Welcome Staff Members!

• List the items will review and discuss:
  • How to start a club and booklet for the following year
  • Building use/Maintenance and Technology requests
  • Fundraising including jeans days and deposits
  • Field Trips and busing
  • Checks
  • Forms
How to start a club and yearly renewal

• Complete the Club Proposal Form
• Have the faculty advisor sign the Club Proposal Form
• Make a copy of the form for your records.
• Submit the Club Proposal Form to Student Activities for approval
• All Clubs need to be board approved whether they are no longer active
• Once your club is board approved, it will be added or deleted to/from the Club and Activity Booklet
• Create advertisements to increase student awareness of club. Ex: flyers, morning announcements, and posters (All must be approved by an Administrator prior to use).
• In May and June, please fill out the club proposal form if you are starting a new club for the new school year.

Yearly Renewal Google Form:

• In May, I will send out a google form for the following school year for review. At this time, please let me know the status of the club for the upcoming school year.
• By providing this information, Student Activities can prepare for board approval during the summer. The goal is to have the booklet ready for the start of the new school.

Forms that need to be filled out:

New Club Proposal Form
HHS Clubs and Activities 2021-2022- EXAMPLE
Building use requests

**SchoolDude**
Any time you need to use any part of the school building outside of your classroom, you must put in a request in SchoolDude. All technology and maintenance request will have to use this program

**Hackensack High School website**
Select: **IT/Maintenance/Facilities Requests**

**Activities/Events**
Schedule Request
Normal Schedule
Enter the information that has been provided. Start/End Time should be hour prior
Please enter all requirements to run the activity that you may need for maintenance and technology. Once you submitted it you cannot go back make any changes.

Any changes that you need to make after submission will have to contact the myself via email. Regardless that you have entered the information in SchoolDude for technology reach out to the via email tech@hackensackschools.org with request.

**Maintenance Request tab**
Enter as much information that you can

**IT Request tab**
Enter as much information that you can
Example:

Activity/Event

Maintenance

Technology
Fundraising

- Notification to Principal for clubs/organizations to conduct fundraising activities in the building shall be approved in writing by the Superintendent.
- All fundraisers must go before the board for approval.
- Sales and solicitation activities shall take place at the school. Door to Door sales activity is not allowed.
- Individuals shall not profit from the revenue generated by a raffle or game of chance.
- Ticket sales cannot be limited to quotas.
- The staff members of the club/organization sponsoring the fund raising activity are not allowed to win a contest or prize.
- All money needs to be turned in to Student Activities within 24 hours after the activity/event for deposit.
- A receipt shall be given to the Advisor as proof of the amount of money received.
- Funds raised by a club, class, or athletic team must be documented and are to be used solely for the direct benefit of the students or club that raises the funds.
- An itemized list detailing names/items that were sold needs to be attached with the Deposit Form. (Detailed Report of Fund Raising Transactions Form)

Jean’s Day

- An email will go out in May for Jean’s Day for the following year. It is a first come, first serve basis. Please fill out a fundraiser form for approval form the principal and the board.
- An itemized list detailing names/items that were sold needs to be attached with the Deposit Form. (Detailed Report of Fund Raising Transactions Form)

Forms that need to be filled out:

- Fundraiser Form
- Student Activities Cash/Check Deposit Form
- Detailed Report of Fund Raising Transactions Form

Money should not be taken home or left in a classroom.
Field Trips and Bussing:

- All field trips need to be budgeted prior to submission.
- All field trips need to be approved by the Principal and the board office.
- Please submit paperwork as soon as possible or 2 months before the actual field trip occurs.
- Please fill out field trip request form
- Please fill out the transportation form for bus/s
- A certified teacher staff must be 1 of the chaperones on the trip 1 per every 15 students
- Once paperwork is filled out the following signatures are needed:
  - Principal
  - Assistant Superintendent
- Once the paperwork has been signed, I will add a copy in your mailbox.
- Once the field trip is approved by the board, Student Activities will process the purchase order if needed for transportation.
- The day of the trip please make sure you have the permission slips/signup sheet with you to take on the trip
- Please do a headcount and check off list once the students arrive to board the bus.
- Once you have boarded the bus, please do another head count.
- Please make sure you get the bus driver's name and phone number.
- Please verify with the bus drivers that he/she has the right address before heading out

Students participation:

- Fill out the permission slip form and create a signup sheet once you receive the field trip permission slip form back from the student - signed by a parent and staff members
- If you are having a class trip with your students, I suggest having a wait listing for last minute cancellations.
- Once you have the acquired number of students going on the field trip, please email the nurse and the main office the list of students going on the trip for clearance once your field trip is approved and for the main office to do attendance.
- The day or two before the trip remind the students-meeting location/time and if they need to bring anything for the trip

****Before filling out paperwork, please inquire about their Covid policies and restrictions

****A nurse is required when a student is diabetic, needs insulin or suffers from seizures

Forms that need to be filled out before approval:

- Field Trip Request Hard copy is in Student activity office
- Bus Form-Athletics
- Bus Form-First Student
- Field Trip-Sign In
- Seating Chart for the Bus
Requesting a Check

- Expenses should not be paid out of the cash receipts of a fundraiser or event.
- Prior approval for purchases should be obtained from the principal before a purchase is made.
- Receipts for reimbursement must be detailed as to the reason for the expense as well as the price, quantity and description of the items purchased.
  - Sales tax will not be reimbursed.
- Check requests/vouchers must be filled out by the advisor/coach and must properly identify the vendor and be accompanied by supporting documents such as detailed invoices or sales slips.
- The club/class/team account should be checked to verify that sufficient funds exist to cover the check.
- All check requests must be approved by the principal/assistant principal and all checks must be signed by two account signatories.
  - No one should approve a check request for reimbursement of his/her own expenses.

Student Activity Accounts--Prohibition
- Purchases made through Student Activity Accounts may not be reimbursed with Board funds. All payments for purchases must include a signed voucher, an original receipt and a completed, current W-9 form from the vendor
- Check requests take 2-3 business days to process depending on when you submit it.
- Please plan in advance when submitting a check request

Student Activity Account Purchases:
- The purpose of having student activity funds should be to finance the normal legitimate co-curricular activities of the student body organization. Only expenditures relating to student group activities, which benefit students, may be made from student activity accounts. Student activity funds are monies generated by students’ participation, authorized to be spent by students and expended on behalf of the students.

Transfer-Account to another Account
- If you are requesting money to be transferred from your Club/Organization account to another Club/Organization account a funds transfer authorization form needs to be filled out.

Forms that need to be filled out:
- Check Request Form
- Funds Transfer Authorization Form
- W9 Vendors
Forms:

- New Club Proposal Form
- HHS Clubs and Activities 2021-2022- EXAMPLE
- Fundraiser Form
- Student Activities Cash/Check Deposit Form
- Detailed Report of Fund Raising Transactions Form
- Field Trip Request Form- Student Activities Office Room 212A
  - Field Trip-Sign In
  - Bus Form-Athletics
  - Bus Form-First Student
  - Seating Chart for the Bus
- Check Request Form
- W9 Vendors
- Funds Transfer Authorization Form
- Community Service Form

All guideline/forms are located on the district website (under Business Office) and are sharable. Student Activity Guidelines / Student Activity Guidelines

All request for board approval need to be submitted no later than the last Friday of each month to Student Activities Room 212A. Board Meeting Schedule
Questions?  
Comments?  
Concerns?
Thank You

STUDENT ACTIVITIES
ROOM 222-A
Assistant Principal - Mrs. Lozano
Administrative Assistant - Mrs. Irby
email: hhsstudentactivities@hackensackschools.org