<sup>st</sup> annually.



6. The Superintendent will review the summary listing of clubs and make determinations where and when appropriate and communicate those resulting decisions to the administrator in charge of district activities by July 15<sup>th</sup>.
7. The administrator in charge of district activities will communicate to all building principals any approved changes by August 1<sup>st</sup> of each school year. Building principals will then report out to any club sponsors who are impacted by the approved changes.
8. By August 15<sup>th</sup> of each year, this Activities Handbook will be updated to include the listing of sponsors and clubs approved for operation in the proceeding school term.

### **APPEALS PROCESS**

1. Paid activity/club sponsors may appeal to the District Supplemental Contract Committee for a review of the current activity points allotted to their particular position. This may not occur in consecutive years. This shall be completed by sending a communication to the administrator in charge of district activities to be included as part of the annual review process. All appeals need to be filed by April 15<sup>th</sup> of each school year.
2. The determination will be handled as part of the District Supplemental Contract Committee process and will be communicated as per the timeline established.

NOTE: The District reserves the right to remove or replace existing clubs that are no longer running due to a failure to find a sponsor, low student attendance, or other shortcomings as per the review process, in order to provide a reallocation of points to other sponsors/groups of interest as per the New Activity/Club Application Process. This will allow best equity and access to meet student needs while leveraging the best use of district resources.





## FUNDRAISING, FUNDS & ACCOUNTING MANUAL

### GENERAL ACCOUNTING PRINCIPLES

This section deals with student activities/clubs that plan to raise and/or handle money. All activities/clubs that plan and handle money are required to have an established Student Activity Fund. No funds shall be handled outside a district activity fund. The establishment of the fund is the responsibility of the sponsor and can be accomplished by contacting the building principal for assistance.

Management of Student Activity Funds must be done within the framework of state laws and regulations, board policy and administrative rules and regulations. It is fundamental that management of student activities be organized to best serve the interest of pupils. Activities/clubs that have a student activity account must have by-laws for the activity/club where an officer of the club is designated as the treasurer.

Students who choose to participate in various activities shall be involved in the fiscal management of those activities. The faculty sponsor and student treasurer must maintain a record of their activity transaction and balance. At the end of the year, the faculty sponsor and student treasurer must review and report to the Fund Manager the activity and balance. Any discrepancies must be brought to the immediate attention of the Fund Custodian and differences reconciled.

These funds shall include only student funds, which are custodial in nature and shall be used for one purpose - to promote the general welfare, education, and morale of all the students and to finance the normal, legitimate activities of the various individual student groups. All funds derived from an individual student activity as a whole must be expended only to benefit that student activity as a whole.

### CHECK REQUESTS

All check requests shall be made through the Fund Manager using the Check request form, which is located within this manual. All requests must have an invoice/quote attached and must have the advisor and student treasurer's signatures before submission. Requests submitted without an invoice/quote or the proper signatures will not be completed and will be returned.

### PURCHASES and EXPENDITURES

Any sponsor or student in need of reimbursement for purchases should fill out a check request form and attach all receipts.

### PURCHASE QUOTE REQUIREMENTS

Any purchase of product and or services exceeding \$1,000 must have at least three quotes from different vendors to present before a purchase will be approved. Quote requests shall be made on the Quote Request Form (see FORMS) and be submitted to the Fund Manager as backup documentation to the check request associated with the purchase.

### EXPENDITURES

Student Activity Funds shall be used to finance a program of activities not part of the regular curriculum. They shall not be used to circumvent management or purchasing decisions which were made for the school district by the board and administration.

All payments for Activities Fund purchases shall be made by check. No checks will be made out to "Cash". No expenses shall be paid in cash directly from ticket sales, dues collection, sales or other cash receipts. **All purchases must be approved by the Student Treasurer and Faculty Sponsor.**



### **DEPOSIT SLIP/TICKETS**

All acceptance of cash and checks shall be accompanied with a receipt totaling the Student Activities Deposit Form (see FORMS).

### **PETTY CASH**

The Student Activity Fund shall not maintain petty cash.

### **FUNDRAISING PROCEDURES**

All fundraising must be pre-approved by the building principal. All funds collected will go through the student activity fund and the sponsor and officers will follow the included guidelines within for handling such funds.

### **DEPOSITS and CASH RECEIPT PROCEDURES**

All deposits must be made in a timely fashion. Sponsors shall not keep money in their classrooms or in their possession. All money shall be given to the Fund Custodian to lock in the safe until a deposit can be made. All deposits shall have both the sponsor and student treasurer's signatures and shall be submitted with a Student Activities Deposit Form (see FORMS).

**RECEIVING, DEPOSITING AND RECORDING CASH RECEIPTS** - The following procedures must be followed for receiving, depositing and recording of cash receipts:

1. Funds will be collected and counted by the faculty sponsor, student treasurer or other authorized individuals and a deposit slip will be completed for each activity.
2. The above individual will immediately forward the funds and deposit slip to the building Fund Custodian.
3. The Fund Custodian will, as soon as practicable, make copy of deposit ticket/slip and send the ticket/slip and associated cash and checks to the Fund Manager for deposit.



## ACTIVITY SPONSOR RESPONSIBILITY GUIDE

- Beginning of School Year: \_\_\_\_\_ Orientation meeting with candidates prior to starting  
\_\_\_\_\_ Establish rules and regulations for your club  
\_\_\_\_\_ Review your schedule of meeting dates and events  
\_\_\_\_\_ Submit bus requests for the school year  
\_\_\_\_\_ Request room space or equipment needed  
\_\_\_\_\_ Fill out and submit beginning of year club paperwork  
\_\_\_\_\_ Submit rosters to appropriate building administrator
- During School Year: \_\_\_\_\_ Where applicable, report results of competitions to administration  
\_\_\_\_\_ Check eligibility rules and regulations and monitor member academics  
\_\_\_\_\_ Review bus schedule upon receipt  
\_\_\_\_\_ Keep record of club members' attendance at meetings and events  
\_\_\_\_\_ Maintain log on time sheets
- End of School Year: \_\_\_\_\_ Submit requisitions for repairs or new equipment where applicable  
\_\_\_\_\_ Collect and account for all equipment issued  
\_\_\_\_\_ Account for missing equipment  
\_\_\_\_\_ Return keys when applicable  
\_\_\_\_\_ Complete and submit end of year activity paperwork  
\_\_\_\_\_ Submit time sheets and attendance sheets  
\_\_\_\_\_ Schedule an end of year meeting with appropriate building administrator to review the school year



## FORMS

The documents for club sponsors included in this Forms section are included in this manual as scanned copies for your reference only. Copies of these forms for your use are available online and in the administrative office.

### **Activity Sponsor Acknowledgement of Understanding Form**

- To be signed and submitted on an annual basis by all paid K-12 activity sponsors
- Once paid sponsors have read and understand the contents within this manual, they are to sign and submit the form to the building principal by the end of September of each school year.

### **Paid Club Update Form**

- To be used to inform building administration with pertinent information about your club
- To be completed in the beginning of each school year and submitted to the appropriate building administrator

### **New Club Application Form**

- To be completed by any staff member interested in applying for probationary club status in the following school year.
- Must be submitted to the building principal no later than May 15<sup>th</sup> for consideration to operate in the following school year.

### **Paid Club End of Year Review Form**

- To be used to provide building administration a summary of the club's activity throughout the school year
- To be completed by the end of each school year and submitted to the appropriate building administrator

### **Professional Leave Request Form**

- To be used any time you are going to be away from your teaching responsibilities to attend a conference, workshop, or event.
- This must be submitted at least 2 weeks in advance to be approved in time for your professional leave.
- Note: If two weeks is not available, see the appropriate building administrator for direction.

### **Check Request Form**

- To be used when requesting money from your programs student-activity account
- Deposit slips for the activity accounts are located in the administrative office for sponsors to deposit funds

### **Activity/Event Application**

- Must be filled out for all events that take place outside of regular practices and games
- This includes fundraisers and clinics both in-season and out-of-season

### **Facility Use Form**

- Can be found on the school district website homepage under facilities (<http://www.methacton.org/domain/8>) along with all the guidelines and rules that govern the process. The form is also available in the high school activities office
- Must be filled out for all events that take place outside of regular meeting times and events



# APPENDICES



**APPENDIX A**

**Activity Sponsor's Acknowledgement of Receipt and Understanding:**

I \_\_\_\_\_ have read and understand  
my responsibilities and the policies, procedures, and protocols articulated in the online Activities Manual and Sponsors Code of Conduct.

Sponsor's Name (print)

I also understand that any questions regarding any portion of the Activities Manual and Sponsors Code of Conduct should be provided to the building administrator supervising the program with which I am affiliated.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Activity/Club

This form shall be returned to the building administrator supervising the activity program





APPENDIX B

PAID CLUB UPDATE 201\_\_ - \_\_

All Club Sponsors - Please complete and return to Office

Club: \_\_\_\_\_

Account # (If applicable): \_\_\_\_\_

Name of sponsor(s): \_\_\_\_\_

Days and times of meetings: \_\_\_\_\_

Description of club: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please note if volunteers are utilized, they must have their clearances. See website for the volunteer information.

*If you need information on any of the below, please let the office know.*

- *Fundraiser and Activity/Event Procedures*
- *Gyms/Aud/FDR/Café/Commons/Rooms can be reserved In FS Direct*
- *Deposits (write club # or name on each check)*
- *Check Request Forms*
- *Tax ID Number*
- *Account Balance*
- *Volunteers need to have clearances and names given to Activities/Main Office*
- *Comments*







## APPENDIX D

### PAID CLUB END OF YEAR REVIEW FORM 2018

*Each sponsor of a paid club is responsible for completing this form at the end of each school year. Forms are to be submitted to the administrative office for review no later than April 15<sup>th</sup>.*

*Please answer the following questions as they pertain to your club from this past school year:*

1. Club Name: \_\_\_\_\_
2. Name of Sponsor(s): \_\_\_\_\_
3. Brief description of club:
  
4. When did your club meetings take place? (i.e.- every Tuesday, monthly, etc..)
  
5. Club participation changes from year to year. To gauge the size of your club this past year, please list the number of students who consistently attended the “club” meetings:
  
6. How much of your time was spent each week, outside the contracted school day, with club related work, meeting with officers, club members, or on work related directly to the club’s activities? (If it was busier one time of year compared to the other due to activities, please note that).
  
7. Number of sponsored events that took place this past school year that served the school, student body, and/or community: \_\_\_\_\_  
- Please list and briefly describe those events below:
  
8. If applicable, what fundraising goals were met this school year:  
Please list all fundraising projects that took place this year and the amount raised (approximate) for each fundraiser.
  
9. Did your club participate in any community service hours? If so, how many hours in total?  
- Please list and briefly describe those community service events below:
  
10. What were your club goals for this past school year? Were they met—if so, how. If not, please explain.
  
11. How would you say this particular club provided student growth and has had a positive educational impact for Methacton School District students?



APPENDIX E

Methacton School District
K-12 ACTIVITIES APPRAISAL FORM

Club: \_\_\_\_\_ Date: \_\_\_\_\_ Sponsor: \_\_\_\_\_

APPRAISAL MISSION STATEMENT:

The objectives for the Methacton extra-curricular club program are to provide student experiences that are enriching outside of the classroom, to pursue service to the school district and/or community, and the development of student character.

APPRAISAL GOAL STATEMENT:

To provide the students of the Methacton School District with opportunities for growth outside of the regular classroom through a wide variety of club activities. These club activities, in turn, should lead to the development of character, pride of accomplishment, positive social behavior, self-discipline and individual self-confidence.

Criteria: S = Satisfactory N = Needs Improvement U = Unsatisfactory

Table with 3 columns (S, N, U) and 3 rows for Student Participation/Membership criteria.

A. STUDENT PARTICIPATION/MEMBERSHIP

- 1. The number of student participants appropriately meets the goals/bylaws of the club
2. Through club activities, there is staff and student awareness of and active participation in the club within the building
3. Club has a positive impact on all of its members

B. IMPACT ON STUDENT BODY

- 1. Club has a positive impact on the overall school culture and climate
2. Club has a positive impact on the students within the building
3. Club provides unique opportunities for enrichment, service, pride of accomplishment, and positive social behavior, self-discipline and individual self-confidence

Table with 3 columns (S, N, U) and 3 rows for Impact on Student Body criteria.

C. BUDGET

- 1. The overall impact of the club warrants the district expense
2. The club fund-raises to pay for costs associated with the club mission/goals
3. Fundraisers and community service efforts are conducted by following all district rules

Table with 3 columns (S, N, U) and 3 rows for Budget criteria.

D. ADMINISTRATION

- 1. Returns all equipment and/or materials borrowed from any building supplies
2. Completes all paperwork in a timely fashion (not limited to: check requests, permission slips, transportation forms, etc.)
3. Club adheres to all guidelines set forth in the student activities handbook

Table with 3 columns (S, N, U) and 3 rows for Administration criteria.

E. EDUCATIONAL OPPORTUNITY/BENEFIT

- 1. Club provides student members with educational opportunities beyond the classroom
2. Club allows student members to pursue experiences that encourage lifelong learning

Table with 3 columns (S, N, U) and 2 rows for Educational Opportunity/Benefit criteria.

F. LEADERSHIP and COMMUNICATION

- 1. Club establishes realistic, achievable goals for its membership
2. Praise and encouragement are used to influence the behavior of club participants
3. Club sponsor and members treat each other with respect and dignity
4. Club provides members with opportunities for growth in leadership, teamwork, character building and communication
5. Communicates any potential student issues and injuries to the appropriate building administrator

Table with 3 columns (S, N, U) and 5 rows for Leadership and Communication criteria.

Total

(Continued on back)



**G. COMMENTS**

1. Commendations:

✓

✓

✓

2. Recommendations:

✓

✓

✓

3. Assessment Category:

Needs improvement-

Yes  No

Recommended Renewal -

Yes  No

Clubs with ten (10) or less overall student participants in a given school year will automatically be required for central administrative review for renewal.

---

METHACTON SCHOOL DISTRICT
APPLICATION FOR PROFESSIONAL LEAVE

SECTION 1 (Applicant - Complete and submit to immediate administrative supervisor at least two weeks in advance of leave. Be sure to complete the "summary of estimated expenses". Indicate "\$0", if there are no expenses.)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Substitute needed: No \_\_\_\_\_ Yes \_\_\_\_\_ Grade \_\_\_\_\_ Subject: \_\_\_\_\_

Aesop Confirmation #: \_\_\_\_\_

School: \_\_\_\_\_ Conference Sponsor: \_\_\_\_\_

Hold current membership: No \_\_\_\_\_ Yes \_\_\_\_\_ N/A \_\_\_\_\_

Conference date(s): \_\_\_\_\_ Location: \_\_\_\_\_

Date(s) of requested leave (including travel time): \_\_\_\_\_

All Day \_\_\_\_\_ A.M. only \_\_\_\_\_ P.M. only \_\_\_\_\_

Reason for attendance: \_\_\_\_\_

Summary of Estimated Expenses

Registration ..... \$ \_\_\_\_\_

Mileage (1) \_\_\_\_\_ miles @ 54.5¢/mile..... \$ \_\_\_\_\_

Starting Address: \_\_\_\_\_

Tolls or Fare ..... \$ \_\_\_\_\_

Lodging..... \$ \_\_\_\_\_

Meals (2) ..... \$ \_\_\_\_\_

Other ..... \$ \_\_\_\_\_

Total ..... \$ \_\_\_\_\_

- 1. Mileage reimbursement is allowed for miles traveled to an activity that exceed your normal round-trip commute from home to school. If the distance to the activity is less than your normal commute no mileage reimbursement is allowed.
2. Reimbursement for meals, when appropriate, is limited to the established rates and should not exceed fifty dollars (\$50.00) per day, broken out as follows: Breakfast - \$10.00, Lunch - \$15.00, Dinner - \$25.00. Meal receipts must be itemized to be eligible for reimbursement.
3. Lodging costs should be kept to a minimum and pre-approved; you are expected to share a room whenever possible to reduce the cost.
4. No item of expense will be approved for reimbursement IF A RECEIPT IS MISSING unless it was impossible to secure such a receipt and the reason can be fully explained. MERE INCONVENIENCE IS NOT A SATISFACTORY EXPLANATION.

Principal/Administrator's Pre-Approval

Date

(Principal/Administrator should submit pre-approved form to the Office of Professional Learning.)

**SECTION 2** (Status of approval)

\_\_\_\_\_  
Supervisor of Professional Learning & Continuous Improvement      Date

- Approved with expenses
- Approved without expenses
- Not Approved

*If approved, the applicant should complete the registration process, remit any required payment(s), and make all necessary arrangements within pre-approved limits. Applicant incurs all expenses and obtains receipts for all payments.*

**SECTION 3** (Reimbursement – Within ten school days of return from conference: 1) complete and sign this section of the form, 2) attach your receipts to support all approved expenses and, 3) submit this form along with your certificate of conference completion or a brief written conference report to the Office of Professional Learning.)

Summary of Actual Expenses

Registration .....	\$ _____
Mileage _____ miles @ 54.5¢/mile .....	\$ _____
Tolls or Fare .....	\$ _____
Lodging.....	\$ _____
Meals.....	\$ _____
Other .....	\$ _____
Total .....	\$ _____
Amount Due .....	\$ _____

I certify that all expenses herein were incurred by me in the performance of my assigned duties with Methacton School District. Your signature is required at the time you submit your actual expenses and conference report.

\_\_\_\_\_  
Employee's Signature      Date

\_\_\_\_\_  
Supervisor of Professional Learning & Continuous Improvement      Date

ASN for reimbursement: \_\_\_\_\_

*On final approval by the Supervisor of Professional Learning & Continuous Improvement, this form will be returned to the respective department/building with budget responsibility to enter the purchase order for employee reimbursement.*



APPENDIX G

# METHACTON SCHOOL DISTRICT STUDENT ACTIVITY FUND CHECK REQUEST FORM

DATE CHECK REQUIRED: \_\_\_\_\_ ACTIVITY NAME: \_\_\_\_\_

VENDOR # \_\_\_\_\_ AMOUNT: \_\_\_\_\_

PROJECT, EVENT OR REASON: \_\_\_\_\_

ACCOUNT NUMBER: 81-3210-610-000-30-800-\_\_\_\_\_

REMITTANCE TO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CHECK ONE:

CHECK TO BE MAILED \_\_\_\_\_

RETURN CHECK TO SPONSOR \_\_\_\_\_

\_\_\_\_\_  
Signature – Activity Sponsor      Date

\_\_\_\_\_  
Signature – Activity Officer/Student      Date

\_\_\_\_\_  
Signature – Principal      Date

\_\_\_\_\_  
Signature – Activity Director      Date

\_\_\_\_\_  
Signature – Business Office      Date

DATE PROCESSED: \_\_\_\_\_

DON'T FORGET:

- ✓ All appropriate signatures must be present
- ✓ Attach the original and a copy of the invoice and any back up
- ✓ Please allow 10 days for processing



**APPENDIX H**

**METHACTON SCHOOL DISTRICT  
ACTIVITY EVENT APPLICATION**

Please complete and give to the Administrative Office

*Application must be completed 10 days prior to any special activity/event. Sponsoring organization encouraged to check the master schedule for any conflicts with date.*

Date of application: \_\_\_\_\_ Club: \_\_\_\_\_

Name of sponsor: \_\_\_\_\_ E-mail \_\_\_\_\_

Fundraiser or Non-Fundraiser (please circle)      Number of Security needed: \_\_\_\_\_

Event/Activity: \_\_\_\_\_

Date: \_\_\_\_\_      Time to begin: \_\_\_\_\_      Time to end: \_\_\_\_\_

Location: \_\_\_\_\_

*Please remember to complete a Facility Use Form if using facilities*

Amount of admission: \_\_\_\_\_      Anything unique: \_\_\_\_\_

Number of students expected: \_\_\_\_\_

Chaperone form will need to be completed and handed in to the Administrative Office 48 hours before the event.

**Approval of Activity/Event:**

School Principal: \_\_\_\_\_ Date: \_\_\_\_\_



**APPENDIX I**  
**LISTING OF APPROVED CLUBS**

<b>BUILDING</b>	<b>ACTIVITY</b>
ARCOLA	7TH GRADE SPONSOR
ARCOLA	8TH GRADE SPONSOR - CO-SPONSOR
ARCOLA	8TH GRADE SPONSOR - CO-SPONSOR
ARCOLA	AUDITORIUM DIRECTOR
ARCOLA	BAND
ARCOLA	CHORUS - BOYS
ARCOLA	CHORUS - GIRLS
ARCOLA	CHORUS - SELECT
ARCOLA	CHORUS - SELECT
ARCOLA	HONOR SOCIETY
ARCOLA	HONOR SOCIETY
ARCOLA	LITERARY CLUB - 1/2
ARCOLA	LITERARY CLUB - 1/2
ARCOLA	MATH COUNTS
ARCOLA	MUSICAL CHOREOGRAPHER
ARCOLA	MUSICAL DIRECTOR
ARCOLA	MUSICAL LIGHTING
ARCOLA	MUSICAL MUSIC DIRECTOR
ARCOLA	MUSICAL PRODUCER
ARCOLA	MUSICAL SET DESIGN
ARCOLA	MUSICAL STAGE MANAGER
ARCOLA	MUSICAL COSTUME MANAGER
ARCOLA	NEWS JOURNAL 1
ARCOLA	NEWS JOURNAL 2
ARCOLA	ORCHESTRA
ARCOLA	PHILANTHROPY CLUB SPONSOR
ARCOLA	PHILANTHROPY CLUB SPONSOR
ARCOLA	READING OLYMPICS
ARCOLA	SCIENCE FAIR
ARCOLA	SCIENCE FAIR ASS'T 2
ARCOLA	SCIENCE FAIR ASS'T 1
ARCOLA	YEARBOOK
ARCOLA	YEARBOOK ASSISTANT
ARROWHEAD	BAND
ARROWHEAD	CHORUS - 4TH GRADE
ARROWHEAD	CHORUS - 3RD GRADE
ARROWHEAD	TONE CHIME CHOIR
ARROWHEAD	FOREIGN LANGUAGE 1
ARROWHEAD	FOREIGN LANGUAGE 2
ARROWHEAD	INTRAMURALS





ARROWHEAD	HOMEWORK CLUB
ARROWHEAD	ORCHESTRA
ARROWHEAD	SAFETY PATROL
ARROWHEAD	BUS DUTY
ARROWHEAD	STUDENT COUNCIL 1/3
ARROWHEAD	STUDENT COUNCIL 1/3
ARROWHEAD	STUDENT COUNCIL 1/3
ARROWHEAD	MATH CLUB
EAGLEVILLE	ART
EAGLEVILLE	BAND
EAGLEVILLE	BUS DUTY
EAGLEVILLE	CHORUS - 4TH GRADE
EAGLEVILLE	CHORUS - 3RD GRADE
EAGLEVILLE	TONE CHIME CHOIR
EAGLEVILLE	ENVIRONMENTAL
EAGLEVILLE	STUDENT COUNCIL
EAGLEVILLE	INTRAMURALS
EAGLEVILLE	ORCHESTRA
EAGLEVILLE	P.A. CLUB
EAGLEVILLE	SAFETY PATROL
EAGLEVILLE	MATH CLUB
EAGLEVILLE	HOMEWORK CLUB
HIGH SCHOOL	READING OLYMPICS
HIGH SCHOOL	ACADEMIC DECATHLON
HIGH SCHOOL	ART HONOR SOCIETY 1/2
HIGH SCHOOL	ART HONOR SOCIETY 1/2
HIGH SCHOOL	AUDITORIUM DIRECTOR
HIGH SCHOOL	BAND DIRECTOR
HIGH SCHOOL	BEST BUDDIES
HIGH SCHOOL	CHORUS DIRECTOR
HIGH SCHOOL	CLASS OF 2020 SPONSOR
HIGH SCHOOL	CLASS OF 2020 SPONSOR
HIGH SCHOOL	CLASS OF 2021 SPONSOR
HIGH SCHOOL	CLASS OF 2021 SPONSOR
HIGH SCHOOL	CLASS OF 2022 SPONSOR
HIGH SCHOOL	CLASS OF 2022 SPONSOR
HIGH SCHOOL	CLASS OF 2023 SPONSOR
HIGH SCHOOL	CLASS OF 2023 SPONSOR
HIGH SCHOOL	DEBATE/MOCK TRIALS
HIGH SCHOOL	ELECTRIC CAR CLUB
HIGH SCHOOL	ENVIRONMENTAL
HIGH SCHOOL	FBLA
HIGH SCHOOL	FCCLA - 1/2
HIGH SCHOOL	FCCLA - 1/2
HIGH SCHOOL	GSA



HIGH SCHOOL	HONOR SOCIETY - 1/2
HIGH SCHOOL	HONOR SOCIETY - 1/2
HIGH SCHOOL	MODEL UNITED NATIONS
HIGH SCHOOL	MUSICAL DIRECTOR - CHOIR
HIGH SCHOOL	MUSICAL DIRECTOR - ORCHESTRA
HIGH SCHOOL	NEWSPAPER
HIGH SCHOOL	ORCHESTRA
HIGH SCHOOL	RED CROSS
HIGH SCHOOL	SCIENCE FAIR CLUB
HIGH SCHOOL	STAGE MANAGER
HIGH SCHOOL	STAGE CONSTRUCTION COORD
HIGH SCHOOL	STUDENT COUNCIL - 1/2
HIGH SCHOOL	STUDENT COUNCIL - 1/2
HIGH SCHOOL	TEAMS
HIGH SCHOOL	THEATER COMPANY DIRECTOR/PRODUCER - FALL
HIGH SCHOOL	THEATER COMPANY DIRECTOR/PRODUCER - SPRING
HIGH SCHOOL	TRI - M SPONSOR
HIGH SCHOOL	ROBOTICS
HIGH SCHOOL	VIDEO CLUB
HIGH SCHOOL	WARRIOR'S PERFORMANCE GROUP
HIGH SCHOOL	WARRIOR'S PERFORMANCE GROUP ASSISTANT
HIGH SCHOOL	YEARBOOK 1
HIGH SCHOOL	YEARBOOK 2
HIGH SCHOOL	SERVICE GROUPS 1 (LEAD)
HIGH SCHOOL	SERVICE GROUPS 2
HIGH SCHOOL	SERVICE GROUPS 3
HIGH SCHOOL	MULTICULTURAL CLUB
HIGH SCHOOL	THE TRIBE
SKYVIEW	AFTER SCHOOL SPORTS
SKYVIEW	HOMEWORK CLUB
SKYVIEW	BAND
SKYVIEW	CHORUS - 5TH GRADE
SKYVIEW	CHORUS - 6TH GRADE
SKYVIEW	MATH COUNTS
SKYVIEW	ORCHESTRA
SKYVIEW	STUDENT COUNCIL
SKYVIEW	STUDENT COUNCIL
SKYVIEW	ART CLUB
SKYVIEW	ENVIRONMENTAL CLUB
SKYVIEW	ENVIRONMENTAL CLUB
SKYVIEW	READING OLYMPICS
SKYVIEW	READER'S THEATRE
SKYVIEW	HAWK NEWS
SKYVIEW	HAWK NEWS
SKYVIEW	YEARBOOK



WOODLAND	BAND
WOODLAND	BUS DUTY
WOODLAND	BUS DUTY
WOODLAND	CHESS
WOODLAND	CHORUS - 4TH GRADE
WOODLAND	CHORUS - 3RD GRADE
WOODLAND	ENVIRONMENTAL
WOODLAND	HANDBELLS
WOODLAND	HOMEWORK 1
WOODLAND	HOMEWORK 2
WOODLAND	INTRAMURALS
WOODLAND	MATH CLUB
WOODLAND	WOODLAND NEWS - 3RD GRADE
WOODLAND	WOODLAND NEWS - 4TH GRADE
WOODLAND	ORCHESTRA
WOODLAND	SAFETY PATROL
WOODLAND	STUDENT COUNCIL
WOODLAND	STUDENT COUNCIL
WOODLAND	STUDENT COUNCIL
WORCESTER	BAND
WORCESTER	CHORUS - 4TH GRADE - 1ST SEM
WORCESTER	CHORUS - 4TH GRADE - 2ND SEM
WORCESTER	CHORUS - 3RD GRADE - 1ST SEM
WORCESTER	CHORUS - 3RD GRADE - 2ND SEM
WORCESTER	INTRAMURALS - 1/2
WORCESTER	INTRAMURALS - 1/2
WORCESTER	MELODY CHIMES - 1ST SEM
WORCESTER	MELODY CHIMES - 2ND SEM
WORCESTER	ORCHESTRA
WORCESTER	SAFETY PATROL - 1/2
WORCESTER	SAFETY PATROL - 1/2
WORCESTER	BUS DUTY
WORCESTER	COMPUTER CLUB
WORCESTER	STUDENT COUNCIL - 1/2
WORCESTER	STUDENT COUNCIL - 1/2
WORCESTER	ART CLUB
WORCESTER	MATH CLUB
WORCESTER	HOMEWORK CLUB/PSSA PREP
WORCESTER	ENVIRONMENTAL CLUB