



Tompkins High School

Non-Curriculum Related Club/Organization Information

Procedure for Students Interested in Starting a Club/Organization:

- ☐ Complete an *Application for Use of School Facilities by Non-Curriculum-Related Student Groups/Clubs*
- ☐ Gain the consent of a faculty member to monitor the club/organization. The proposed monitor must complete and return an *Employee Acceptance and Acknowledgement to Serve as Monitor Non-Curriculum-Related Student Groups/Clubs*
- ☐ Develop a constitution, charter, set of by-laws, and/or the organization's plan of operation
- ☐ Complete the *Club Posting Rules Form*
- ☐ All forms must be returned to the front office for approval by Mrs. Brodt.

Non-Curriculum clubs may not begin meeting until notification of approval has been given.

Requirements (In accordance with Katy ISD Board Policy FNAB):

- The club/organization must be student-initiated and student-led.
- Each club/organization must have a monitor (faculty member), who must be present at all meetings and activities. Monitors are to serve in a non-participatory capacity, to maintain order and monitor student behavior.
- Non-school persons shall not direct, conduct, control, or regularly attend activities of student groups.
- **Guests and/or outside speakers are not permitted at meetings of non-curriculum related groups or clubs.**
- The group members shall be responsible for managing any fees, dues, or other funds maintained by the group. The group shall establish guidelines for the use of any funds maintained as well as accurate record keeping. The District will not assume responsibility for maintaining financial accounts for non-curriculum-related student groups.
- **Meetings must be conducted during non-instructional time before or after school, approximately one-half hour before the start of the school day or one-half hour following the end of the school day. Reservations must be placed 30+ days in advance by the monitor via the Facility Request Google Form.**
- Attendance at meetings is voluntary, and all meetings/activities must be student-initiated and student-led. An attendance sheet shall be maintained for all meetings and kept on file with the monitor.
- Meetings must not interfere with the orderly conduct of educational activities within the school and notice of meeting/activity dates and times should be scheduled in advance.
- Membership must be open to all OTHS students and must not discriminate in any manner.
- While on campus, students are expected to conduct themselves according to the standards established in the Katy ISD *Discipline Management Plan* and *Student Code of Conduct*.
- All publications and materials associated with the organization must be approved prior to distribution in accordance with District policy.

Katy Independent School District
**Application for Use of School Facilities by
 Non-Curriculum Related Student
 Groups/Clubs**

Name of Non-Curriculum Related Student Group/Club	Date of Application
Name of Initiating Student Applicant	
Name of Additional Initiating Student Applicant (if applicable)	
Name of Additional Initiating Student Applicant (if applicable)	
Purpose and Goals of Group/Club*	
Proposed Campus Professional Staff Member Monitor(s)**	Anticipated Number of Student Members:
Proposed Dates/Times	Proposed Location of Meetings

***Please attach a copy of the constitution, charter, set of by-laws, and/or the organization's plan of operation for the Non-Curriculum related student group/club.**

A campus professional staff member cannot be forced to serve. If no campus professional staff member is willing to serve, the group cannot meet.

Student Acknowledgement

I (we) understand that the activities of the group/club described above will be governed by the District guidelines specified in the administrative regulation at FNAB and any additional campus guidelines imposed. I (we) understand that off-campus activities arranged by the Non-Curriculum related student group do not fall under the jurisdiction of the school, and the monitor is not provided for off-campus activities. Furthermore, the school has no liability in relation to on- or off-campus activities. I (we) have read the guidelines and agree to always abide by them.

Student Applicant Signature	Date
Additional Student Applicant Signature (if applicable)	Date
Additional Student Applicant Signature (if applicable)	Date

FOR OFFICE USE ONLY	
Application Status: <input type="checkbox"/> Approved <input type="checkbox"/> Not approved	Approved Dates/Times <hr/> Approved Location
Approved Monitor(s)	
Campus Principal/Principal's Designee Signature	Date

Employee Acceptance and Acknowledgment to Serve as Monitor Non-Curriculum Related Student Groups/Clubs

Name of Non-Curriculum Related Student Group/Club

Administrative Regulation FNAB provides that students may initiate a group or club under the limited open forum status to meet on campus. The group must be student-initiated, student-led. Establishment of a group under the limited open forum requires that a campus professional staff member serve as a monitor in order for the group to meet on campus.

As a campus professional staff member on the campus where the student-initiated group designated above plans to meet, it is my intention to serve as the monitor for the group. I have read the Administrative Regulation at FNAB and understand that as the monitor I must agree to the following:

- I must be present at all meetings and activities held on the campus by the group.
- I will ensure that an appropriate number of monitors based on the size of the group will be present for all meetings and activities held on the campus by the group.
- I will be responsible for maintaining order and student behavior at all meetings and activities held on the campus.
- I will be responsible for maintaining attendance sheets for each meeting.
- I will supervise the student(s) designated to control the group/club funds and ensure appropriate use.

As the monitor I understand that I may not help plan, advertise, or facilitate the group's meetings or activities held on the campus. I am aware that I am not to participate in any discussion and will abide by these restrictions. I also understand that my role as a monitor is limited to on-campus activities. (If I am an employee serving as a monitor for a group and also happen to be a parent of one of the members of the group, I understand that I must be careful to adhere to the responsibilities as a monitor while on campus and to separate my role as a monitor/employee if attending a function held off campus as a parent. I understand that there can be no perception that the group's off-campus activity is school-sponsored.)

My signature on this form is to verify my acceptance to serve as the monitor of the group named above and to acknowledge the responsibilities of the position of monitor. I understand that failure to fulfill the duties delegated to the monitor or by actively participating with the students in the group that I will forfeit the role and that the group may have to disband if another campus professional staff member cannot be found to monitor the group.

Employee Name	(Last)	(First)	(Middle)
Employee's Signature			Date

ORIGINAL: Principal
COPY: Teacher
Student Representative of Group

FNAB (R)(E) – B – Revised: 09-04-2007



Tompkins High School Club Posting Rules

Non-Curriculum Clubs

- All clubs are permitted to post flyers in the clips above the water fountains located around the school (or taped adjacent if clips are out of space). Please refrain from posting throughout the hallways and in the Rotunda.
- All flyers must have Mrs. Brodt's signature. No copies are allowed. Limit 15 flyers.
- Contact information for the sponsor and room number **MUST** be included on the flyer.
- Clubs may ask teachers for permission to post a flyer on a classroom door or in the classroom.
- The school's public address or video system may not be used for announcements.

Name of Club: _____

Sponsor Signature: _____