

PHS Club Handbook

Important information for those beginning,
leading, and advising clubs at PHS



PHS CLUB HANDBOOK 2014-15

Opportunities to explore interests outside of the classroom are an important piece of PHS culture. Participation in clubs fosters leadership, positive attitudes and enthusiasm within the school community. The purpose of this guide is to help clubs to be as effective as possible to accomplish their mission and goals.

How to start a club

It is relatively easy to begin a club at PHS. Students need a clear purpose or mission, two club officers, a minimum of 5 interested members, a faculty advisor, details of meeting times and an on campus meeting location. Clubs must be open to all PHS students with the exception of audition based Cloud 9, Around 8, Testostertones. All students must be eligible to audition for these noted groups.

Students can submit their club applications to Mrs. Lygas for approval during the first three quarters of school. Approval takes about two weeks. We do not accept applications for new clubs during the fourth quarter. Forms can be found online or outside Mrs. Lygas's office in guidance.

Note regarding community service

Clubs exist for the purpose of enriching student experiences and the community at PHS. Clubs with the intention or desire to spend a majority of their time off campus will not be approved to be a club. PHS clubs are not the same as PHS community service groups. Students do not receive community service hours for participating in PHS clubs. Dr. Dinan, located in the IDEAS Center, supervises specific community service projects. Please see her if you have questions regarding community service opportunities.

Rules and Guidelines

For a club to become and remain a club, certain guidelines must be followed including:

- Clubs must be approved
- Membership in a PHS club must be open to all students enrolled at Princeton High School
- Clubs must follow school policies
- Clubs must have a PHS staff or faculty member serve as an advisor
- Clubs must remain active (hold meetings) in order to stay on the list of PHS clubs.

- Clubs should meet at least once per month and maintain an active roster of students who attend club meetings.
- Clubs should have at least two officers
- Twice a year clubs will submit a brief recount of their meetings, accomplishments, list of officers, regular attendees, and confirm their meeting times, days, and locations.
- All club activities, meetings, and events must have appropriate supervision. Advisors must be present for the duration of club activities.
- Clubs should aim to participate in the September Club Fair, Fall Fest, and Spring Fling.
- Dormant/Inactive clubs will be removed from the list of clubs. Clubs who fail to renew their club at the end of each school year will also be removed from the list of active clubs.

Advisor Duties

- It is the role of the Club Advisor to supervise, guide, and act as a resource for the club. Advisors are expected to be present and supervise club related meetings, sales, or activities. Only PHS faculty and staff may act as an advisor.
- Club Advisors guide the club in terms of following procedures, handling cash and checks, student roles and responsibilities, operating field trips, communication, resolving conflict, etc.
- If a club advisor cannot be present at a club activity, clubs should seek out a replacement chaperone preferably with the help of the advisor. If no advisor is present then the activity cannot take place and will be cancelled.
- Many advisors volunteer their time to advise student groups. Club leaders should make every effort to stay in close communication with their club advisor understanding that teacher schedules may not always be flexible.

Off Campus Travel

- Travel is permitted by clubs with approval from administration. Advisors wishing to take their groups on a field trip should follow standard school field trip guidelines. Groups will need to provide their own funds for special activities or trips.

In-School Fundraisers

- All sales must be supervised by your advisor.
- Clubs are not intended to profit. Monies earned are intended to sustain and enhance the club operation as stated in the club application. Clubs may donate money only if the fund they wish to donate to is specified in their club application and approved by administration.
- Clubs wishing to participate in bake sales or other type of sale such as t-shirts, merchandise, candy grams etc. must receive prior approval from their advisor and Mrs. Lygas to reduce competing sales. Bake Sale sign-up are on Mrs. Lygas's door and are posted the month before the bake sale takes place. Clubs may sign up for one bake sale a month on a first-come first-serve basis.
- Please do not order t-shirts for pending sale without getting consent and design approval to sell them in school. Please do not distribute or sell goods in competition with another club's reserved bake sale time slot. There are no club sales before, during or after the school day without prior approval. Please see Mrs. Lygas with questions regarding fundraising, sales, or approvals.

Club Finances

- Clubs that raise money must keep all monies deposited in a club account within the Student Activities Fund. Clubs may only raise money for purposes expressed on their club application form.
- Money raised is not the property of the club members. If for any reason there are leftover funds in a club account at the end of the school year, money will remain in the account as long as the club remains active. If the club goes dormant, inactive or ceases to be a club due to a breach in policy, funds will be moved to the general student activity account.
- Banking large funds is highly discouraged. In general, funds should be used in the year they were raised and not kept to accumulate over multiple years (unless the money is for a preapproved multi-year project).
- Off Campus Fundraising activities (e.g. Car Washes, restaurant nights)
 - Advisors should be present at all club activities including those that may occur off school premises.
 - See Off-Campus travel
- Raffles and other games of chance are prohibited activities by the state of NJ.
- All money raised by a club must be deposited into their student account within 24 hours of receipt.

Withdrawing money from your club account

- Students can choose to submit a receipt for reimbursement or they may request that a check be processed directly to the vendor. Payments made to individuals without receipts are not permitted. Please understand that reimbursements take time. See Mr. Karch in the main office to learn more about creating and maintaining a student activity account.

Promoting your club

- Signs/Posters – Students are encouraged to hang signs in school to promote their meetings, events, or special accomplishments. Please have signs approved by Mrs. Lygas before copying and hanging. Please remove your signs if the activity has occurred. Please hang signs on bulletin boards when available.
- PA Announcements - Because PHS has an overwhelming number of announcements each day, clubs will be limited to announcements that promote events or opportunities beyond their regular meetings such as an event that applies to the general student population (eg. Candygram sales). Regular meeting times should be updated with Mrs. Lygas and therefore searchable on the PHS website. Signs and posters in school can also promote club meetings. Last minute meeting cancellations or meeting changes are acceptable announcements.
- Facebook – Club leaders are encouraged to join our PHS Club Leader Facebook Page to share news of their club and learn about other things that could affect clubs at PHS.
- Homeroom visits – If your club wishes to visit homerooms to give out information, sell things, or otherwise promote club activities you must sign up for a day with Mrs. Lygas in advance.

Coordinating a School Wide Event

Clubs are allowed to administer events for the greater school population such as hosting a guest speaker, fundraising activity, talent show, etc. Our PHS calendar books very quickly and events need planning and supervision. Please allow for sufficient time if you wish to utilize one of our larger spaces for your event and have flexibility regarding the dates of your activity. Please see Mrs. Lygas to check on calendar availability. Club advisors will play an integral role in the conduct of any special program a club chooses to run.

Sports related clubs –

- At this time, interest in creating a sport related “club” should be directed to Mr. Miranda, Athletic Director. He can determine if the concept could reach the level of an intramural program or potential new sport. Due to safety concerns, we cannot allow clubs to participate in physical activity without an advisor present and a nurse on duty. Space and safety concerns have limited the number of sports related clubs to just a few.

Amendments to a Club Application–

- Each June, clubs will be asked to renew their club for the following school year. At this time they will affirm the accuracy of their mission and update their student leadership for the next school year. Large changes to the overall mission of the club will need to be approved by Mrs. Lygas.

Final Thoughts

This is just a short guide aimed to help answer frequently asked questions from club leaders and advisors. If you have additional questions regarding clubs at PHS, please see Mrs. Lygas in Guidance.