

KEARNS HIGH SCHOOL

MEMO 61

August 2016

SUBJECT: Clubs and Organizations

A. Renewal of a curriculum or non-curriculum club

Teachers who have previously been approved as sponsors of either a curriculum or non-curriculum club and if no changes shall be made to the charter need only complete the first page of the application. Club officers and meeting dates are not considered "charter" changes. If changes to the charter itself are to be made, a new application must be completed and returned by **October 15, 2016**. All applications or new **must be submitted by October 15, 2016**.

Club meetings may not be held without the presence of the advisor and must be held between 2:20 - 4:30 p.m., Monday - Friday. (Exceptions must be approved in advance by Mr. Fausett) **Club meetings may not be held prior to written administrative approval. Advisors who violate this policy may have their club applications denied.**

B. New application of curriculum or non-curriculum club

Teachers interested in sponsoring a new club during the 2016-2017 academic year must complete and submit the completed application. **Deadline for submission of new applications will be October 15, 2016.**

C. Curriculum club guidelines

1. Membership is limited to students who are currently registered in the District. Members from schools other than the sponsoring school must have parental permission.
1. Clubs may require that prospective members try out based on objective criteria outlined in the application materials. Try-outs shall not require activities which violate laws, policies, or regulations of the State or District.
2. Membership may not be limited on the basis of race, gender, ethnicity, national origin, or disability.
3. Other guidelines as determined by the administrator.

D. Non-curriculum club guidelines

1. Membership is limited to students who are currently registered in the school.
2. Clubs may require that prospective members try out based on objective criteria
3. Membership may not be limited on the basis of race, gender, ethnicity, national origin, or disability.
4. A parent/guardian signature on the district approval form is required for membership.
5. Attendance or participation in club meetings or activities is limited to members, except that non-school persons may attend on occasion to make presentations if approved in advance by the administrator. Non-school persons shall not direct, conduct, control, or regularly attend meetings or activities of clubs.

GRANITE SCHOOL DISTRICT
NEW CURRICULUM CLUB
APPLICATION FOR AUTHORIZATION

Application required no later than October 15 of year of club's inception.

Date of Application _____ School _____

Name of Person Submitting Application _____

Recommended Name of Proposed Club _____

Summary of Proposed Club's Purpose and Goals (See Charter, Constitution, Bylaws for details):

Recommended Regular Meetings Dates, Times, Places _____

Attach proposed Charter, Constitution, or Bylaws that will govern this club. Should cover all guidelines, rules, and procedures needed for operation of club. Must include the following:

- a. Detailed description of club's purpose, goals, program, activities, meetings.
- b. Rules and procedures for membership, **District policy requires:**
 - May not limit based on race, color, national origin, gender, disability.
 - Students currently registered in Granite School District
 - Parents/guardian signature on approval form required for students from other schools
 - Any tryouts must comply with applicable laws, regulations, policies.
- c. Rules and procedures for organization and for electing club officers.
- d. Rules and procedures for making club plans and decisions
- e. If needed, rules and procedures for raising and spending funds.
- f. Provisions for amending charter, constitution, or bylaws.
- g. Any other provisions as needed to operate club.

Charter, constitution, or bylaws of every club must include a statement that the club will comply with Utah Code 53A-3-419, USBE R277-617, the High School Resource Guide for Parents and Teachers on Teaching Human Sexuality, and all other applicable laws, rules or policies.

For Office Use Only

Administrator Checklist for Approval of Non-Curriculum Club

Club's Charter, Constitution, Bylaws: Approved Not Approved

Approved Name of Club

Approved Faculty Supervisor or Monitor:

Approved Regular Meeting Dates, Times, Places:

Determination for _____ School Year: Club Approved Club Not Approved

Conditions or Comments:

Administrator Signature _____ Date _____

GRANITE SCHOOL DISTRICT
APPLICATION FOR AUTHORIZATION OF NON-CURRICULUM CLUB

Annual Application Required: Submit to principal no later than October 15 each year.

Date of Application _____ School _____

Name of Student Submitting Application _____ Grade _____

Recommended Name of Proposed Club _____

Summary of Proposed Club's Purpose and Goals (See charter, constitution, bylaws for details):

Recommended Regular Meeting Dates, Times, Places

Attached proposed Charter, Constitution, or Bylaws that will govern this club. Should cover all guidelines, rules, and procedures needed for operation of club. Must include the following:

- a. Detailed description of club's purpose, goals, program, activities, meetings
- b. Rules and procedures for membership, **District policies requires:**
 - May not limit based on race, color, national origin, gender, disability.
 - Must be students currently registered in this school
 - Parent/guardian signature on approval form required for membership
 - Any tryouts must comply with applicable laws, regulations, policies.
 - Should have at least seven members.
 - Attendance at meetings and activities is limited to club members, except that non- school persons may attend on occasion to make presentations, if approved in advance by the school administration.
 - Non-school persons may not direct, conduct, control or regularly attend meetings or activities of non-curriculum clubs.
- c. Rules and procedures for organization and for electing club officers
- d. Rules and procedures for making club plans and decisions
- e. If needed, rules and procedures for raising and spending funds.
- f. Provisions for amending charter, constitution, or bylaws.
- g. Any other provisions as needed to operate club.
- h. Charter, Constitution, or Bylaws of every club must include a statement that the club will comply with Utah Code 53A-3-419, USBE R277-617, the High School Resource Guide for Parents and Teachers on Teaching Human Sexuality, and all other applicable laws, rules or policies.

For Office Use Only

Administrator Checklist for Approval of Curriculum Club

Club's Charter, Constitution, Bylaws: Approved Not Approved

Approved Name of Club: _____

Approved Regular Meeting Dates, Times, Places:

Determination for _____ School Year: Club Approved Club Not Approved

Condition or Comments:

Administrator Signature _____ Date _____