

GLORIOUS 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 principal.
- have a minimum of **10 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

- **have as a primary concern that proper conduct, dress and behavior are maintained by their members at all times.**
- **monitor and verify that all members are meeting the required grade and attendance requirements each marking period.**
- attend the advisor's meeting at the beginning of each school year and as necessary throughout the year.
- attend **All** meeting and activities of their club (volunteers **cannot** function as a substitute in your absence)
- **provide the Activities Director with a schedule of meeting dates, including place, and time.**
- maintain a file of club applications for each member of your club.
- have each member complete a Media Release form to be kept on file with your applications.
- 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 each year.
- 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).
- Blank applications are available in the Activities Office and on our website.

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 if 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.

Honor Cord Requirements (for Honor Societies)

- Members are required to perform a **minimum** of 20 Service Hours **with the club** to be eligible for an Honor Cord their senior year. (Hours can be earned anytime from 9th-12th grade).
- Members must attend 80% of the meetings during their senior year to be eligible for an Honor Cord.
- Members must maintain the required GPA set forth by the club's honor society as stated in the official Miami Southridge Club Descriptions.
- **NOTE:**
 - Only the Activity Office may order cords for the clubs.
 - Each club is responsible for securing funds for the honor cords
 - Documentation for each student receiving a cord must be submitted to the Activities Director before the cords will be ordered (attendance, service hours).

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 timeline 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 a 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 a 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.
- Meetings **may not** be held during class time. If held during lunch, they must be offered during all lunch periods so as not to exclude participation.
- 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.

SERVICE REQUIREMENTS

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

MINIMUM REQUIREMENTS:

- **School Based Projects (2 per month)**
School based projects consist of, but are not limited to the following:
 - ⇒ spirit posters for athletic events or club competitions
 - ⇒ participation in major spirit events designated by ICC.
 - ⇒ 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.

- **Community Based Service Projects**

- **Non-Service Clubs – 1 per semester.**
- **Service Clubs - 1 per quarter**

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.
- At least one picture of your club performing each community service project is to be sent to the Activities Director to post on social media. 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 extra 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 presidents and vice-presidents of all clubs must attend the monthly ICC meetings.
- 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 and United Way Donations.**
- 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.
- The following awards will be given:
 - ⇒ **Outstanding Club Award for Service (most service points)**
 - ⇒ **Outstanding Club Award for Spirit (most spirit points)**
 - ⇒ **Most Outstanding Club Award (most total points)**
- Points will be awarded as follows:

Activity	Points
⇒ Spirit Posters	50
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 (school sponsored)	50
⇒ School service projects	50
⇒ Community service projects	100
⇒ Feeder school projects	150
*Extra points may be awarded for various projects (details must be specified on monthly report).	

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 Buddies' 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 advisor's handbook
 - ⇒ Organizations will receive warning; the 3rd warning may result in termination of the club and sponsor supplement.

MISCELLANEOUS INFORMATION

Club T-Shirts

All Club Shirts must be approved by the Activities Office and meet the guidelines below

- **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, Black History Month, Aides Awareness Month, etc.

Field Trips

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

Fundraising Procedures

- The Activities Office and the principal must approve all fundraising.
- Refer to the Fundraising Handbook for more information.

Honor Cords & Medallions

- ONLY Honor Societies are permitted to 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 Civitan, 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.

Social Media & Pictures

- Sponsors are required to submit pictures of club activities to the activities director to be posted on social media. (Include club name and description of activity).
- **It is strongly suggested that all clubs have an Instagram Account.**
- The account should be YOUR email and password, not your club officer.

Volunteers

- It is the responsibility of the club sponsor to make sure that anyone assisting your club from outside of the school is registered as a Level 1 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.

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 early January.