



WESTSIDE HIGH SCHOOL CLUBS & ORGANIZATIONS SPONSOR RESPONSIBILITIES AND INFORMATION

- 1) The **sponsor must be present** at all times whenever a club meets or has any activity.
- 2) It is the sponsor's responsibility to **maintain student safety and security** at all times (e.g. no collecting money for a fundraiser on a street corner!)
- 3) **Certification of CPR/AED/FA** (Cardio Pulmonary Resuscitation, Automated External Defibrillator and First Aid) is now a state requirement for all campus-based personnel who participate in UIL-sanctioned activities. This applies to clubs and organizations who participate in competitions; if there are several sponsors for one such group, all must be certified. While we encourage certification and highly recommend it for those who travel (conferences, field trips, etc.), it is not a requirement if you do not compete.
- 4) Sponsors are also responsible for the **integrity of all activities**, events and meetings. Please remember they should be held in an appropriate manner that reflects positively on our students and school.
- 5) **Athletic clubs** involved in competition are subject to the same guidelines as WHS sports. This includes completion of required athletic forms and sponsor certification referred to above. Please see WHS Athletic Director for information.
- 6) Clubs must adhere to **eligibility and TEA requirements**. TEA No Pass/No Play (House Bill 72) governs any extracurricular event that
 - a) ...is a competition. This includes athletic events (whether they be UIL governed events or not), talent shows, academic contests, art contests, etc.
 - b) ...is associated and held in conjunction with another extracurricular activity. These include half time shows at sporting events, performances at intermission of plays, music played by the orchestra while another event is taking place, etc.
 - c) ...the general public is invited to. These include parades, ALL performances at pep-rallies including club performances and speeches, after school performances, etc.
 - d) ...charge an admission. Any event, either during the school day or after school, whether it be held on the school campus or at another venue in which admission fees are collected, donations are mandatory or suggested as a prerequisite for admission, or tickets are sold, immediately makes the event extracurricular.
- 7) Sponsors are responsible for **notifying the office of any material changes** (such as meeting times or location) to ensure accurate club information is publicized on our calendar of club meetings (to be displayed in the small schools) and our website.
- 8) Clubs agree to participate in any **school wide promotional efforts**, including the Back-to-School Bash (Friday evening before the start of school), Rush Week (September after Open House) and the Prospective Parent Meeting & Program (January).
- 9) If your organization needs money to cover expenses related to the operation of the club, you may **hold a fundraiser**. All fundraisers require advance approval. Forms are available in the Main Office; please allow 2 weeks for your request to be processed. Fundraisers

cannot be publicized (nor facility reservations made if needed) until approved. Some clubs and organizations assess an "activity fee" to offset expenses, however consideration must be made for students who have a documented financial hardship.

- 10) If you are planning a **special event** and need facility space at WHS or wish the event to be posted on our calendar, please complete the *Facility Request Form*. A supply is available in the Main Office or A-220. Please be sure to read about eligibility, fundraising and publicity to see what is applicable given the nature of your event.
- 11) Whether you're trying to build interest in the club, publicize a meeting, or promoting a fundraiser or special event, you'll need to know the **options for publicity**.
 - a) Announcements are made daily via TV broadcast and as a power point on the TVs in the Commons (Bulletin Board). Email Craig Malinsky for broadcast announcements and Diana Baron for bulletin board announcements.
 - b) Posters/flyers can be placed in the entrances to each house with sponsor approval (please initial). If you have a major event and want to post in the halls, please get prior approval from the administration.
 - c) A Weekly Newsletter is sent electronically to about 2500 subscribers. To include an announcement or news article, please contact Diana Baron at dbaron@houstonisd.org.
 - d) The Westside Wire is a quarterly print newsletter mailed to the homes of every student. It is published by the PTO and advance notice of upcoming deadlines is sent to WHS staff. If you would like to submit an article or announcement, please contact Diana Baron.

Westside High School reserves the right to disband any club or organization that does not comply with the rules set forth.

Club/Organization Name

This club participates in Competition. This club does not participate in Competition.

I received (or am scheduled to receive) certification in CPR/AED/First Aid on _____.
(Please provide documentation to Ms. Lopez in the Main Office.)

Sponsor Name (Printed)

Sponsor Signature

Date

***Please submit this form to Diana Baron.
Club and Organization records are maintained in the Communication Office A-220.***

WHS Club & Organization Information Form

This information form must be updated annually!



Official Name of Club/Organization: _____

Sponsor Name: _____

Purpose: _____

Description of Activities: _____

Membership Requirements: _____

If there is any activity fee or expense associated with membership, please provide details.

If you will you participate in any contests or competitions, please provide general information.

Do you require students to complete service hours? _____

Meeting Days and Time: _____

Meeting Location: _____

Profile of Members (Required by the State):

Total # _____ Male _____ Female _____

Caucasian _____ African American _____ Hispanic _____ Asian American _____ Other _____

New clubs must include a petition and have 60 days from approval to provide the Profile data.

I have received a copy of Sponsor Information and Responsibilities and agree to abide by the rules set forth.

Sponsor Signature _____

Date _____

Please submit this form to Diana Baron.

Club and Organization records are maintained in the Communication Office A-220.

OFFICE USE

Approved by: _____

Date: _____

Club Registration Completed with Profile Data _____

Date: _____