

# Fairfax High School Sponsor Handbook



## **Introduction**

The student activities office has developed this handbook to provide guidance for those individuals sponsoring or directing a club or activity at Fairfax High School. As a sponsor of a club or a director of an activity, it will be your privilege to get to know the students and work with them in a situation different from the normal classroom environment. The main goal is to help students discover and develop their abilities as leaders and responsible citizens which should be a rewarding experience.

Fairfax believes that a dynamic program of student activities is vital to the educational development of the student. Fairfax should provide a variety of experiences to aid in the favorable development of habits and attitudes that will prepare them for adult life in a democratic society.

Fairfax believes that the opportunity for participation in a wide variety of student selected activities is a vital part of the students' educational experience. Such participation is a privilege that carries with it responsibilities to the school, the activity, the student body, the community and to the students themselves.

Fairfax Student Activities are considered a supplement to the school's program of education which strive to provide experiences that will help to develop students physically, socially and emotionally. A comprehensive and balanced activities program is an essential component to the basic program of instruction. The activities program should provide opportunities for you to further develop interests in sports, speech and debate, drama, journalism, music, student government and academic related areas. Participation in these activities should provide many students with a lifetime of basics for personal values and for work and leisure activities.

*The following is a list of objectives for the activities for students:*

- Help all students to learn how to constructively use their leisure time.
- Help all students to increase and productively use their unique talents and skills.
- Help all students to develop new vocational and recreational interests and skills.
- Help all students to develop more positive attitudes toward the value of vocational and recreational activities.
- Help all students to increase their knowledge of and skill in functioning as leaders and/or as members of a group.
- Help all students to develop a more realistic and positive attitude towards themselves and others.
- Help all students to develop a more positive attitude toward school as a result of participation in the student activities program.
- Help all students to understand and participate in the democratic processes of an organization.

All school-sponsored interscholastic activities are conducted in accordance with Fairfax County Public Schools Rules and Policies.

## **Sponsor Responsibilities**

A sponsor has a great deal of influence on the success of a student group and activity. The following criteria is the responsibility of the sponsor of any Fairfax County Public School activity.

The sponsor should:

1. Provide leadership by acting as a facilitator during meetings.
2. Promote positive student interest, enthusiasm, and leadership.
3. Obtain approval of the school administration for all activities.
4. Discuss with students pros and cons of all projects.
5. Be present at all meetings and activities for the duration of the event.
6. Sign all purchase orders.
7. Follow-up with students to make sure they are fulfilling their responsibilities.
8. Encourage good academic standing and ethical behavior for all members of the organization.
9. Obtain administrative approval for posters and bulletin announcements. Posters, bulletins, fliers, promotions or displays must not depict alcohol or drugs or their use unless they are a part of an administration-approved drug/alcohol use prevention program.
10. Account for all uniforms, supplies, and equipment used during school year.

### **Basic Organization**

- Have a pre-determined meeting day, place, and time
- Meet at least once a month
- Each month plan:
  - Social activity
  - Service activity
  - Fundraising activity
- Teach Leadership
- Have a plan to develop activity membership
  - Advertise
  - PA announcements
  - PT television
  - Personal invitations
- The organization secretary should have written minutes of each meeting

### **Common Sense**

- Plan well advance. Adequately publicize events.
- Student leaders should keep accurate records-of meetings, funds, vendor contacts.
- Student leaders must discuss proposed activities with their sponsor before seeking administrative approval.
- Student leaders should avoid dealing with vendors about fund raising projects until they have first discussed the matter with the sponsor. If the project is to be taken on, no financial obligation should be assumed until:
  - the activity is approved
  - the activity is placed on the calendar

- a purchase order number has been issued by finance
- Student leaders should avoid committing to high pressure sales tactics. Vendors should not be dealt with on instructional time.
- Dances or other social activities require chaperons.
- Assemblies should be promoted on the basis that they enhance both the academic and the student activity programs.
- All controversial topics and speakers must be carefully evaluated and approved by the administration.
- Sales of food must be conducted before or after school. You may not sell food items during instructional time.
- Promotional schemes involving dressing up in costume, offering services, etc. must be closely scrutinized to ensure that no student or groups where adequate protection, supervision, and control can be exercised.

## **Finance**

### **Fundraising**

- Identify needs-why are you fundraising?
- Complete a “Fundraising Form”
- Prior to ordering any items for a fundraiser, sponsor or club treasurer must secure a purchase order through the activities director and finance officer.
- All money collected must be turned into the finance officer on a daily basis for deposit into school account.
- All funds derived from extra curricular school activities involving school personnel, students, school name or property are classified activity funds.
  - Do not accept checks made out to organizations other than Fairfax High School.
  - Do not collect money from students without administrative approval and without giving a receipt.
- Students should be aware of their liability should they lose their fundraising items or money.
- Do not make purchases in the name of the school without proper authorization.
- Do not order items for delivery C.O.D.
- Allow at least three working days to process requests for checks or Purchase Orders.
- Request change/cash boxes three days prior to the scheduled activities.

### **Transportation**

- All trips must be approved in advance
- No use of private cars or vans over 15 passenger
- Cost of trip will charged to organization’s account
- If trip during school time, refer to teacher handbook for directions.
- Commercial carriers must be approved by FCPS, office of Risk Management
- When any of the following are applicable, the field trip is classified as an unusual field trip.
  - Traveling more than 100 miles from Fairfax County or more than 50 miles from Fairfax County in a school bus.
  - Overnight trips

- Fundraising by students for financing the trip
- Charging admission fees to students
- Scheduling after spring cut off date
- Transportation by private car
- Unusual field trips require the approval of the area superintendent, student services and special education. Regulation 6160.6 is available in the principal's office and in the Director of Student Activities.
- For all field trips, a **Field Trip Permission Form** (available from the Cindy Sweeney in Athletics) must be completed for each student. The packet must be completed and given to Mrs. Sweeney two weeks prior to the field trip. A list of students to be excused from classes must be prepared by the sponsor, approved by an assistant principal and given to Mrs. Bacus in the attendance office on the Friday before the week of the trip.

## **Monitoring Academic Progress**

Sponsors and Coaches of activities have a unique opportunity and responsibility to influence and guide students. It is important that involvement in extracurricular programs be kept in proper perspective, and that academic progress remain the primary concern of students and staff.

Sponsors need to monitor the academic performance of students participating in extracurricular activities.

### **Other**

Administrative Leave – only considered when submitted well ahead of activity – found in main office.

Early Closing – if school is closed early, all student activities are canceled.

Contracts – All contracts must have prior approval of principal

Keys – do not give your keys to students – copying of keys is prohibited by FCPS Regulations