

# Student Activities

## *Organizations and Clubs*

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### **Guidelines for School-Sponsored Organizations**

The following guidelines will apply to all school-sponsored organizations:

1. The sponsor will be a District employee.
2. All financial accounts and files will be kept in the principal's office area, in accordance with Board policy.
3. A constitution and / or by-laws will be approved by the principal.
4. An annual budget will be filed with the principal detailing revenue and expenditures.
5. All activities will have prior approval from the principal and will be placed on the activities calendar.
6. The sponsor report for student organizations, listing membership and officer requirements, will be filed in the principal's office at the beginning of the school year.