

REGULATION #2430 CO-CURRICULAR ACTIVITIES

A. Definition

"Co-curricular activities" means activities conducted on or off school premises by clubs, associations, and organizations of pupils sponsored by the Board of Education; "co-curricular activities" also includes the pupil clubs, associations, and organizations that conduct those activities. "Co-curricular activities" does not include athletic competitions or practices or athletic teams or organizations.

B. Recognition

1. All co-curricular activities must be approved by the Board. An organization of pupils or an activity conducted by and for pupils becomes a co-curricular activity only when it has been duly approved by the Board.
2. The Board will approve annually and maintain a list of approved co-curricular activities, which will be distributed to principals. The list will include
 - a. Those co-curricular activities that have been in operation and have been found to address satisfactorily a continuing need;
 - b. Newly approved co-curricular activities;
 - c. A brief description of each approved activity;
 - d. The name of the advisor of each activity; and
 - e. The name of the custodian of the activity's fund.
3. A new co-curricular activity may be initiated in accordance with the following procedures.
 - a. A written proposal for the new activity must be submitted to the principal. The proposal will include:
 - (1) The name and purpose of the proposed activity;
 - (2) The name of a faculty member who has agreed to be its advisor;
 - (3) A plan for the use of school facilities, including the facility required, the times and frequency of use, and the portion of the school year the facility will be used;
 - (4) The need, if any, for support personnel or services;
 - (5) A description of the activities that participating pupils will conduct;
 - (6) An estimation of the costs, if any, that the activity will incur;
 - (7) A statement as to whether or not the proposed activity will involve fund raising and, if fund raising will be involved, the use that will be made of those funds;
 - (8) The manner in which pupil leaders will be chosen and organizational decisions will be made;
 - (9) The number of pupils who intend to participate in the activity; and
 - (10) Qualifications for participation, if any, and, if pupils must qualify on a basis other than interest and availability, the rationale for that qualification.

- b. A duly submitted proposal for a new co-curricular activity will be approved if
- (1) Its objectives are in harmony with the educational goals adopted by the Board;
 - (2) It is designed to meet assessed pupil needs and interests;
 - (3) At least ten pupils have expressed an intention to participate in the activity;
 - (4) Participation is open to all interested pupils available for participation or, if participation is limited, any qualifications for participation are reasonably justified by the purpose of the activity;
 - (5) The proposed use of school facilities does not interfere with the instructional program or the conduct of established co-curricular activities; and
 - (6) The proposed activity will be properly supervised.

C. Membership

Clubs are to be open to all students who express an interest. When prerequisites are required, they should be carefully described in posters or fliers distributed. Suggestions for a comprehensive announcement are as follows:

1. Fliers or posters distributed indicating the club's name, purpose, membership prerequisites, dues and a firm date of the organizational meeting which has been scheduled on the master calendar.
2. The public address system should be used only as a meeting reminder, not as a vehicle to impart information about the specifics of the club.

D. Organizational

1. Students wishing to apply for membership must meet the requirements of the Board of Education Policy related to Eligibility for Co-Curricular Activities.
2. Names, addresses, telephone numbers, homeroom and grade level information should be secured by the advisor for all students. Attendance should be taken at every meeting.
3. Officers should be elected, by ballot, and students should be apprised of all requirements to run for office.
4. All financial transactions must be conducted through the school treasurer, using the approved voucher book. Deposits should be made on a daily basis and records must be maintained by the officers under the guidance of the advisor. All school related clubs must utilize the services of the school treasurer who will answer questions and provide information.
5. Meetings of the club should be scheduled on a regular basis and listed on the Weekly Calendar so that students can plan in advance and school facilities made available.

E. Supervisors

Depending on the club, the type and the extent of activities involved with the specific organization, the advisor's responsibilities may vary but the following common characteristics prevail:

1. Maintain attendance and personnel records.
2. Maintain financial records and accounts.
3. Advise and guide officers and club members in the decision-making process with regard to policies, activities, fund raising, etc.
4. Chaperone all activities for the total duration of the event. Dances and other major events should have sufficient adults in attendance to assist. Security officers are contracted by the school and are paid from the organization's account.
5. Conduct supervised meetings on a regular basis.
6. Organize and supervise all fund raising activities. Note: All activities must have administrative approval. In the event that a contract is involved, the contract must be submitted to the principal for review and signing. No teacher may sign a contract.
7. The advisor is charged with the responsibility of the club, regardless of authority delegated for specific events.

F. Administrative Commitment

A vital part of the school community is student activities. Many students maintain an interest in continuing their education because of their involvement in non-athletic and athletic activities. If a school fails to provide such activities, it is possible that the routine of learning may be too much for many students to handle and therefore, some students may leave school.

The school administration will support the advisors to insure that the organization enjoys much success. Every activity presented to the administration which requires approval will be reviewed in the most positive light to accommodate students.

Procedures for handling student activity funds must meet specific requirements for auditing. The following will safeguard the student funds and the persons responsible for the administration of those funds:

1. Receipt and Recording of Funds

Monies received from dues, fund raising drives, etc., are to be counted by the organization's treasurer and its president. The advisor shall verify the amount. Monies raised and deposit slip(s) showing the amounts raised with signatures of the three aforementioned are to be promptly submitted to the school treasurer who shall check the deposit(s), give the advisor a receipt and provide for the transmittal of income to the

designated bank account. Funds are not to be deposited in the personal bank accounts of organization members or of the advisor. The co-mingling of monies is strictly prohibited.

2. Approval for Purchase of Goods and Services

The purchase of goods and services through student funds must be for student body purposes only. Utilization of funds for attendance of the advisor(s) at professional conferences and/or meetings, contributions to employee benevolent activities, etc., are not to be through student activity accounts. Requests for the purchase of goods and services must show the written approval of the organization's treasurer and its president. The advisor's signature shall verify and shall show approval of the contract for the stated purpose(s). Requests must be approved prior to the submission of purchase orders. Requests for items or services which in the aggregate do not exceed \$500.00 for similar goods and services may be authorized upon approval of the advisor. Purchase requests in excess of \$500.00 must be submitted to and approved by the school principal for review, approval and signature authorizing the contract.

All projects involving frequent sales of goods by students must comply with the New Jersey sales tax laws. Advisors and organization officers may seek tax information from the Director of the State Division of Sales Taxes. Where possible, organizations are urged to buy goods and services from local businesses.

3. Disbursement of Funds

Upon receipt of the approved requests to purchase, the school treasurer shall prepare the check(s) necessary to pay for the goods and/or services needed. Upon procurement, the advisor must submit a voucher(s) from the respective vendor(s) to the school treasurer verifying the purchase. The records of the organization are to reflect the transactions showing the vendor, date of purchase, name of person verifying receipt of goods and/or services, and check number used. If items have been returned to the vendor(s), the voucher shall reflect such and show credit given.

4. Security of Merchandise and Regular Inventories

The advisor should instruct the organization's treasurer and other officers on the safe and secure storing of merchandise. At monthly intervals, more frequently during fund raising drives or when items are perishable, the advisor should verify the security of items possessed by the organization. The place in which the inventory is stored, the date counting took place, and the signatures of the treasurer and the advisor should appear on the inventory sheet(s). Record of the inventory should appear in the ledger for the organization. Justification for additions or deletions are to be noted.

5. Preservation of Records

Records of organizational activities must be maintained in an orderly fashion. Minutes of meetings showing the time, date, place, agenda and those in attendance should be properly filed and kept. Approval of receipts and disbursements of funds and maintenance of inventories must be meticulously recorded.

6. Audit Procedures

Annually, in keeping with school law and the regulations of the New Jersey Department of Education, the accounts of school organizations shall be audited by agents retained by the Board of Education. Records for the conduct of the audit must have been completed prior to the last day of student attendance.

G. Records

1. A pupil's participation in co-curricular activities shall be recorded in his or her record, will be preserved for the duration of the pupil's enrollment in the school, and may be released only in accordance with Policy No. 8330.
2. Records of the conduct of co-curricular activities will be maintained by the principal and will include, as appropriate to the activity,
 - a. The period in which the activity occurred;
 - b. The numbers of participating pupils in each school year and/or present at each co-curricular event;
 - c. The name of the activity advisor;
 - d. The printed product of the activity, such as copies of the school newspaper or literary collection;
 - e. Copies of reports of the activity in newspapers and/or other public relations releases; and
 - f. The financial records of the activity.

Issued: 11 June 1997