



Mount Si High School Activities Handbook

Advisors:

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Newspaper/Yearbook:	Susan Holihan:	holihans@svsd410.org
Robotics:	Kyle Warren:	warrenk@svsd410.org
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Sports Medicine:	Robin Backstrom:	backstromr@svsd410.org
Principal:	John Belcher:	belcherjh@svsd410.org
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Student Club Organizations

Student clubs and organizations need to meet certain requirements as an ASB recognized group:

- Club must have 10 people or more.
- Club must have an advisor. A vacant advisor must be filled before a club can be active.
- Club must have a constitution on file. Advisors must check to see if their club has a valid constitution on file.
- ASB Council must approve the club.
- Club must have regularly scheduled meetings. Weekly, bi-monthly or monthly.
- Club should have officers elected at least once each year. Officers must have purchased an ASB card.
- Club should have goals established for each year. Goals should be written down and advisors should have a copy.
- Club should have a budget for the year. The budget should be developed by the club officers with the guidance of the advisor and should include details of planned activities and list of expenditures; planned fundraising and details of what, when and estimated profit; planned use of any allocated ASB funds and a bottom line in black. This budget should be filed as part of the treasures report and also kept by the advisor. It should be updated at years end and made part of the club's final year-end report. It will form the basis for the spring budget.
- Club officers should keep accurate records of meetings. A notebook with meeting minutes, treasurers' reports, committee reports, etc. should be kept in the advisor's files. Minutes must record all action and approval involving the expenditure of any club funds.
- Advisors should keep their own accurate records of all club activities – financial, organizational and planning, event details, evaluations, officer records, budget minutes, attendance records, etc. This includes their own record of financial transactions.

Meetings:

Officers should prepare an agenda before any meetings and distribute to officers and members. Here is a sample:

- Call to order: president.
- Roll Call: read by the secretary who reports that a quorum (usually more the half the members) exits to do business. Attendance at meetings is recorded.
- Additions to the agenda
- Reading of the minutes: the secretary reads the record of the last meeting; the president asks for additions or corrections. If none the minutes stand approved as read or if corrected the minutes stand approved as corrected. Facts should be noted in the minutes for the current meeting.
- Officer Reports: treasurers report, etc.
- Committee Reports
- Unfinished business: items tabled or not completed or held over from the last meeting.
- New business: any item not previously addressed; members may bring up items.
- Announcements: reminders about coming events, responsibilities, message from the advisor or others, notice of next scheduled meeting
- Adjournment: formal ending of the meeting by a vote...includes notice of next meeting

All actions and decisions of the group must be in the form of a motion. Motions are made ("I move to/that..."), seconded, discussed and voted upon. A majority must vote for a motion. The minutes must record all passed motions including who made the motion and who seconded it. Failed motions need not be recorded. The record provides the legal documentations for spending money and all spending should be legitimized by a vote of the organization.

The advisor should encourage the officers to follow up with those in charge of events or items from the meeting. Meeting with the officers after the meeting to review who is to do what will make this process more worthwhile to the

students. Weak points can be identified and suggestions for strengthening them can be made at the next meeting. Following up takes time and effort but it is far better than canceling something because students didn't follow through.

Officers and Elections

Officers for a club or organization include the president, vice president, secretary and treasurer. Some groups also have a historian. Elections are usually held in the fall or spring. Officers should be willing to put in the time and effort necessary to run the organization.

Officers must meet the requirements of club officers set forth in in school policies. Presidents should maintain a 2.5 GPA with no failing grades; other officers should maintain passing grades in all their classes.

Forming a New Club

New clubs are welcomed! Any group of students with a legitimate purpose may start a new club. Here are the requirements:

- There must be at least 10 students who wish to form the club
- There must be a faculty member willing to serve as advisor
- The group needs to write a constitution. A sample template is available from the ASB Advisor or Activities Director.
- Constitution must be submitted to the Activity Coordinator who will submit it ASB for approval.

Advisor Responsibilities

Activities serve a valuable and necessary function in a school dedicated to doing what is best for the students. The athletic and activities programs within a school provide a reason for students to become involved which leads to positive attitudes and many advantages to students. These help the atmosphere of the school and are constructive to all school programs.

When developing and conducting an activity, consideration will always be given to the physical, social, emotional, mental and academic development of students. The Mount Si program reinforces and reflects the SVSD educational philosophy, goals and objectives. Our programs are an integral part of the total educational program and will provide an atmosphere which is beneficial to all participants. All students should have equal opportunity to participate in a variety of experiences supporting their abilities and interests. A strong activity program develops leadership skills. Mount Si is committed to the development of projects and activities to promote such positive behaviors.

All clubs, activities and sports and their advisors/coaches are part of the ASB structure of the school. The advisor/coach is responsible for providing general supervision, direction and counseling to the student leadership.

All ASB organizations and activities MUST keep accurate minutes of the meetings including approval to make any expenditures. This is a state requirement.

Responsibilities:

- Know the ASB, state and WIAA applicable policies and procedures

- Understand the legality and requirements of activity supervision
- Take care of all paperwork and accounting procedures, including financial records, purchase orders, cash box requests, check requests, fundraising reports and inventories. Maintain a budget for the activity
- Work, communicate and schedule all events well in advance with the Activities Coordinator
- *Supervise* fund raising activities, transportation arrangements and all activities of the group
- Arrange and coordinate the election of officers, officer and membership training, planning and organization of activities
- Schedule meetings
- Provide direction and guidance in problem solving and conflict resolution
- Support the goals and objective of the activity and serve as a resource person
- Work and communicate with fellow advisors

Advisors are encouraged to:

- Attend appropriate advisor training workshops
- Receive a standard First Aid/CPR card
- Self-evaluate at the end of each school year
- Have members complete a year-end evaluation of the activity and its events

It is strongly recommended that each activity keep a clear, accurate and up to date record of all its expenses. This is the primary responsibility of the advisor/coach. Do not wait for the financial secretary to tell you what you have. Keep your own records.

Supervision

The role of supervisor is an important one for any advisor. A safe and secure environment is essential in all school functions. All students need guidance and need to feel safe as they participate in extracurricular activities. There are school and district policies as well as laws governing the supervision of students. An advisor should be aware of their rules both for the safety of the students and for his/her own protection.

Generally, **students should not be left unsupervised** at any school activity or functions. If any money is involved, it is your responsibility to keep track of it, both for the protection of the students and the activity. Do not leave money in your room or your car, it must be safely stored. See the financial secretary or an administrator. **Never take money home.**

All school rules and policies are in full application at any school function, no matter where it is. Inform students as to the expectations regarding appropriate behavior. Therefore, students must always adhere to those rules during school-sponsored activities.

Additional Tips:

- Schedule events far in advance. If additional supervision is needed, arrange it early. If administrative coverage is necessary, Activities Director needs to know ASAP

- If money is involved, arrange with the financial secretary for a cash box 1 week before the event. Make sure it is picked up.
- Make sure equipment and supplies are in good working order and available to you when you want them. Try to run through the event in your mind to be sure of everything you may need.
- Communicate with and enlist the help of parents for assistance with supervision but never without a staff person present as well.
- Be visible and available at all activities, meetings and projects.
- All activities are ambassadors for the school. If any off-campus contacts or facilities are involved, remember that you and your students may be their only contact with Mount Si High School.

SERVICE CONTRACT PROCEDURES

A Service Contract is required when hiring an outside consultant for services. The service contract packet includes the Contractual Agreement for Services, the Confidentiality Agreement, an IRS W9 form, and a DRS Retirement Status Verification Form. The forms are found on the district website under “Departments”, “Business Services”, and “Forms and Procedures”.

<https://www.svsd410.org/Page/8083>

SERVICES CONTRACTS MUST BE SUBMITTED AND APPROVED BEFORE WORK CAN START. IF THE CONTRACT IS SUBMITTED EITHER SIMULTANEOUSLY OR AFTER WORK HAS BEEN COMPLETED, THE CONTRACT AND THE PAYMENT WILL BE DENIED.

- Get initial approval for hiring an outside provider/clinician/speaker, etc. by emailing John Belcher (cc Finance, Libby or Keri) with your intentions. His email response will be your initial approval.
- Send the link for the forms to your service contractor. The forms are fillable online, or they can be printed, completed, and scanned and emailed back.
- The forms can be sent directly to the finance department, or they can be sent back to you and you can forward them on to Keri or Libby.
- We retain a temporary copy while getting signature approval from the building principal, the business office, and the superintendent.
- Once the contract is approved by the superintendent, we create a purchase order, attach the contract in Skyward, and email a copy to the advisor (you) and the service contractor.
- Once the work is complete, the contractor needs to send an invoice to be paid. They can use a blank invoice template if they choose, but the invoice should come from them. Invoices are submitted to the advisor (you), the finance office directly, or invoices@svsd410.org for final approval and payment.
- A new contract must be filled out if additional work is being performed, or if the total amount exceeds the original dollar figure in the contract.

Again, the service contract must be completed before work begins. In fact, as you plan, you can get the paperwork filled out and approved at the beginning of the school year. The contract is valid for one school year; a new one needs to be filled out to cover work in subsequent years. Contracts can only be signed by the business office, not a building staff member.

Graduation Ceremony **Cap, Gown, and Stoles/Cords/Medallion Protocols**

The goal of the Snoqualmie Valley School District Graduation Ceremony is to honor the “graduating” class. The focus of this ceremony, like most graduation ceremonies, is to put our focus on the accomplishment of the class as a whole. We avoid individual recognition since we have a Senior Awards night, and a variety of other senior recognitions in sports and activities.

The only individual honors that we will recognize, need to be significant to recognize them at this ceremony. If an extracurricular advisor would like to honor individuals they need to be significant contributors to the culture of the school, service to others, and in a leadership capacity to be honored. A part time club attender, without any real leadership role, without any major contributes to the culture of the school and service to others shouldn't receive any recognition just because they are a senior.

If you have an “honor society” associated with your club or activity, you need to ensure that you are a member, your dues are current, and that your club is aware of this society when they join and you have evidence that they have met the society's requirements and those posted above.

If you would like to recognize a Senior of your activity, you need this criteria in your Bylaws, you need to submit your clubs guidelines to the Activities Director for approval. You will also want to submit who will receive the recognition and who has met that criteria. We have given you several ideas above and are glad to help you, but your club board should be putting this in their Bylaws and voting on this recognition.

In order to keep consistent with long standing traditions the following are the Policies of our graduation ceremony and we need your help in meeting them. Ideally, if you want to recognize your activities best seniors, you would focus on medallions, or cords. Sashes only under significant evidence of a formal organization will they be considered.

All Seniors

- Wear Scarlet Caps and gowns
- No decorations of Caps are allowed
- Senior parents use leis as a fundraiser and all activities need to avoid that
- Only sashes approved for ceremony will be Honor Societies, ASB Exec Board
- Cords- Honor cords are yellow, blue, or yellow and blue and all other clubs need to avoid these colors so they do not diminish the importance of this academic honor.

All Sashes, Stoles and Cords need to be pre-approved prior to purchasing by Principal and Activities Director.

Currently Approved:

Sashes: Society & Service Clubs

- National Honors Society (Officers wear royal blue stoles, members of 200 hr club for volunteer hrs wear medals on a royal blue and gold ribbon, all NHS members wear royal blue and gold cords. Royal blue and gold are NHS colors.
- Key Club (Blue w/yellow writing)
- ASB Executive Board (White w/red embroidery)

Cords – Academic Achievement

- Honor Roll (stole/ gold /silver depending on GPA)
- Debate Honor Cords- Grey and Maroon
- National Honor Spanish Society - Blue & Gold Cords
- Eagle Scouts

Medallions

- Clubs (These need to be pre-approved before graduation). If you would like to honor your students, distinguished awards need to be of leadership and service. This would not be for attending meetings and being a part of a club.
- Key Club (Blue and yellow)
- AVID Seniors
- National Honor Society for Sports Medicine

Leis - Grad Night Fundraiser

Expectations to participate in Graduation with wearing Sashes, Stoles, Cords and Medallions: Must have the following:

- **Dues Paid**
- **Significant School Contribution**
- **Leadership Position – Club board position (2 years of contribution)**
- **Consistent Attendance**
- **Followed Bylaws**

***Prior to purchasing. Signatures must be obtained by the following.**

Advisor's Signature: _____ **Date:** _____

Activity Director's Signature: _____ **Date:** _____

Principal's Signature: _____ **Date:** _____



