

# **Johannesburg-Lewiston High School**

## **Sponsor Guide**

**Updated August 2016**

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## **Sponsor Guide**

*The following is information for sponsors at Johannesburg-Lewiston High School. Please read through carefully and contact the high school office if there are any questions.*

*ALL sponsors MUST have a background check and fingerprinting completed BEFORE they can assume the responsibility of being a sponsor.*

### **MEETINGS**

1. Class and club meetings can be arranged one week in advance by calling the office. Sponsors are encouraged to schedule meetings during the lunch hour whenever possible in order to avoid interrupting classes.
2. Other meetings can be scheduled outside of school time when needed.
3. There will be one required meeting each year with the high school principal. This meeting will be held in September at the beginning of the school year, to discuss upcoming events, answer questions, and plan for fundraising.

### **DISCIPLINE**

1. A sponsor has the authority to make discipline decisions during any class or activity function.
2. If a student is causing trouble during a meeting, that student may be sent to the office.
3. During functions outside of school, the sponsor has a right to request a student to leave an activity if the student is being disruptive.
4. All discipline problems should be reported to the high school office.
5. Any anticipated problems should be taken to the high school principal for assistance.

### **CLASS AND ACTIVITY ACCOUNTS**

1. It is the responsibility of the class or activity treasurer to properly deposit money in the high school office in a timely fashion. The class

treasurer should see the high school secretary to learn the proper procedures.

2. All money in class and activity accounts belongs to the class or activity as a whole. The money must be used as the class/activity decides, within the guidelines of Board policy.
3. At the end of the year, the Senior Class must vote to decide on what to do with any money left over. This is done at graduation practice. At that time the class may decide to transfer money to an account outside the school to be used at a later date by the class. The transfer will take place the following September after all bills are paid.
4. Any money left in the "Senior Class" account after graduation for three years will revert to the High School Internal Miscellaneous Account.

## **EVENTS**

1. Each year the classes take part in two homecomings, one during football season and one during basketball season.
2. During events at the school, the class sponsors and activity sponsors are expected to help organize and plan with their respective classes and activities. The sponsors are not expected to be at school during these events during the school day. However, the sponsors are expected to be in attendance at after school functions.
3. Juniors are expected to organize the school prom in the spring of the year. In addition to organizing the prom, the sponsors are expected to chaperone the prom.

## **FUNDRAISING**

1. Each school-sponsored club will be allowed to organize or participate in four fundraisers each school year.
2. The freshmen and sophomore classes will be allowed to organize or participate in four fundraisers each year.
3. Juniors will be allowed to organize or participate in four fundraisers each year. The school prom will not be considered a fundraiser.
4. Seniors will be allowed as many fundraisers as needed to pay for the senior activities/trip and graduation expenses.

5. By September 30<sup>th</sup> of their senior year, the new senior class will turn in a list of fundraisers they expect to do for the year.
6. Starting on October 1<sup>st</sup> other groups will be given permission to organize and participate in fundraisers on a first come, first served basis.
7. Any fundraiser that has been done by a class or activity will be put on the list for seniors to pick from after that class graduates.

## **MISCELLANEOUS INFORMATION**

### **HANDLING OF FUNDS**

1. The Board of Education recognizes that fundraising may, on occasion, serve legitimate goals. However, the raising of funds to support class and organizational activities (or for charity) is not the primary purpose of the educational system and should not be permitted to distract from the student's education.
2. All fundraising activities carried out by classes, clubs, and other school-sponsored organizations, must have the advanced approval of the building principal. Be sure to fill out appropriate paperwork.
3. Summer fundraisers are discouraged. Special permission needs to be granted by the principal well in advance.
4. All treasurers of high school organizations who handle money for any purpose must deposit all funds in the high school office daily.
5. Account treasurers are to keep record books. The person in charge of the high school accounts must audit all financial records at least once a month.
6. Purchases by organizations or classes can be made only upon presentation of an approved pay order to the high school office, signed by the advisor. A check will be made payable to the merchant by the high school office upon receipt of the pay order. The voucher received by the club from the merchant should be turned in to the office. Goods or services obtained in any other way may be charged to the person making the purchase.
7. Treasurers should check their books with the high school accounts at least once a month. Register reports are generated by the high school office every month that require a verification signature from the treasurer or sponsor.

8. All funds earned by classes, other student clubs and organizations are quasi-public funds and, as such, are subject to the control and direction of the Board of Education in the same manner as all other district funds.
9. All un-obligated funds remaining in the accounts of a class after graduation, or in the account of a club or organization after it has been inactive for a period of three school years will be placed in High School Internal Miscellaneous Account.
10. Students who elect to participate in fundraising projects are personally responsible for any money and merchandise entrusted to them. Students will not be allowed to participate in graduation ceremonies until their obligations to the class and school are met.

### **OVERNIGHT TRIPS**

1. Student groups taking overnight field trips may report to the Board of Education about the trip.
2. Students will fill out Board Trip Kit forms regarding trips.
3. Senior sponsors will be required to give a report to the Board after the senior trip.
4. Senior Trips (if chosen by class) are limited to 3 nights/4 days.

### **SCHOOL DANCE PROCEDURES**

High School student dances are open to the entire high school body (grades 9-12). During special occasions, such as homecoming, these dances may be open to a large segment of the community. All dances are planned to end by 10:00 pm. The following is a list of rules, which, if properly adhered to, will insure continued success of student dances.

- **The sponsor of each dance must provide the following:**
  1. Adequate chaperones – normally at least 8 chaperones with at least 2 female and 2 male chaperones included in the 8.
  2. Security guards if requested by the school.
  3. Clean-up people as needed.
  4. Decorations as desired, subject to approval by school officials and the fire marshal.
  5. Sponsors must stay until event is over.
  6. Senior class does concessions at fall and winter homecomings.

- **Students are not allowed free access to and from a dance once they have paid and entered the building. Students are to stay in the building for the duration of the dance. Once they choose to leave, they may not come back that evening.**
- **The “No Smoking” rules apply at all school sponsored activities, including dances.**
- **If security guards are requested, they will:**
  1. Patrol the parking lot.
  2. Perform other duties indicated by the school official in charge of the activity.
  3. Remain outside unless requested to enter the building by the sponsor in charge.
- **In all cases, it is the responsibility of the sponsoring group to pay out of their funds the band, disc jockey, security, and custodial costs, if needed for the dance. The sponsoring group will keep any and all profits made from the dance after bills have been paid.**
- Bands, or disc jockeys, for dances must be contracted through the school office and the contract approved by the high school principal.
- Any other specific concerns related to a dance should be covered with the dance sponsors by the office well in advance of their commitment to sponsor a dance.
- Sponsors are responsible for all funds.
- Middle school students will not be allowed into high school dances.
- Persons who are asked to leave a dance for any reason will not be given a refund and they may be banned from future attendance at dances and/or other extra-curricular activities. Sponsors and chaperones are given the authority to have participants removed by the police whenever the sponsor in charge deems such action necessary.
- The rules concerning public display of affection will be enforced at all school sponsored events, especially dances.
- If a student appears to be under the influence of controlled substances at the time he/she seeks admission to a dance, or if a chaperone has reason to believe a student has somehow managed to sneak controlled

substances into a dance, the appropriate law enforcement officials will be called, as well as the student's parents/guardians.

## **GUIDELINES FOR STUDENT PROJECTS AND ACTIVITIES**

1. All school sponsored activities and dances are to be planned by the class or organization that has permission to hold the event. All activities are to be coordinated through the principal's office. Plans, schedules and requests are to be submitted in writing to the principal for approval.
2. All dance requests for open dates and any other activities, promotional ideas, or class projects are to be submitted to the principal for approval before enacted.

### **HELPFUL HINTS FOR CLASS SPONSORS**

\*\*It is important to remember that as a sponsor, you are there to guide the class. You are not there to make the decisions or to tell them what to do, but to help them achieve what they chose to do.

1. All class officer elections will be through **student council**. Be sure to encourage students to be a part of student council and participate by seeking one of the student council election positions or getting involved as a representative of their class.

**President** – This should be someone fellow classmates respect and can work with. They need to attend every meeting and every function. They are also a part of every committee. It is the President's job to run the class meeting.

**Vice President** – This person is there at the President's side. They must step in for the President if the President cannot attend.

**Secretary** – Needs to take minutes from every meeting, including attendance. The Secretary is also the person who will type correspondence and handle announcements to the class.

**Treasurer** – Needs to be very good at record keeping and in math. This person is in charge of all your money! Students should turn all money in to the class sponsor or treasurer who then must take care of the proper paperwork in the High School Office. The class sponsor should keep track of all transaction in a ledger. The treasurer needs to make sure that a full description is written for every transaction:

- Date
- Name of person received by
- For what reason
- Check # or Cash
- Signature of treasurer

2. It is very helpful to meet with your officers prior to full class meetings so they can make up their agenda and discuss how they will handle the meeting. As a sponsor, this is your time to guide them and remind them of decisions that need to be made. This should be done a couple of days before the class meeting.
3. All items of importance such as Prom, Fundraising, Senior Trip, etc., are always discussed by the class, voted on by the class, and done by the class. The class as a whole makes the final decisions, not the sponsor, or just the class officers. While committee members and officers do most of the legwork, and have a certain amount of say on the final details, the class must vote on many of the decisions. Only those going on the trip make the Senior Trip decisions.
4. Even though it is technically the students who run the class, as a sponsor, there are a number of things that you are responsible for, such as filing school use permits, finding workers for concession, etc., but remember to try and not run the whole show. This is their time to shine!
5. Start fundraising your freshmen year. The older they get the less they want to do! You are allowed to do 4 fundraisers each year during the freshmen, sophomore and junior years, and an unlimited number of fundraisers during the senior year. It is very helpful and relaxing to do enough the first three years to only have to worry about doing concessions your senior year!
6. Each class should have a ledger where they record receipts and disbursements. Be very specific on the receipts, for instance, if you have a large deposit from several students during a fundraiser, make sure to list each person and how much for each on the back. (The reason for being specific is in case a student or parent has questions, everything is in black and white). This is the book that only the treasurer or sponsor should make entries in. You will check with the school secretary every month to make sure that your balance matches the school's records.
7. Use a small ledger book to keep a second, more specific set of records. In the ledger, break it into three sections:
  - General Fund – should keep 5 – 10% of all fundraisers for graduation expenses and senior class bills.
  - Personal Accounts – each student's individual profits.
  - Trip Account – Money deposited by kids toward their trip.

8. The total of these three accounts should match the balance in your ledger book. The parents and students appreciate this book, because they could see exactly how much they had and where it came from. It answers questions before they are asked. Have this available to the students at every meeting.
9. Be sure to make it clear to your students what a specific fundraiser will be used for or if they are working concession, be sure it is clear if it is a “class” fundraiser or an opportunity for “individual” fundraising. Then keep track accordingly.

## **Prom**

As juniors, you are responsible for putting on the Junior/Senior Prom. Do not stress about the cost of your prom, as it should pay for itself. (This seems to be everyone’s number one worry). Keep in mind that it is not intended as a fundraiser, just plan to break even.

1. First thing to do is set a date. Be very careful, there is a lot that comes into play. Be sure to check the school calendar, as well as checking with Destination Imagination, Band Director, Athletic Director, Principal, etc. You should also check for any community activities that might affect you. Do this as early as possible when school starts.
2. Now that you have it narrowed down with these things; you need to start checking for availability at places you want to have it. This has probably narrowed your dates down even more.
3. Next, get your music. Once these three things are accomplished, the pressure is off!
4. It is most helpful to form a Prom Committee, it’s a good idea to establish a chairperson. This committee will come up with ideas for themes, colors, etc. They must then bring them back to the class for a vote.
5. Some of your costs will include:
  - Place
  - Music
  - Tickets
  - Souvenir items you may wish to sell
  - Decorations
  - Crowns
  - Sash, Robe, Flowers, etc for King, Queen, Prince and Princess

- Any snacks you choose to have
6. You can estimate 100 people (50 couples). So if you figure all of your expenses and divide this by the number of people you expect, you can figure how much you need to charge.
  7. The Principal is usually in attendance and it works well to have two men and two women in attendance in addition to the principal and class sponsors.

## **Seniors**

1. Around the end of September or beginning of October, Jostens will contact the school to set up a meeting with the SC class representatives to discuss senior graduation announcements. The office will then notify the sponsors as to when this meeting will take place. The representatives will meet and select a class invitation as an option for seniors to choose from. As a sponsor, Jostens handles this process for you. Jostens will work very closely with your class representatives during this process.
2. November of your senior year is when the class composite information is due. This also means you will need to have your class colors, song, motto and flower picked out by that time. So, don't forget to schedule meetings to get that done.
3. Get with the high school secretary and Jostens to find out the dates everything is due for composite.

## **Senior Activity (Trip, All night party, etc.)**

There is an overriding concern by the Board to make sure the senior activity is educational, affordable and experienced by as many class members as possible. The board has set senior trip parameters to 3 nights/4 days. And is now allowing the option of a senior activity in an effort to involve as many students as possible and reduce the liability concerns. To help accomplish this, the following guidelines were established:

1. Regularly evaluate the sponsor guidelines.
2. Find an activity/trip that will include as many students as possible.
3. Any trip needs to be within the continental United States (no cruises).
4. The senior class needs to present two (2) viable trip/activity options to the Board no later than April meeting of their junior year.

5. An acceptable in-depth itinerary needs to follow by no later than the June board meeting prior to the start of the senior year.
6. Each student must submit a non-refundable deposit of \$100.00 prior to September 30<sup>th</sup> of his or her senior year. This deposit is non-transferable between students.
7. Seniors who transfer into the district prior to the fall count day will be eligible to participate in the senior trip after making the appropriate deposit.
8. Board "Trip Kit" forms must be filled out by each student.
9. Senior class officers/representatives will present trip information to the board with the support of the class sponsors. The total learning experience for the students is of the utmost importance.

### **Trip Participation**

Seniors who choose to participate on the senior trip are expected to conduct themselves in a manner that will speak well for themselves, their parents and their school. To this end, seniors planning on participating on the senior trip will have to follow the rules below.

1. 18 year olds who go on the senior trip will have to abide by all school rules as outlined in the student handbook and school policy manual, even if they have attained, and signed-up for, Age of Majority.
2. Seniors who have been disciplined for smoking, drinking, illegal drugs or other serious offenses, either in school or out of school, will be given a warning and put on probation the rest of the school year. If there is a second occurrence, the senior will not be allowed to go on the senior trip.
3. If a senior is dropped from the senior trip for discipline reasons, there will be no refund of monies already spent or obligated. The participant will be responsible for all charges the school incurs.

**Graduation** – Keep in mind that you must pay for some graduation items, so you need to leave enough in your account after your senior trip to cover the cost.

1. You will need to order flowers for the Board of Education – check with the office for a list.
2. You will need to do your own programs. You can order program covers pretty inexpensively and then put them together yourself. Before printing, they must be approved by the

Principal. The office will proof all copies to ensure that everything is correct and in order.

3. You may order flowers for the stage, but is not mandatory.
4. You need to make sure you have a good copy of your class song to be played during the ceremony.
5. Other miscellaneous items.

### **CONDUCT FOR CLASS SPONSORS AND CHAPERONES**

1. Sponsors use of alcohol and/or drugs is prohibited.
2. Sponsors must remember that regardless of the event, dance, fundraiser, senior trip, that they are responsible for the care and well being of the students. Alcohol/drug use impairs judgment and is not acceptable behavior during any school-sponsored function.
3. Sponsors are to refrain from tobacco use while in the presence of any students.
4. Sponsors should impose a reasonable curfew on all overnight trips. Any special deviation/extension of this will require the sponsors to accompany the students.
5. Sponsors are responsible to read and understand all of the sponsor guidelines. They are also responsible to discuss any problems, irregularities and/or questions with the appropriate principal in a timely fashion.
6. The names of all sponsors need to be presented to the Board by the October meeting.
7. Additional chaperones for overnight trips need to be presented to the Board and/or Superintendent before the trip.
8. Each sponsor and chaperone will have to sign a letter of acknowledgement of the receipt and understanding of the Sponsor Guidelines. These acknowledgements will be collected, in advance of the activity, by the principal and forwarded to the Board/Superintendent.