



**SAINT IGNATIUS COLLEGE PREPARATORY**  
SAN FRANCISCO, CALIFORNIA A.M.D.G. A JESUIT SCHOOL FOUNDED IN 1855



# **SI** **CLUB HANDBOOK**

**STUDENT AFFAIRS OFFICE**

*Revised March 20, 2015*



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## **STARTING A NEW CLUB**

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Applications can be found in the Student Portal. Applications are available when the school year begins. Applications must be submitted to the SAO by the date indicated on the application. No new clubs will be added after the end of first quarter.

Executive Council will review and will need to approve all clubs. They will contact the Club President listed on the application to confirm approval.

The Student Affairs Office will confirm that the moderators listed have agreed to moderate your club.

Things to do before you submit your application:

- Schedule a meeting for your club and compose a list of members (one of these should be elected as president of the club).
- Find a moderator for your club. Your club is required to have a moderator and will not be approved without one.
- Create a mission statement and plan activities for the school year.

## **STANDARDS FOR ALL CLUBS**

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### *1. Membership:*

- The Student Affairs Office has the authority to: approve or reject any petition for a new club, approve or veto any club events or activities, and/or disband a club if any of the club rules are not met
- Club must have at least 5 members. Membership is open to any interested student from all grade levels unless the Asst. Principal of Student Affairs makes an exception.
- Club must keep a current roster. The Club President, with the help of the moderator, will make sure members are actively participating in meetings, club activities, etc.

### *2. Meetings:*

- Club must meet at least two times a month (or as the moderator sees fit for the club) and will be regularly scheduled and announced on your club website (blog, Finals site page, Twitter, etc).
- Minutes from each meeting must be recorded and emailed to the Sergeant of Arms monthly.
- Clubs are required to take attendance records.
- Club presidents will meet with Student Council Club Reps once per month (date TBD).
- The Sergeant at Arms will hold regular meetings for all Club Presidents at least once per quarter to report information, planned activities, or any news (date TBD).

### *3. Events and Activities:*

- Club must plan a minimum of four events each school year, with one of those events being for the larger school community.
- Club should also have a presence at the Club Fair during both lunch periods.
- Club must make a good effort in staying active and living up to its mission and goals.
  - Possible consequences for lack of activity:
    - Suspension of funds
    - No Announcements
    - No Meetings
    - No School Events
- Student Affairs Office will track the progress of every club to ensure the club is operating in good faith to benefit the SI community and/or community outside of SI.

### *4. Announcements, Publicity, and Social Media Accounts:*

- Club Moderators will be able to submit announcements to the Student Affairs Office to announce meetings, events, etc.
- Clubs will also be able to put up flyers and posters around the Student Center as well as the TV monitors around campus to advertise club events and activities. Flyers and posters must be approved by the Student Affairs Office before going up. Posters and flyers must be taken down after the event/activity.
- All clubs will have a page on the SI website containing general club information such as the mission statement, meeting times, events & activities, and moderator contact. It is the clubs responsibility to make sure this information is current. Send any updates to Ms. Finn.

- It is also suggested that clubs have a blog or Finalsite page where minutes, names of members, and more detailed can be posted.
- Clubs are also encouraged to have a Twitter Account where you can send up to date Tweets about meetings, events and other information. The club moderator will need to set-up the account and monitor it. However, the club president will be allowed to tweet and maintain the account. If you would like to learn how to set up a Twitter Account, please make an appointment with Mr. Castro. The Twitter Handle must be in this format: @SIClubName.

#### *5. Moderators:*

- Must be present at ALL **on-campus** meetings and events
- Must be present at ALL official **off-campus** meetings and events
- Has the authority to approve or disapprove of any plans set forth by the student members of the club.
- Is responsible for submitting a facility request form when necessary.
- Is responsible for directing students in the promotion of the club at the annual Join a Club Fair.
- Is responsible for submitting the proper paperwork for any off-campus events or activities
- Assist the student leaders in the preparation of the petition for club funds
- Must keep an updated file with the monthly club ledgers of accounts
- Is responsible for reporting any problem or concern directly to the Student Affairs Office in a timely fashion.
- Is responsible for the overall guidance and supervision of all meetings, activities and events pertaining to the club.
- Is responsible for submitting monthly minutes (can be done by an officer) and club updates to the Sergeant at Arms.

- Is responsible for monitoring blogs, websites, Twitter, and Facebook accounts.

*Note: An officer of the club can do any of the above with moderator approval.*



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## Co-curricular Activities 2016-2017 Club Form

*This form is due to the Student Affairs Office by January 27, 2017*

*You must have read and understood the standards in the Club Handbook*

**Name of Club:** \_\_\_\_\_

<b>Type of Club: (Circle One)</b>	<b>Social</b>	<b>Affinity</b>	<b>Academic</b>	<b>National Affiliate</b>
	<b>Social Justice</b>	<b>School Service</b>	<b>Publication</b>	

**Moderator (print):** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Club President (print):** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Twitter Handle:** (Optional - Moderators: Please create a Twitter Account and Handle for your club. It must be in this format: @SIClubName, Example: @SIPhysicsClub). Please make an appointment with Mr. Castro if you need help setting up your account. More information is in the Club Handbook page 5.

\_\_\_\_\_

**Mission Statement:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Why would you like to see this club at SI?** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Planned Club Activities (for this year):** \_\_\_\_\_

\_\_\_\_\_

**Planned All School Activities:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_