



Winston Churchill High School Clubs

In order to start or continue a club at WCHS, **students** are required to do the following:

Complete a New Club Request Form or a Club Renewal Form

1. **In the spring prior to the upcoming school year**, students must submit a New Club Request if they are interested in starting a new club. If students are presently a member of an approved and active club, they need to submit a Club Renewal form in the spring prior to the upcoming school year. Only one Club Renewal request form can be submitted for an already active club by the current student officer and teacher sponsor.
2. The forms are then posted on the WCHS website and are available in the Main Office for approximately one month before the deadline (April-May). Once posted, announcements are made and reminders are communicated weekly prior to the deadline.
3. Forms are not accepted without the signature of a committed teacher sponsor who is willing to work with and support the club.
4. Teachers can sponsor no more than 3 clubs.
5. Teachers must be present during all club meetings.

Identify Club Goals and Description

6. Club goals must identify a specific purpose focusing on meeting a particular/identified need in the student body and in the community. On the application, club goals must be outlined with an agreement from the teacher sponsor first. The meeting day, time, and frequency must be noted, along with connections to specific outside organizations if applicable. If there are dues, this must also be identified. Agenda items for meetings, fundraising planning and ideas, identification of events that will occur outside of the school day, and member requirements and expectations must be clearly described.
7. Proposed club ideas should also be sustaining. Student officers should be able to frequently meet to identify and implement actionable steps towards meeting club outcomes and goals.



Receive Club Approval or Denial

8. In June, student officers will receive notification via email if their New Club Request for the upcoming school year was approved or denied. A form letter will be emailed identifying various reasons as to why it may have been denied. A form letter will also be emailed to student officers whose clubs were renewed for the upcoming school year in June.
9. If a student officer does not submit a Club Renewal form by the deadline, then that particular club will be removed from the next school year club brochure and cannot be an active club. It is not the responsibility of the teacher sponsor to submit the Club Renewal form.

Next Steps

10. Once a club has been approved or renewed, the club president and teacher sponsor will receive access to a Googledoc where they will include or update their club information to be displayed in the next school year club brochure.
11. The student president and teacher sponsor will also be added to a Club Contact List in order to receive email updates regarding Club Night which takes place in September, and other important items that club officers and sponsors must adhere to.
12. Teacher sponsors are required to attend two meetings in August presented by the school's Business Office Administrator regarding club procedures and expectations. Teacher sponsors will also receive this information via email.
13. At the start of the school year in September, all clubs **have been finalized** for that school year. Students will begin to prepare to showcase their club at Club Night in order to have new members sign up.
14. If at any point during the school year it becomes known that clubs are not meeting and are not active, those clubs will be eliminated and removed from the club brochure. The Business Office will also be notified.



CLUB/ACTIVITIES GUIDELINES FOR SPONSORS AND STUDENT OFFICERS

CLUB/ACTIVITY ADMINISTRATION

- 1.) Keep a spreadsheet of all members of your club.
- 2.) If your club collects dues or fees, please submit to the Business Office the following:
 - Name of all students in club or society
 - Amount of Dues/Fees and for what the money will be used.
(ex. \$20 dues, used for national membership fee, tassel, food at meetings)
 - The plan to collect any outstanding dues/fees.
- 3.) Monthly account reconciliation reports must be reviewed, signed and returned to SFS by the 15th of each month. Accounts will be placed ON HOLD if this information is not received.
- 4.) Sponsors have the fiduciary responsibility to ensure that expenditures do not exceed the available account balance.
- 5.) The sponsor must be present at all Club meetings and activities. This includes afterschool practices or projects.
Students should not be in the building unsupervised.

COLLECTING/HANDLING MONEY

- 1.) Money collected must be deposited DAILY to the SFS **before 2:45pm**.
- 2.) All deposits require a completed MCPS Form 280-34, Remittance Slip.
- 3.) Staff members must collect and deposit money, NOT STUDENTS.
- 4.) Do not leave money in SFS mailbox.

PURCHASES

- 1.) All purchases **must be pre-approved**. Requests for purchase forms (RFP) can be found on T:tshared>business office>purchases.
- 2.) Once completed, submit to Business Office review and approval.
- 3.) Any independent contractor working with the students (DJ, Photo Booth, Choreographer, paid speaker etc.), must be approved by procurement. Instead of an RFP, the sponsor must submit a 280-49A. The vendor will need to complete a 235-40 and provide a W-9. Please see Business office for correct forms and procedures.
Allow 3-4 weeks for processing information.
- 4.) Clubs may submit a budget for approval. This will enable the sponsor the freedom to purchase materials, food etc. without requesting approval for each individual purchase. However, the RFP must be completed in order to generate payment.
- 5.) All invoices must be verified as received and signed ok to pay by the sponsor. Submit to Business office for payment.

SPEAKERS, GUESTS AND VOLUNTEERS

- 1.) According to the new MCPS policies on fingerprinting and child abuse and neglect training for chaperones and volunteers, any outside speaker or guest must present their driver's license to our front desk.
 - a. Once screened by our VMS system (Visitor Management System), the sponsor will be called and required to **escort the speaker or guest at all times** while in the building with students.
 - b. If the speaker/guest regularly volunteers, he must complete the online child abuse and neglect training provided by MCPS. An email is required, so a certification of completion can be emailed. The sponsor is responsible to request the certification and keep on file.
 - c. Guests and speakers are not typically paid. If payment is to be made, the speaker is considered an Independent Contractor and will need to be fingerprinted at their own expense. Approx. \$59.00. Additional paperwork is also required; it takes 3-4 weeks for processing. See the Business Office for instructions.

FUNDRAISERS AND EVENTS

- 1.) Club Sponsor and students fill out **Fundraiser/Event request form in its entirety** and schedule an appointment with SBA to discuss. Club Sponsor **MUST** be present.
- 2.) At the meeting:
 - a. A schedule of activities with equipment requirements and responsible persons must be presented at the meeting. This is the vision for your event and details for execution of vision.
 - b. A date for the fundraising event can be determined.
 - c. FINAL Building Use form.
 - d. Depending on scope of fundraiser/Event, a budget should be submitted.
 - e. T-shirt/Merchandise designs should be submitted.
- 3.) After SBA approval, it will be forwarded to Principal for approval.
- 4.) Notification of approval will be sent via Outlook email with instructions and requirements to which the sponsor must adhere for audit compliance purposes. (ex. Inventory counts, close-out instructions).
- 5.) The Business Office provides ASSISTANCE ONLY with the fundraiser/event. It is the responsibility of the sponsor to request tickets/change funds/OSP/RFP, contact the MST, Building Service or Security if needed.
- 6.) All sponsors must close out fundraiser-event within two weeks of its conclusion.
- 7.) No fundraisers will be approved for May or June.

FIELD TRIPS

- 1.) Any time students plan a club activity outside of school, Field Trip forms must be completed. (i.e. visiting a museum on a Saturday).
- 2.) Club Sponsor will go to T:tshred>business office>Field Trips to complete the field trip request packet. Choose which type of field trip: local or extended day, overnight and select the subfolder.
- 3.) All paperwork requirements are included in the appropriate folder.
- 4.) Please pay special attention to the new MCPS policies on fingerprinting and child abuse and neglect training for chaperones and volunteers.
- 5.) Complete the appropriate paperwork, email it to SBA and then schedule a meeting to discuss.
- 6.) Once financial data is reviewed and approved, the paperwork will be forwarded to the Principal and then OSSI for final approval.
- 7.) After notification of approval from OSSI, the sponsor may then begin to advertise the trip and collect money.
- 8.) Reconciliation of funds will take place at conclusion of trip so accurate records are imperative.

SCHOOL ADVERTISING/POSTERS

- 1.) Only approved activities and clubs are permitted to advertise within the school.
- 2.) Posters should be submitted to SBA for stamp of approval.
 - a. Any poster/sign displayed in school must have stamp of approval.
 - b. All signage must be displayed on the lower 50% of the wall per Fire Regulations.
 - c. No signage can be displayed in the stairwells per Fire Regulation.
 - d. There is a **10 poster/sign limit** per club or event. This will help control "litter".
 - e. All signage must be removed within 2 days after your event/promotion.
- 3.) Daily Dose announcements can be submitted via the Quick Links tab on the Churchill Website.
- 4.) Requests for Advertising on the Churchill website can be made to Dr. Burris.
- 5.) Utilize Bulletin Boards.

ROOM RESERVATIONS

- 1.) Requests for Building Use should be submitted by May 31st of the previous year.
 - a. Moving locations, dates, or times is **HIGHLY DISCOURAGED**.
 - b. Consider request before submitting. Can I use my classroom?
 - c. Classroom use requests until 4:30pm are made directly to the teacher. Gyms, Wrestling Room and Dance Studio use requests during the day are made directly with PE Resource teacher. After school until 6pm are made directly with Athletic Director. They do not come to Business office.
 - d. Computer Labs are requested on FileMaker/Media Center.
 - e. Room 124 is reserved on T:tshared>Room 124 Sign up.
 - f. Equipment requests must be emailed to Angel Delgado **TWO WEEKS** in advance.
 - g. Audio/Visual requests must be emailed to Ben Schnapp **TWO WEEKS** in advance.
 - h. For evening and weekend building use, charges may apply.

VIEW THE CALENDAR

Internal building use calendar:

- Go to Outlook.
- On the bottom of the page, there are three dots.
- Click on dots.
- Select Folders
- Select Public Folders
- Select All Public Folders
- Select Conferences
- Select School Folders
- Select Winston Churchill HS
- Right Click on Building Use Calendar
- Add to Favorites

ICB Calendar:

- Go to Staff Applications
- Click on Yellow ICB Web icon
- Click Facility Schedule Reports
- Watch Tutorial OR
- Enter Here: Active Montgomery
- Continue
- Enter Dates
- Click on "Center"
- Select Churchill, scroll down to bottom and select Done
- Scroll to bottom of page and select Run report