

School City of Hobart



Recognized Student Club (RSC) Handbook 2015-2016

The School City of Hobart does not discriminate on the basis of race, creed, sex, color, national origin, religion, age, sexual orientation, marital status, genetic information or disability, including limited English proficiency.

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Checklist for Registration and Recognition

Official recognition of a student club is granted through the Principal's Office. Please use this checklist to help you complete the steps and gather documents needed for recognition.

- 1. Fully read, download and print a copy of the Student Club Handbook, Policies and Recognition Process from <http://hobart.schoolwires.com/studentclubs>. If you cannot print a copy, see the Principal for assistance.
- 2. Schedule an appointment with the Principal.
- 3. Seek out a Faculty or Staff Supervisor and obtain their signature on the Student Club Application (Form 7530 F1).
- 4. Recruit at least 5 students to join your club and fill out the Officer and Membership Roster (Form 7530 F4).
- 5. Hold a member recruiting event/meeting, by doing the following:
 - Choose a meeting date, time, and location
 - Fill out a Student Club Activity Request (Form 7530 F2), have your Supervisor sign it and turn it in to the Principal.
- 6. Create a flyer for your recruiting meeting/event and send a copy of it to the Principal for approval prior to printing/posting.
- 7. No later than TWO WEEKS after your recruiting meeting, turn in the following items to the Principal:
 - Student Club Application (Form 7530 F1) with signatures
 - Officer and Membership Roster (Form 7530 F4) with all Officers listed
- 8. Determine with your Officers and Supervisor when you will hold your ongoing regular meetings and then ask your Supervisor to submit a Facility Usage Request to reserve the room.
- 9. Submit your Constitution or Bylaws to the Principal. A sample Constitution/Bylaws is included in this handbook for your reference.

Procedures for Becoming and Maintaining an RSC

New Club Recognition

Students seeking to start a new club must complete the checklist on page 3 of this handbook and submit the required forms/documents. Recognition does not imply school endorsement of the club's beliefs, but provides the opportunity for groups to enjoy the privileges of recognition.

Student Club Statuses

- **Recognized Student Clubs (RSCs):** Refers to both Sponsored Student Clubs (SSCs) and Voluntary Student Clubs (VSCs).
- **Sponsored Student Clubs (SSCs):** Sponsored student clubs are student clubs that have a substantial relationship with the school. SSCs must have a mission that is consistent with the school and be recognized as a sponsored club by the School City of Hobart. SSCs agree to be held to the same standards of responsibility of VSCs; however, the level of formal affiliation with SCOH, such as the use of logo, contracting in the name of SCOH, etc., varies and is determined at the discretion of the Superintendent. All SSCs are accountable for legal compliance, fiscal responsibility and adherence to established standards outlined in the Recognized Student Club Handbook.
- **Voluntary Student Clubs (VSCs):** Voluntary student clubs are student clubs that seek access to certain SCOH controlled benefits and resources. All VSCs are accountable for legal compliance, fiscal responsibility and adherence to standards outlined in the Recognized Student Club Handbook.

RSC Categories

- **Academic:** Based on academics/specific career fields; membership is given solely to students in specific programs of study, based on GPA, or both.
- **Community Service:** A group whose primary goal is to volunteer for projects to give back in the community.
- **Leadership:** A group for those interested in a range of individual, cooperative, and competitive activities to improve their leadership skills.
- **Recreational:** A noncompetitive health or sport group that will challenge you physically and mentally through recreational activities.
- **Religious:** Encompasses any kind of religion and may do events and activities to promote a religion.
- **Social:** Groups are formed based around social/leisure interests or hobbies.

Please choose the category of your RSC that best fits your RSC's mission.

Organization Recognition Requirements

To maintain ongoing recognition, all student clubs must:

- Participate in **LEADERSHIP DEVELOPMENT** activities.
- Complete a **COMMUNITY SERVICE PROJECT**. Community service hours should be reported on the Community Service Form (Form 7530 F3).
- Submit an **END OF YEAR REPORT** to the Principal no later than May 15th. This should be completed before your elections by the exiting Officer Board. The End of Year Report should contain the following information:
 - List of special accomplishments or service performed.
 - Budget and Income Expenditures.
 - Membership Activities – Activities and/or plans to recruit members.
 - Fundraising Activities – List all activities held, fundraising or otherwise, and include dates/locations, etc. along with outcome, i.e. dollars raised, number of persons in attendance.
 - Social or Non-Fundraising Activities with Turnout & Cost.
- Maintain a current **OFFICER ROSTER, CONSTITUTION, GENERAL FLYER and MEETING SCHEDULE**. Following your elections at the end of each year, all student clubs are required to complete an updated Officer Roster and Membership Form (Form 7530 F4). This should be turned into the Principal after your new officer elections, along with your End of Year Report.
- All members must uphold the Rules, Policies, Regulations, Code of Conduct, the Student Handbook, and the Board Policies of the School City of Hobart.

*Failure to adhere to any of the above recognition requirements may result in temporary suspension of a club's recognition status. Recognition will be considered **temporarily suspended** if any required materials or actions are not submitted to, or resolved with, the Principal within 14 days of the due date.*

Membership Eligibility

- RSC membership must be open to all students that desire to join, or your criteria for membership must be clearly spelled out in advance in your constitution.
- Each club must have a minimum membership of five (5) students who are currently enrolled.
- The use of intimidation by either secluding the person being recruited or using inaccurate information to persuade a person to accept membership is prohibited.

Leadership Responsibilities

Officer Duties

All Officers are responsible for upholding the student club recognition requirements and completion of leadership development activities. If it is not outlined in detail in your constitution, it is also the responsibility of the President & Vice President to develop a detailed list of tasks, duties, and expectations for each position. All Officers are responsible for keeping an individual calendar to track the events and meetings in which their participation is required.

Event Planning Timeline for Officer/Student Leaders

At least 4 weeks prior to an event

- Obtain approval for your event from your Supervisor and Principal by filling out a Student Club Activity Request (Form 7530 F2).
- Ask your Supervisor to book your room and other facility needs via a Facility Usage Request.

3 weeks prior to an event

- Have your flyer promotion of your event approved and stamped by the Principal prior to posting.

Policies, Procedures, and Guidelines

The School City of Hobart Anti-Discrimination Policy clearly prohibits discrimination against students with disabilities in the conduct of programs and activities sponsored by Recognized Student Clubs.

Facilities Use

So far as its facilities permit and in accordance with board policy, the school will allow each registered club the ability to reserve meeting places without charge, and will endeavor to encourage and protect complete freedom of expression within the law in meetings of such clubs. The responsibility for any views expressed in such meetings is solely that of the individuals concerned; and the school is not to be held to approve or disapprove such views, whatever their nature, but to be concerned exclusively with the discharge of its education obligation to facilitate free expression of all points of view, to the extent guaranteed by the Constitution of the United States and of the State of Indiana.

Communication with the Principal: Student club leaders or representatives are responsible for maintaining open communication with the Principal in order to maintain smooth operations and successful programs. All SCOH forms such as facility usage requests, etc. are required to be completed and submitted by your adviser.

Event Requests: An RSC that wants to hold an event on campus must first fill out a Student Club Activity Request Form (Form 5730 F2). This form should be signed by the Supervisor, and then turned into the Principal. This is the first step in your process.

Liability: The school does not assume responsibility for any damages, loss or injury that may occur to the participant or named minor, while attending or participating in any activities, athletic events, or while

using equipment or facilities of the School City of Hobart or any entity affiliated with it. Medical insurance along with any and all medical expenses are the responsibility of the individual participant.

Marketing/Communications

Advertising/Bulletin Board Usage: All posters and flyers must be submitted to the Principal for approval prior to printing and posting.

School Logo: RSCs are not official components of the school and are therefore prohibited from using the school name/logo in any of its flyers, promotional materials or handouts. A student club's unique logo cannot incorporate the official SCOH logo.

Disciplinary Procedures

Unless otherwise specified in this document, the Student Handbook, Code of Conduct, or School City of Hobart Board Policy, any violations of the rules contained herein shall result in the following:

- First violation: RSC will receive a verbal warning by the Principal
- Second violation: RSC will be reprimanded by the Principal by loss of RSC privileges via written announcement (to include facilities, flyering, and events) until resolved with the Principal.
- Third and Final violation: will be recognized by Principal for the period of a full school year.
- Violations relating to Board Policy or the Student Handbook Code of Conduct will be punishable according to the disciplinary policies contained therein.

Appendix

Forms