INTRODUCTION AND PURPOSE OF FOLDER

The Basics
Example of By-Laws
Example of a Request for a New Club Charter
Initiation and Hazing Directive & Signature Copy
List of Clubs already chartered & Appendix B
Checklist of Items Club Sponsors are Responsible for

APS Club Requirements
District Policy
Chartered Club
Non-Chartered Club
Co-Curricular and/CHSAA Sanctioned Activities
Proposed Meetings
Membership Lists
Proposed Activities
End of the Year Report

Fundraising Information
All fundraisers are scheduled through the front desk receptionist (Megan Kunz).
She has the fundraising request form and will obtain approval for
your fundraiser from the activities director.

Student Travel and Field Trips
General Information

Forms
#1 RHS Club/Activity Meeting Held
#2 RHS Club Activities Membership List
#3 RHS Activity Request
#4 RHS Activities Accomplishments
#5 Chartered Club’s End-of-Year Report
#6 Intent to be Club Sponsor for the following year
Introduction and Purpose of Folder

Clubs are open to any student who would like to become an active, motivated and positive representative of Rangeview High School.

Personal benefits to those who are actively involved include: enhancement of communication skills, student leadership training experiences, and the opportunities to build positive relationships with peers, staff, and the Rangeview community.

The intent of this packet is to inform sponsors of common club and activity procedures, district and building expectations, and to function as a resource for information and forms.

My hope is that this packet saves sponsors and support staff time, promotes efficiency, and achieves a level of coordination for the entire activities program.

The forms enclosed in the packet are for your use. Please make as many additional copies as needed. If you are missing or need additional forms, please stop by the activities’ office.
The Basics

Club sponsors are valuable resources, allowing our students to explore their interests while gaining valuable interpersonal skills.

Club sponsors are required to be at club meetings, which must be held at least once a month. Meetings should be documented with minutes which include meeting dates, attendees, and topics. An end-of-the-year report is required by the district; this must include meetings dates and indicate that your club met at least once a month for the school year.

Club membership must be a minimum of 10 students; this does not mean all ten people have to be at every meeting. However, there must be 10 consistent members for the club to run.

Each club must have By-Laws. The By-Laws can be changed during a club meeting through a vote by members. There also must be officers of the club, which can be defined by the By-Laws.

To create a new club, there is a process which includes creating By-Laws and going in front of the APS Board of Education for a request chartering a club.

All club sponsors agree to review the hazing documents and share with their club members what hazing is and that it is NOT allowed.

Fundraising is also allowed for clubs. There is specific documentation needed as well as other paperwork to assure clubs do not compete with each other. All fundraisers are scheduled through Megan in the main office.

Please note most of these forms have been revised and are available from Terri Marshall or on the Rangeview website.
RANGEVIEW HIGH SCHOOL
BY-LAWS – (Name of Club)

ARTICLE I. NAME

The name of the club shall be (enter name), hereinafter called the Club.

ARTICLE II. PURPOSE

The purpose of the Club shall be to (add general purpose of the Club).

ARTICLE III. MEMBERSHIP

Section 1. Membership in the Club is open to all students at Rangeview High School. (enter other criterion if applicable).

Section 2. No student shall be denied membership in the Club because of race, religion, creed, ethnic background, sex, sexual orientation, or the ability to pay dues.

Section 3. Each member shall attend meetings and activities.

ARTICLE IV. OFFICERS

Section 1. The officers of the Club shall be: President, Vice-President, Secretary, Treasurer. (must have at least 4 officers, may change the above titles.)

Section 2. The officers shall be nominated and elected no later than the 3rd Club meeting. Any participating member of the Club may be nominated for office. Officers shall be elected by a simple majority in a secret ballot vote of Club members.

Section 3. Duties of the officers shall be:

President - prepare meeting agendas and preside over meetings. The President shall call emergency meetings of the Club, when deemed necessary.

ARTICLE IV. OFFICERS

Section 3. Duties of officers shall be: (cont’d)

Vice-President – shall assist the President and preside at Club meetings in the absence of the President.
Secretary – shall be present and keep records of all minutes for all Club and officer meetings for approval of the Club members and shall prepare announcements.

Treasurer – shall maintain accurate bookkeeping records.

Section 4. In addition to the duties described in Section 3 above, the Secretary/Treasurer shall provide a financial statement to the Club at a regular meeting at least twice annually; the Treasurer shall, with the Club sponsor, approve all checks drawn on the Club’s account.

ARTICLE V. COMMITTEES

Section 1. The President shall have the authority to appoint ad hoc committees whenever such committees might be of benefit to the Club.

ARTICLE VI. MEETINGS

Section 1. Regular meetings shall be held monthly.

Section 2. Special meetings may be called by the Club’s sponsor or by the Club’s officers, provided that all members are notified at least three days prior to the meeting.

ARTICLE VII. PARLIAMENTARY PROCEDURE

The rules of Robert’s Rules of Order shall govern the Club in all applicable cases so long as this is not inconsistent with these by-laws or other special rules of order that the Club may choose to adopt.

ARTICLE VIII. AMENDMENT OF BY-LAWS

Advance notice of a meeting to amend or propose a new by-law must be given at least two weeks prior to the meeting and a vote of at least two thirds (2/3) of the members present is required for the passage of the amendment.
APPLICATION FOR STUDENT ORGANIZATION CHARTER

Application is hereby made to charter the student organization to be known as: ________________________________.

This organization is to become active on ________________________________.  
Mo.                   Day                  Year

Description of the purpose and objectives of the organization: (see attached)

In compliance with Policy and Procedure 5203, Student Organizations, the following criteria have been met:

Principal’s     Initials
_________________________ 1. The approved sponsor’s name is ________________________________
_________________________ 2a. Sponsor is approved for extra duty pay from schedule C.
_________________________ 2b. The sponsor is not approved for extra duty pay.
_________________________ 3. Bylaws approved by the principal have been submitted (see attached).
_________________________ 4. A budget, consistent with Policy 5202, Fund Raising, has been submitted.

The above named organization has met the requirements to become a chartered organization at Rangeview High School and a charter for operation is recommended.

Principal     Mr. Ronald M. Fay     Date

District Director of Athletics/Activities       Date

Superintendent                                     Date

Board of Education Action: The Board of Education approves the recommendation as presented.

President of the Board of Education  Date

District Form # 1015     Stock #276140     Dept. Effective Schools     Rev.  www.apsnet/warehouse/101
TO: Student Athletes, Club Members at Rangeview High School
INFO: All RHS Staff
FROM: Ron Fay, Principal
SUBJ: SECURITY DIRECTIVE—INITIATION AND HAZING

It is the specific responsibility of each Rangeview staff member to whom this memorandum is addressed to explain the information which follows to all student participants in activities and athletics. It is the responsibility of “head” coaches and activities advisors/club sponsors to see that their assistants share this information with the students whom they supervise. Please be aware that this is an annual and recurring task, which must be covered every year.

Students at Rangeview High School earn the privilege to participate in our numerous extra- and co-curricular activities through the consistency of their efforts and the quality of their performance. Student initiations, hazing, personal servitude, and similar student-to-student, seniority-based activities are specifically prohibited by state law, board of education policy, and the Rangeview “Student Code of Conduct.” Violations of this directive shall result in severe disciplinary action by the school administration and may result in the loss of the privilege to participate in our extra- and co-curricular activities.

The following definitions are taken from Colorado Revised Statutes:
(1) (a) The general assembly finds that, while some forms of initiation constitute acceptable behavior, hazing sometimes degenerates into a dangerous form of intimidation and degradation. The general assembly also recognizes that although certain criminal statutes cover the more egregious hazing activities, other activities that may not be covered by existing criminal statutes may threaten the health of students or, if not stopped early enough, may escalate into serious injury.

(b) In enacting this section, it is not the intent of the general assembly to change the penalty for any activity that is covered by any other criminal statute. It is rather the intent of the general assembly to define hazing activities not covered by any other criminal statute.

(2) As used in this section, unless the context otherwise requires:
(a) "Hazing" means any activity by which a person recklessly endangers the health or safety of or causes a risk of bodily injury to an individual for purposes of initiation or admission into or affiliation with any student organization; except that "hazing" does not include customary athletic events or other similar contests or competitions, or authorized training activities conducted by members of the armed forces of the state of Colorado or the United States
(b) "Hazing" includes but is not limited to:
   (I) Forced and prolonged physical activity;
(II) Forced consumption of any food, beverage, medication or controlled substance, whether or not prescribed, in excess of the usual amounts for human consumption or forced consumption of any substance not generally intended for human consumption;
(III) Prolonged deprivation of sleep, food, or drink.

(3) It shall be unlawful for any person to engage in hazing.

(4) Any person who violates subsection (3) of this section commits class 3 misdemeanors.

The following definitions can be found in the Aurora Public Schools Board of Education policies:

D. Hazing
   Hazing directed toward another student or school employee is forbidden. Initiations which are demeaning, threatening or which threaten physical harm are not permitted whether conducted by organized groups or by individual students.

2. Harassment. A person commits harassment, with intent to harass, annoy or alarm another person, the person:
   a. repeatedly strikes, shoves, kicks or otherwise touches a person or subjects her/him to physical contact, (if such contact results in bodily harm, it is assault and expulsion is mandated);
   b. repeatedly makes lewd or obscene (collectively defined as patently offensive references to sexual matters) comments or gestures to or at another person;
   c. repeatedly follows a person around;
   d. repeatedly insults, taunts or challenges another in a manner where such words or behavior is likely to incite an immediate and violent response from the person(s) being addressed; or
   e. threatens another person with physical harm.

4. Verbal Abuse. Engaging in verbal abuse such as name calling, ethnic or racial slurs or derogatory statements addressed publicly to others that precipitate disruption to the school program or incite violence is prohibited.

Signature of Student Athlete/Club Member:
____________________________________________________________________________________

Date: _______________________________________________________________________________
Rangeview High School
Club and Activities List

CO-CURRICULAR AND/OR CHSAA SANCTIONED ACTIVITIES (Appendix B)
Band
Choir
Drama
Raider Review Newspaper
Speech Team
Student Council- Head; Assistant Freshman Class
Sophomore Class
Junior Class
Senior Class
Yearbook – Head

CHARTERED CLUBS* (Appendix C)
*Some are inactive at this time

Ambassadors
Animal Rescue
Anime Club
Athletic Student Trainers
Black Student Alliance
Book Club
Bowling Club
Break Dance Club
Chess Club
College Ambassadors
CyberPatriots
Dance Troop
DECA
Destination Imagination
Diversity Club
Eastern Culture Association
Environmental Club
Fellowship of Christian Athletes
First Priority
Fitness
French Club
Future Business Leaders of America (FBLA)
Future Educators of America
Gay Straight Alliance
German Club
Improv Club
Jazz Dance
Link Crew
LULAC
MESA
Middle East Society of Arabs and Jews
Most Definitely Speakers Club
Multicultural Diversity Alliance
National Art Honor Society
National Honor Society
Orchestra Coordinator
Outdoor Adventure
Percussion Ensemble
Polynesian Club
Rangeview Close Up
Press Club
Quill & Scroll Club
Robotics Club
Rock Climbing Club
Rodeo Club
Role Playing
Roller Hockey Club
Rotary Interact
Rowdy Raiders
Rugby Club
Russian Club
Science Bowl
Sewing Club
Sign Language Club
Sisters in the Community
Ski & Snowboard Club
Spanish Club
Speech and Debate Club
Stage Crew
Stellar Xplorer
Step Club
Strategic Games Club
Students Against Destructive Decisions
Studio 8
The Crew
Thespians
Tri-M Honor Society
UJIMA
Ukele Club
Vocal Music Club
Winter Guard
Yoga

Athletic/Appendix B Opportunities for Staff and Students

Baseball
Basketball - Boys
Basketball - Girls
Cheerleading
Cross Country - Boys
Cross Country - Girls
Football
Golf - Boys
Golf - Girls
Gymnastics
La Crosse - Boys
La Crosse - Girls
Poms
Soccer - Boys
Soccer - Girls
Softball
Swimming - Boys
Swimming - Girls
Tennis - Boys
Tennis - Girls
Track - Boys
Track - Girls
Volleyball
Wrestling
Rangeview High School Club & Activities
Checklist/Due Dates
(Return all completed forms to Terri)

Beginning of the Year

- September 8: Signed Initiation and Hazing Directive
  Membership List (form #2)/Meeting Place & Time

Monthly

- Roster of club meeting with student signatures

Quarterly

- At the end of each quarter Activities Accomplishments (form #4)
  Meeting Dates (form #1)
  Updated Membership List, if needed.

End of the Year

- May Teacher Workday: Meeting Dates (form #1)
  Activities Accomplishments (form #4 again)
  End of Year Report (form #5)
  Updated Membership List (form #2 again)
  Intent to be a Club Sponsor (for the next year)

On-Going Submissions

- Monthly: Activity Student of the Month nominations
- Upon Completion: Community Service Project form/hours
DISTRICT POLICY:
Per district policy JJA, RHS clubs and activities “must remain free of advocating religious, political or ideological partisanship and shall foster one or more of the following objectives:”

1. Provide learning experiences based on pupil interest;
2. Supplement the curriculum and development of individual abilities;
3. Furnish constructive use of leisure time;
4. Serve as an exploration of occupational interests; and/or
5. Offer opportunities for students to participate in group-planning and decision-making and to learn the principles of the democratic process.

All authorized student organizations may, with the permission of the principal or designee, use appropriate areas of the school building or grounds to conduct meetings and activities. Other duties and privileges are described below.

CHARTERED CLUBS (Appendix C):
1. Following the recommendation of the superintendent of schools, must receive a charter from the board of education;
2. Must have adopted bylaws. These bylaws shall be adopted or amended by two-thirds of the voting members with a minimum of seven votes required;
3. May collect dues and conduct a maximum of two fund raising activities with the approval of the principal or designee;
4. Must provide an end-of-year report (form NS-5-I-80, FORM #5) if dues are collected and/or fund drives are held;
5. Must hold a minimum of nine total meetings during the year;
6. Must have no fewer than ten active participating members in order to remain an active chartered club;
7. Must have a District employee act as a sponsor. The sponsor will be paid in accordance with Appendix C, unless s/he is being paid for similar responsibility from Appendix B. Sponsors will not receive payment from both Appendices B and C for the same activity.
8. The sponsor should be in attendance at all functions of the club. Sponsors are to approve all announcements, meeting times, projects, etc.; and
9. The sponsor and club treasurer are required to approve all expenditures of club funds.

APPROVED ORGANIZATIONS (Non – Chartered Clubs):
1. Must be authorized by the principal or designee;
2. Must have a district employee act as a sponsor. Such sponsor shall serve on a voluntary basis with no financial compensation from the district for sponsor services; and
3. May not conduct fundraising campaigns of any kind or collect dues.

CO-CURRICULAR AND / OR CHSAA SANCTIONED ACTIVITIES (Appendix B):
1. Coaches and sponsors of Appendix B activities may conduct fundraising activities without being required to form a chartered club; and
2. All fundraising activities conducted by an Appendix B coach or sponsor must be in accordance with (district and building) fundraising guidelines.
PROPOSED MEETINGS:
Each club or activity **MUST** submit a calendar of proposed meetings and activities for the school year. Please submit proposals to the activities director by the end of September. Developing a calendar for the year should help individual activities define their purpose, set goals, and organize accordingly to meet those goals.

Please note:
- At the end of each semester every club sponsor will submit a final list of all meetings held by your club, with the number of club members in attendance at each meeting, to the activity director. (FORM #1)

Also:
- Clubs must hold a minimum of nine total meetings during the year;
- Clubs must have no fewer than ten active participating members;
- The sponsor must be in attendance at all functions of the club;
- Sponsors are to approve all announcements, meeting times, projects, etc.

MEMBERSHIP LISTS:
This district requires documentation regarding the number of active members. A Clubs and Activities Membership List (FORM #2) is included in this handbook. Clubs and Activities Membership List will be turned in twice per year (end of each semester) with accurate and current information.

PROPOSED ACTIVITIES:
Any organization requesting a special student activity that may have school-wide or large group impact, (i.e. assemblies, dances, etc.) must complete an Activity Request (FORM #3) and submit it for approval to the activities director at least three weeks before the proposed activity. At the end of each semester, Activities Accomplishments (FORM #4) must be submitted.

BUILDING CALENDAR:
Sponsors must submit confirmed activities to activity secretary to be placed on the building calendar.

END OF THE YEAR REPORT:
Each club or activity must provide an end-of-year report (form NS-5-I-80, FORM #5) if dues are collected and/or fund drives are held.
Rangeview High School Club/Activity Meeting

Club/Activity Name

School Year ________________ Sponsor Name __________________________

In the space below, please provide the information requested. Please make copies if more space is needed. This form is to be completed at the beginning of the school year and at the end of the school year.

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<th>DATE OF MEETING</th>
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Rangeview High School
Club and Activities Membership List

Turn into activities director at the beginning of the school year and at the end of the school year.

Club/Activity Name ________________________________  School Year __________

Sponsor Name ________________________________

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<th>Student LAST Name, FIRST Name</th>
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01 - Native American, 02 - Asian, 03 - African American, 04 - Hispanic, 05 – Other
Use more than one form if more space is needed.
Any organization requesting a special student activity that may have school-wide or community impact must complete the information below and submit it for approval to the activities director at least three weeks before the proposed activity.

**Basic Information:**
Organization Requesting Activity ______________________________ Sponsor: ______________________________
Desired Date of Activity: ______________ Proposed Time of Activity: from _________ to ________
Desired Location of Activity: ___________________________________________________________________________
How would you like to advertise this event? _______________________________________________________________
Who will screen the performances/music/handbills prior to use/distribution? (Please note: An administrator must sign ALL signs.)
___________________________________________________________________________________________________
How many attendees do you anticipate? _______________
Type of Activity, Target Audience, Special Needs, Etc.
_______________________________________________________________________________________________________
_______________________________________________________________________________________________________

**Technical Needs (check all that apply):**
___ a. Lighting      ____b. Sound-- # of mics/stands  ____c. Access to CD/DVD player  ____d. Drop Screen
___ e. Sound technician (this will cost additional money) ___ f. other: ______________________________

**Custodial And Building Needs**
Equipment needs (ie: tables, chairs, etc): _________________________________________________________________
Specific set-up instructions?  Y   N      If yes, please attach.

**Timeline**
Set-up/tear-down information. What will be set-up, decorated, etc.? When? Who is responsible for tear-down? When?
__________________________________________________________________________________________________
__________________________________________________________________________________________________

**Expenses**
Will there be an admission fee?  Y   N   Amount?______________
Will anything be sold at this event?  Y   N   Describe: ______________________________
Do you require a cash box for the event?  Y   N
Expenses to be covered by organization: ________________________________________________________________
Expenses requested to be covered by other source: _______________________________________________________

**Security and Chaperones**
Will there be police officers or security at this event?  Y   N
List sponsors or staff members who will attend and supervise the activity. __________________________________________

Sponsor's Signature ___________________________   Today’s Date _____________

Activities Director’s Signature ___________________________

STATUS: ___________________________________________ Date of Action ______
At the end of each school year, the district athletic and activities office reports high school accomplishments to the school board. Sponsors should keep a running list of individual and group achievements and turn this report into the building activities director as part of teacher checkout and the end of the year.

Activity ___________________________ School Year ____________
Sponsor ______________________________

Description of accomplishments: Please include student’s names and grade levels when appropriate.

1. ____________________________________________________________
2. ____________________________________________________________
3. ____________________________________________________________
4. ____________________________________________________________
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6. ____________________________________________________________
7. ____________________________________________________________
8. ____________________________________________________________
9. ____________________________________________________________
10. ____________________________________________________________

Sponsor Signature _________________________________
Activities Director’s Signature ________________________________
CHARTERED CLUB’S END-OF-YEAR REPORT (NS-5-I-80)

Club______________________________  School ____________________________
President _________________________ Sponsor____________________

Number of meetings held this school year ________________________________________
Number of members this school year ____________________________________________

In addition to the meetings numbered above, list the activities that were sponsored by the club this school year (attach additional pages as needed):

Activity:                      Date:
_________________________________ ________________________________
_________________________________ ________________________________
_________________________________ ________________________________
_________________________________ ________________________________
_________________________________ ________________________________
_________________________________ ________________________________
_________________________________ ________________________________
_________________________________ ________________________________
_________________________________ ________________________________
_________________________________ ________________________________

__________________ Financial statement has been completed.
(Initial of Sponsor)

Number of pages attached _____.  Next year’s sponsor _____________________________

Report prepared by _____________________________  Date _________________
(Signature of Sponsor)

Reviewed by _____________________________  Date _________________
(Signature of Building Activities Director)

(Signature of District Activities Director)
# Financial Statement for School Year Ending

## Beginning Balance

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## Expenditures

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## Ending Balance

Financial statement prepared by  _____________________________
(Signature of Club’s Treasurer)  (Date)

Financial statement approved by  _____________________________
(Signature of School’s Bookkeeper)  (Date)

Financial statement approved by  _____________________________
(Signature of Club’s Sponsor)  (Date)
MEMORANDUM

DATE: May 2016

TO: Club Sponsors

FROM: Vic Strouse

SUBJ: Intent for Next Year – 2016-2017

As you know, club sponsor positions are annual appointments. I need to know what your desire is concerning your current capacity as a club sponsor.

Please get this back in to me with your other year-end paperwork so that the administrative team can work on club sponsor appointments for 2016-2017.

INTENT TO BE A CLUB SPONSOR

I do ______ do not ______ wish to be re-appointed to my current capacity of


Club Name

__________________________________________  ___________________________

Signature of Club Sponsor  Date

Please fill out the following information so we can update our records.

Home Phone: ___________________

Work Phone: ___________________
The front desk receptionist (Megan) schedules all the fundraisers for all groups/clubs at Rangeview. Please see her for the proper Request for Fundraising Form and to schedule your fundraiser. The necessary paperwork and approval must be obtained *BEFORE* the fundraiser begins.

- Large dollar orders, expensive items, and/or year or specific products (i.e. Homecoming) may only be sold with pre-delivery orders or on consignment (can be returned).
- Money needs to be counted and deposited daily. Deposits should be given to the bookkeeper with the completed deposit form. At the end of the fundraiser, or for continuing sales, at the end of the month, a final report needs to be turned in to the appropriate administrator using the “Funds Collected from Fundraiser” form.
- Sponsors/Coaches/Teachers need to plan ahead and request checks to purchase items. Paying with personal checks or credit card and collecting reimbursement from the school should be avoided.
- Reimbursements are intended for emergency situations only.
- Fundraising procedures must be followed. Failure to follow will result in accounts being frozen until the situation is rectified with the sponsor/coach/teacher and the administration.
There will be times when it is necessary to transport students off campus to an activity, field trip, competition, etc. If the activity is optional, after regular school hours, and within the City of Aurora, students may meet at the site of the activity without requiring insurance or permission forms. Of the options available, the school district’s preferences are listed in priority as follows:

**FIRST CHOICE – SCHOOL BUS**
The club or activity using the school bus is responsible for requesting it and paying for it. See the athletic secretary for forms and details. Field Trip and District Transportation request form must be submitted.

**SECOND CHOICE – SCHOOL VAN**
If the number of students participating does not warrant using a school bus, a school van may be used. The club or activity using the school van is responsible for requesting it and paying for it. See the athletic secretary for forms and details. The teacher, sponsor or coach must be licensed by APS to drive the school van. Training and licensure is available through the district transportation department and is offered throughout the year.

**THIRD CHOICE – PRIVATE VEHICLE**
If the number of students participating does not support the use of a school bus or van, private vehicles may be used. The following requirements must be met if the activity is mandatory, or if the activity is during school time, or if the activity is outside of Aurora city limits:

**ALL SPONSORS & CHAPERONES MUST SUBMIT:**

1. Students, parents, or sponsors driving to an activity must complete an [Authorization to Use Privately Owned Vehicle on School District Business Form](#). The purpose of this form is to provide proof of insurance on behalf of the driver. The school district does not insure school related trips in private cars.

2. Student passengers in a private vehicle must complete a [Parent Permission Form for Use of Private Vehicles](#). The purpose of this form is to provide parent acknowledgement and permission for their student to be a passenger in a car driven by another student, parent, or sponsor.

3. [Student Clearance For School Activity/Field Trip](#) form if class will be missed. Please contact the activity director for guidelines.

4. [Student Regulations and Student Agreement](#) form.

It is the sponsor’s responsibility to distribute and collect these forms. **NO** student will be allowed to drive or be a passenger in a private vehicle without having turned in proper documentation.

**OVERNIGHT TRAVEL**
There is board policy in place when taking students on overnight activities. (Student Travel Training JJH) Please see the activity director if you are planning an overnight trip.