

GLOR
ADVISOR
HANDBOOK

Miami Southridge
Senior High School

CRITERIA FOR CLUBS AND ORGANIZATIONS

All clubs must meet the **minimum requirements** listed below.

The club or organization must

- have the approval of the Dade County Public Schools
- have the approval of the principal.
- must have a minimum of **15 members**.
- provide school and community service.
- meet a **minimum** of **two** times per month.
- **participate in all major spirit events initiated by the school.**
- Participate in the Inter-Club Council (I.C.C.)
- keep the following information on file in the Activities Office:
 - ⇒ an updated constitution and by-laws
 - ⇒ names and positions of all officers
 - ⇒ an updated club roster (updated each quarter)
- submit a monthly report each month including the following:
 - ⇒ minutes of all meetings
 - ⇒ description of school or community service performed
 - ⇒ attendance rosters for all meetings / service activities

CLUB ADVISOR'S RESPONSIBILITIES

A club advisor must

- attend the advisor's meeting at the beginning of each school year.
- **attend monthly I.C.C. meetings as needed (schedule attached).**
- attend **All** meeting and activities of their organization/club (**volunteers cannot act as a substitute in your absence**)
- provide the Activities Director with a schedule of meeting dates, including date, place and time.
- have as a primary concern that proper conduct, dress and behavior are maintained by their members at all times.
- maintain a file of club applications for each member of your club.
- have each member complete the Contract for Student Participation in Interscholastic Competition or Performances and submit to the Activities Office.
- have each member complete a Media Release form to be kept on file with your applications.
- verify the minimum grade requirements of all club members (check progress reports and report cards and extra-curricular GPA report).
- monitor all attendance records of their club at meetings and activities.
- **submit a monthly report to the Activities Office by the designated due date.**
- ensure attendance of their club's officers at the monthly I.C.C. meetings.
- submit an updated constitution by the specified time.
- submit an updated roster at the beginning of each quarter.
- monitor and **be responsible** for all financial transactions of their organization.

CLUB CONSTITUTIONS

- Every organization must have a constitution on file in the Activities Office.
- Constitutions must be reviewed and/or updated annually.
- Advisors have the responsibility of making the necessary provisions to be sure that their organization is in compliance with the policies of the State of Florida and Miami-Dade County Public Schools.
- Many organizations have state and/or national constitutions which serve as a minimum guide; local regulations may exceed, but not diminish national standards.
- Amending the constitution is to be done as per the guidelines in the club constitution.
- Constitutions should contain a clause for the removal of officers (which does not imply termination of membership) and a clause for the removal of members – both require due process be preserved including the establishment of just cause.

CLUB MEMBERSHIP

Applications

- Every student on the club roster must have an approved application on file (sponsors are responsible for the approval of applications and updating club rosters at the beginning of each semester).
- Every student on the club roster must have a Contract for Student Participation in Interscholastic Competitions or Performance on file in the activities office.
- Blank applications are available in the Activities Office.

Requirements

- **Members must be current students at Miami Southridge Senior High School.**
- State and county law GPA requirements: a minimum 2.00 grade point average to participate in extra-curricular activities. Any club may require a higher GPA as long as it is stated in the club's constitution.
- State and county law attendance requirements: **cannot exceed 10 absences, 20 tardies or 10 outdoor suspensions.**
- Requirements for membership in honor clubs of national scope originate at the national level.
- **It is the responsibility of the club advisor to verify each member's GPA at the close of each marking period.**
- Any student who does not have the required GPA should be placed on probation and notified of unsatisfactory academic progress.

Probation

- Reasons for probation must be listed in the club constitution.
- The student being placed on probation must be given written notification of probation indicating the reason, a time line for correcting the problem, and the consequence for not correcting the problem.
- **Send a copy of the probation letter, signed by the student; to the Activities Office (if the student refuses to sign, make a notation).**

Termination

- Termination of membership must be preceded by a probation period.
- If student does not correct the reason for probation, a termination of membership letter is to be issued.
- **Send a copy of the letter, signed by the student, to the Activities Office (if student refuses to sign, make a notation).**

Membership Drives:

- Membership drives will be scheduled at the beginning of each semester (this information will be given out at the I.C.C. meetings).
- They will be held in the Student Activities Lobby during both lunch periods.
- Participation is required at the membership drives.

MEETING REQUIREMENTS

- Meetings are to be held at least **twice** a month
- I.C.C. points will be awarded for each meeting.
- Meetings **may not** be held during class time (unless district mandated).
- Advisors must be present.
- An attendance roster must be signed by each member attending and turned in with the monthly report to the Activities Office.
- Minutes are to be recorded and turned in with the monthly report to the Activities Office.

SERVICE REQUIREMENTS

Service should be the goal of every organization and can be rendered to the school or the community.

MINIMUM REQUIREMENTS:

- **Two (2) School Service Projects per month**
School service projects consist of, but are not limited to the following:
 - ⇒ spirit posters for athletic events or club competitions
 - ⇒ helping the office staff, the custodial staff or various departments on teacher workdays or after school, school clean-ups, etc.
 - ⇒ random acts of kindness towards faculty and staff, such as bringing baked goods or treats for various departments
 - ⇒ participation in major spirit events (10 or more members / club affiliation must be obvious)
 - ⇒ attending more than 4 athletic/school events per month (10 or more members/club affiliation must be obvious)
- **Two (2) School Beautification Projects per year.**
School beautification projects will be determined by the I.C.C. board & administration.

- **One (1) community service project per semester for non-service clubs.**
- **Three (3) community service project per semester for service clubs.**
Service must be completed outside of the school or benefit an organization outside of the school. Community service projects consist of, but are not limited to the following:
 - ⇒ Food, clothing or school supply collections.
 - ⇒ Community clean-up projects (bay, pinelands, etc.)
 - ⇒ Tutoring at elementary or middle schools or park programs
- I.C.C. points are awarded for participation in service projects.
- A minimum of 5 members must participate for the club to receive credit for the project.
- A roster signed by all participants must be turned in with the monthly report to the Activities Office.
- Pictures of your club performing all community service projects are to be sent to the Activities Director to post on our web site in order to receive points (label pictures with club name and name of project).
- **In an effort to promote Miami Southridge within the community, service projects involving our feeder pattern middle schools and elementary schools will receive special consideration for maximum number of service points.**

SPIRIT EVENTS

- It is expected that each club promote and participate in major spirit events throughout the school year.
- I.C.C. points will be awarded for participation in spirit events.
- Spirit events include, but are not limited to:
 - ⇒ **Homecoming Hall Decorating Contest (mandatory)**
 - ⇒ **Fall Frolics (mandatory – must participate as audience members OR performers).**
 - ⇒ Spirit Week Dress Up
 - ⇒ Posters for football and other sporting events

INTER-CLUB COUNCIL (ICC)

- The purpose of the ICC is to
 - ⇒ provide a forum to disseminate information to all clubs from the school, community and other clubs.
 - ⇒ provide a forum for club representatives to express their ideas, concerns, needs and to advertise their events.
 - ⇒ monitor club activities in the school and the community.
 - ⇒ assist all clubs and organizations with their needs.
 - ⇒ recognize clubs for outstanding service to the school and community.
 - ⇒ establish and implement projects for all clubs to participate in.
- Members of the ICC consist of club sponsors, presidents and vice-presidents of all the clubs and organizations at Miami Southridge Senior High School.
- Club sponsors, presidents and vice-presidents of all clubs must attend the monthly ICC meetings to be held the first Tuesday of each month (please refer to the schedule).
- The executive board of the Student Government shall serve as the executive board of the ICC. The class officers of all classes shall also serve as part of the executive board.

- **Each club must participate and pay the \$20.00 ICC fee. This fee will help offset the cost of the Club of the Year awards, yearbook picture and United Way Donation.**
- The ICC will establish the file of all clubs, which will be maintained in the Activities Office.
- The ICC will be responsible for keeping tally of all service points and penalty points of all clubs and organizations.

I.C.C. CLUB AWARDS

- Clubs must be a member in good standing in the Inter-Club Council.
- Points are awarded for various activities.
- Three awards will be given:
 - ⇒ Club of the Year (most overall points)
 - ⇒ Club Service Award (most service points)
 - ⇒ Club Spirit Award (most spirit points/activities)
- Points will be awarded as follows:

Activity	Points
⇒ Club Meetings	10
⇒ PTSA Meetings (per person)	10
⇒ Spirit Posters (football, etc)	20
⇒ 1 st place spirit poster (weekly contest)	40
⇒ 2 nd place spirit poster (weekly contest)	30
⇒ 3 rd place spirit poster (weekly contest)	20
⇒ Spirit Events (minimum 10 points)	20 minimum
⇒ School service projects (other than posters)	30 minimum
⇒ Community service projects	50 minimum
⇒ Special projects for consideration	Varies
⇒ Feeder school projects (will be given special consideration for max. points)	Varies

It is the responsibility of the club to list all service activities on their monthly report (this includes posters and winning contests).

Points WILL NOT be given for activities that are the function/purpose of the club. (Ex: Cheerleaders attending games, chess club competitions, Best Buddie’s tutoring).

CLUB VIOLATIONS

- The following is a list of violations that may result in the termination of your club:
 - ⇒ Failure to hold meetings, record minutes and keep attendance rosters
 - ⇒ Failure to maintain an updated file, including constitution, club rosters, and applications
 - ⇒ Failure to obtain approval for flyers and posters
 - ⇒ Failure to attend ICC meetings
 - ⇒ Failure to pay ICC fee
 - ⇒ Failure to provide the required amount of service (both school & community)
 - ⇒ Failure to follow advisors handbook
- Organizations with violations will be subject to the following penalties
 - ⇒ Three warnings (50 points deducted for each warning).
 - ⇒ Fourth violation will result in the termination of the club and sponsor supplement.

MISCELLANEOUS INFORMATION

Club T-Shirts

If a club t-shirt is to be worn at school, it **MUST** meet the following criteria:

- School colors
- Southridge or Spartans printed on it
- Club name printed on it

Designated Special Events

- Each club will choose a month to plan school wide activities (submit via e-mail)
- Examples: Hispanic Heritage Month-World Language, Black History Month-Essence of Sisterhood, Aides Awareness Month – HOSA

Field Trips

- Field Trip requests must be completed for EVERY event occurring off campus.

Fundraising Procedures

- ALL fundraising must be approved by the Activities Office and the principal.
- Refer to the Fundraising Handbook for more information.

Honor Cords & Medallions

- ONLY Honor Societies are permitted to order/wear honor cords at graduation.
- The activities office is responsible for placing the order.
- The club or club members are responsible for payment of the cords.

Local & National Affiliation

- Any club that has a local/national affiliation must officially register (some require fees)
- This includes, but is not limited to: Interact, Junior Civitans, Key Club and all Honor Societies.

Posters & Flyers

- All posters and flyers must be approved, stamped and posted by the Activities Office.
- **DO NOT** hang posters or flyers; the Activities Office is responsible for hanging them.
- Posters and flyers must be submitted 5 days prior to the date you want them displayed.

Volunteers

- It is the responsibility of the club sponsor to make sure that anyone assisting your club from outside of the school must be registered as a Level 2 volunteer.
- All volunteers must sign in at the Main Office and have an official Volunteer ID Badge.
- Volunteers **CANNOT** serve as a substitute in your absence.

Website Pictures

- Each club will have a designated photo album on our website.
- Sponsors are required to submit pictures of club activities to the activities director to be posted in the albums. (Include club name and description of activity).

Yearbook Pictures

- **All clubs are required to purchase yearbook page @ \$150.**
- Money for the yearbook pictures should be raised through an approved school fund raiser.
- Yearbook pages must be paid by January 15.