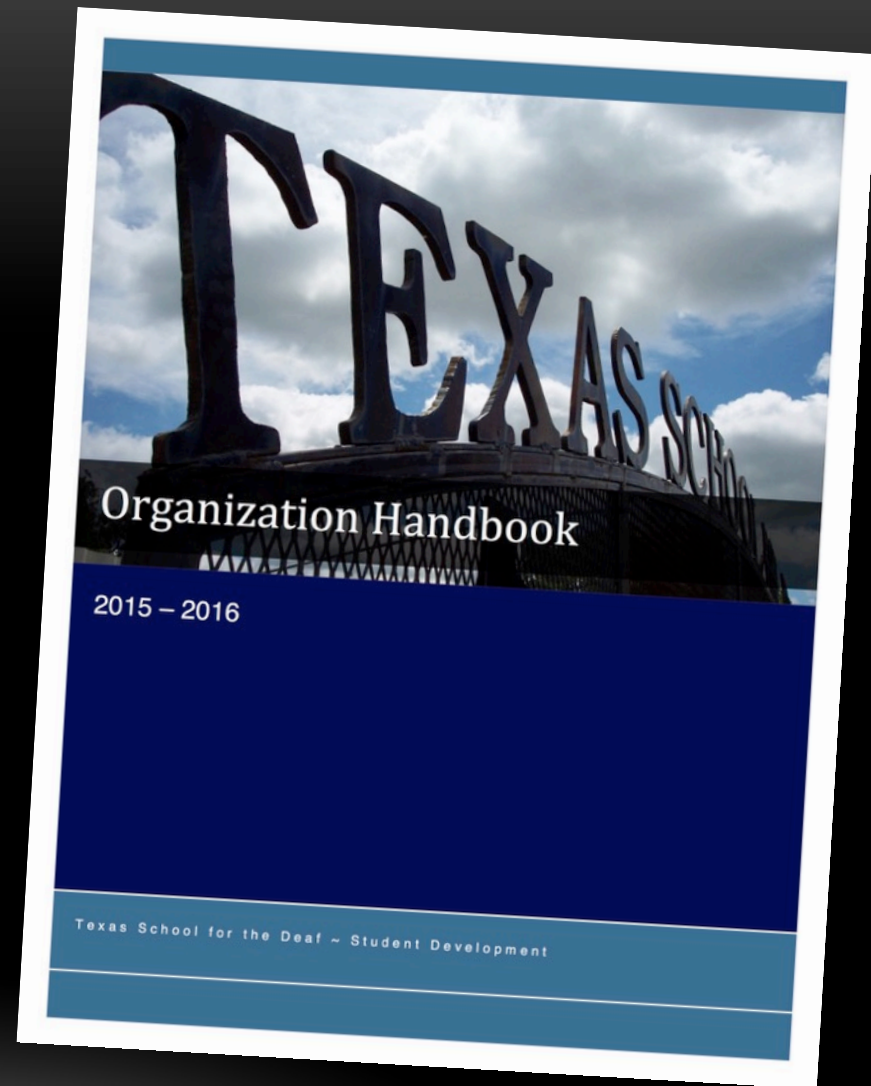


SYSTEMATIC OPERATION OF STUDENT ORGANIZATION

Presented by
Jennifer Campero

BACKGROUND

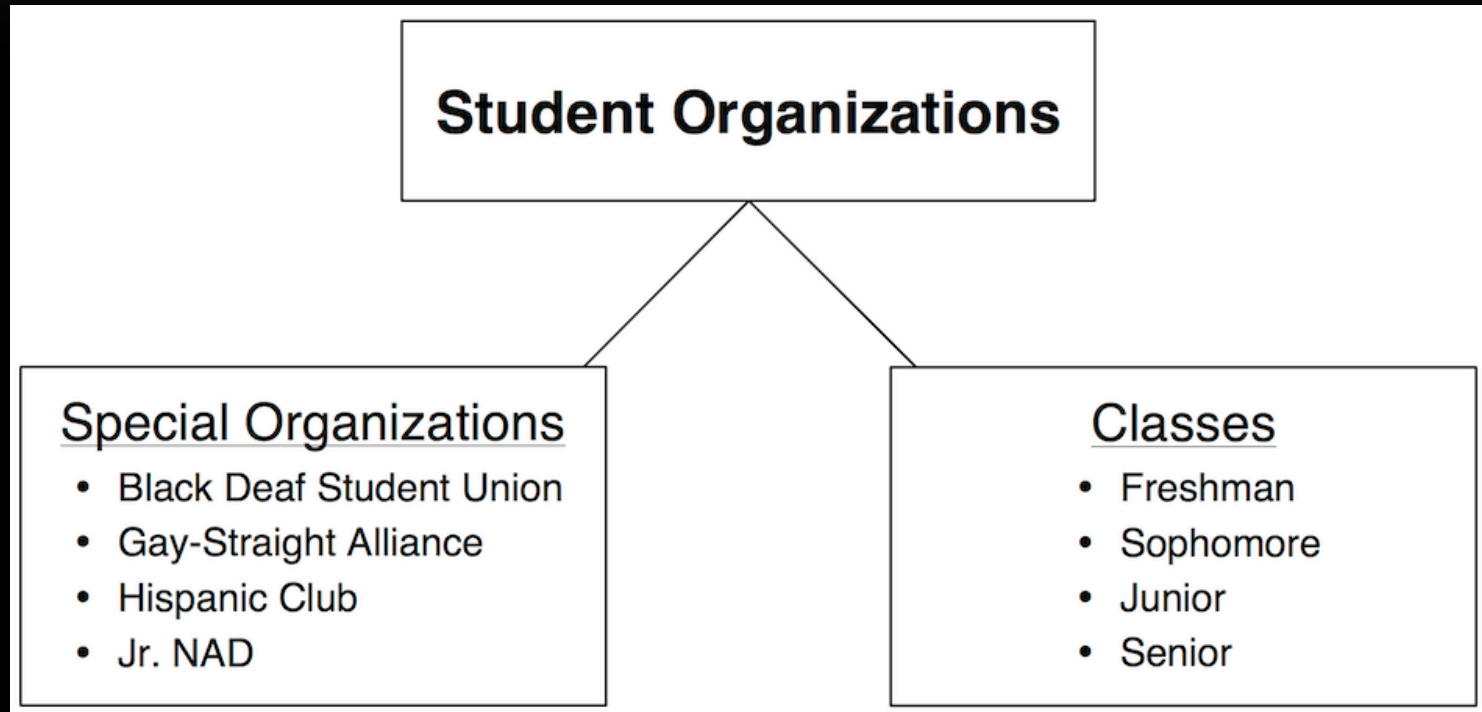
- Oversees and facilitates student organizations
- Consistency and efficiency
- Helps both sponsors and students prepare for the next 4 years
- Handbook
 - sponsors review, propose changes and up keeping as needed



ORGANIZATION LIAISON

- Conduct sponsors monthly meeting
- Arrange locations for organization meetings
- Ensure that the procedure and timeline are followed through
- Observe and assist with organization meetings
- Coordinate the voting procedure for special recognition (ex. Homecoming court)
- Assist with organizations' booth at Registration Day
- Review letters and flyers
- Revise the handbook annually

ORGANIZATIONS



ORGANIZATIONS

- Special Organizations
 - promoting mutual respect for all cultures
 - pursuing community service opportunities
 - coordinating educational events including leadership retreat, motivational guest speaker, special events, and workshop/training
 - obtain financial support from Student Development
 - may have fundraisers for off-campus events (ex. conference)
- Classes

SPONSORS' GENERAL RESPONSIBILITIES

- Conduct monthly organization meeting
- Ensure that the meeting protocol is being followed
- Monitor organization fund
- Upload meeting minutes onto the Google Drive and share with the Organization Liaison
- Complete any request forms
- Attend monthly sponsor meetings
- Attend and support annual leadership retreat
- Communicate with parents
- Set up an information sharing booth at the Registration Day
- Attend sponsor training



STUDENT OFFICERS

- Spring election
- Officer contract
- Required to attend leadership retreat

Officer Contract

Name: _____

☐ I have accepted my position as _____ of the class.

☐ I have reviewed the duties and expectations with my sponsors.

☐ I understand my role and responsibilities as an officer.

☐ I understand that I am required to attend Jr. NAD Leadership Retreat when scheduled.

☐ I understand that I am required to pay class dues before attending Jr. NAD Leadership Retreat.

☐ I understand that if my class is not satisfied with my performance, I may be impeached from my position with proper parliamentary procedure.

☐ I understand that if I fail to demonstrate appropriate behavior and fail to perform duties as listed in the handbook, I may be asked to leave my position.

☐ I understand that I am to follow TSD Code of Conduct at all times.

☐ I understand that if I violate school Code of Conduct, I may be removed from my position as a class officer.

☐ I understand that I must demonstrate positive attitude along with dignity and respect during class meetings and any class related activities.

☐ I understand that I must maintain good academically with an average G.P.A. of 2.25 or above.

My signature indicates that I have read and understand the expectations in this contract.

Signature

Date

MEETING PROTOCOL AND MINUTES

Minutes

CLASS OF _____

Date: _____ (time)

Meeting called at _____

Last Meeting's Minutes
Minutes accepted ☐
Changes made: _____

Reports
President: _____
Vice-President: _____
Treasurer: _____
Chairperson: _____

Old Business
Topic Discussed: _____
Result: ☐ Pass ☐ Fail

Topic Discussed: _____
Result: ☐ Pass ☐ Fail

New Business

Motion #1 _____ moves _____
Seconded by: _____ (name) _____
Result: ☐ Pass ☐ Fail

Motion #2 _____ moves _____
Seconded by: _____ (name) _____
Result: ☐ Pass ☐ Fail

Motion #3 _____ moves _____
Seconded by: _____ (name) _____
Result: ☐ Pass ☐ Fail

Motion #4 _____ moves _____
Seconded by: _____ (name) _____
Result: ☐ Pass ☐ Fail

Meeting adjourned at _____ (time)

CLASS DUES

- \$25 annually
- Officers must pay before retreat or they will be removed from their position.
- Seniors must pay 4 years class dues in full by January in order to be eligible for Senior Trip.
- Class due chart
- Use voting card (optional)

	Students	Freshman	Sophomore	Junior	Senior	TOTAL
1	Abbott, Joe	25				25
2	Doe, John	25				25
3	Moore, Mary	25				25
4						0
5						0
6						0
7						0
8						0
9						0
10						0
11						0
	TOTAL	75	0	0	0	75

PROCEDURE OF COMMUNICATION

- To maintain the effective and efficient communication, the below list of request/activity ensures that the information goes to correct people.

○ Request Forms

- Organization Liaison
- Director of Student Life
- Assistant Director of Residential Services
- Transportation
- Master Calendar
- Health Center (if off campus activity)

○ Graduation

- Organization Liaison
- Superintendent
- Director of Academic Affairs
- Director of Student Life
- High School Principal
- High School Administration Assistant
- SND Principal
- CT Principal

○ Fundraising Activity

- Organization Liaison
- Director of Student Life
- Assistant Director of Residential Services
- High School Principal (if applicable)
- Letters to parents (if students sell items)

○ Prom

- Organization Liaison
- Director of Student Life
- Assistant Director of Residential Services
- Director of Academic Affairs
- Residential Supervisors (involving weekend arrangement, staff coverage)
- High School Principal
- Letters to parents including permission forms



LETTERS

- All sponsors are required to send parents a letter explaining what will happen in their class or organization during the upcoming year.

Sample Freshman Letter

Date:

Dear Parents/Guardians,

Your son/daughter is scheduled to graduate in June of XXXX. The Class of XXXX will be responsible for planning some school activities that will take place throughout the school year, as well as fundraising activities for the Senior Trip. We had our first meeting last spring and the class had voted on new officers for the school year of 20xx-20xx. The class had also voted on class colors (pink and light blue) and mascot (monkey).

Our class will meet monthly during Advisory Group Period to focus on different activities and fundraising opportunities. First year, they will focus on few things listed below. During their 2nd year as a sophomore, they will be expected to host a homecoming dance. During junior year, they will be responsible in hosting a prom and during their senior year, they will be busy preparing for their senior trip and graduation. It is rather important that every member work together to achieve class goals.

This year, our class will be responsible for the following:

- **Collecting Class Dues:** Each member of the class will pay \$25 per year. It will go toward any expenses involving the class and partly may be saved in class account to be used for Senior Trip. Dues are non-refundable.
- **Two Fundraising Activities:** Class will vote on type of fundraising activities to help earn money for class activities and Senior Trip. It is important that each member participates in the activities and helps earn money to minimize the costs when they go on Senior Trip.
- **School Party:** Freshman class will host a school party later in the spring. This is one of several opportunities for class to earn money.
- **Homecoming Spirit Week:** Class will be involved with spirit week competition. More information will be announced soon.
- **Homecoming:** Class will have the opportunity to rent a booth and sell items during homecoming. This is also one of several ways to earn money.

If a day student wish to stay after school to participate in any class related activities, you will need to make an arrangement with our High School Residential Supervisors.

Each class member is expected to follow TSD's Code of Conduct during any activities.

Parents' involvement is always appreciated. If you wish to assist in any way or if you have any questions about our program, please feel free to contact us via email or call 512-462-5601.

Attached is a form for you to sign, acknowledge that you understand the class activities involving your son/daughter. Please sign and return the form to Jane Doe by Monday, September XX, 2010.

Sincerely,

xxxxx
Class Sponsors

cc: xxxxx, Director of Student Life
xxxxx, Assistant Director of Residential Services
xxxxx, Organization Liaison

FUNDRAISER PROCEDURE

- Each organization is limited to 5 fundraising activities per year.
 - Homecoming Booth
 - Party of the month
 - A limit of TWO selling items
 - One car wash
- Must fill out Fundraiser Request form.

Fundraiser Request Form
Office of Student Development 2015 - 2016

Requestor: _____

Class/Organization: _____

Date Submitted: _____

Type of fundraiser: _____

Specific dates of selling: _____

Procedure of selling: _____

FREQUENCY

☐ Weekly

☐ Bi-weekly

☐ Monthly

☐ Until all items are sold.

☐ Other: _____

LOCATION

☐ High School

☐ Middle School

☐ Elementary

☐ SND

☐ Dormitories

☐ Deaf Smith Center

☐ Other: _____

Do you need a loan?

☐ Yes

☐ No

If yes, how much: _____ (Special arrangement may be made with Student Development)

It is **required** to have student-fund account. What is your account #? _____

If you need to set up an account, please see the Organization Liaison.

Please submit this request form two weeks in advance!

Approved by: _____

Organization Liaison: _____

Principal: (if selling occurs during school hours) _____

Director of Student Affairs: _____

Submit this form does not guarantee your request. Please do not proceed with any orders until approved. Once approved, please show sample of flyer and get them date-stamped before you begin selling any items.

PARTY

Organization	Event	Month
Senior	Halloween (including Haunted House)	October
Junior	Valentine's Day	February
Sophomore	Keep _____ Weird	April
Freshmen	Spring Fever	March
Jr. NAD	Winter Ball	December/January
Hispanic Club	Cinco de Mayo	May



- Organization must show the draft of party flyer to the Organization Liaison and get approval before posting. All flyers must be stamped with a removal date.

CLASS CHECKLIST

Freshman

Class Checklist

- ☐ Introductory letter to parents/students
- ☐ Class Dues (see page 13)
- ☐ Leadership Retreat
- ☐ Homecoming Spirit Week
- ☐ Homecoming Booth
- ☐ Fundraising activities (Limit to 2 plus car wash)
- ☐ **Spring Fever Party (March)**
- ☐ Officers election



Junior

Class Checklist

- ☐ Introductory letter to parents/students
- ☐ Class Dues (see page 13)
- ☐ Leadership Retreat
- ☐ Homecoming Spirit Week
- ☐ Homecoming Booth
- ☐ Fundraising activities (Limit to 2 plus car wash)
- ☐ **Valentine's Day Party (February)**
- ☐ **Class Ring (optional)**
- ☐ **Prom (May)**
- ☐ Officers election



Sophomore

Class Checklist

- ☐ Introductory letter to parents/students
- ☐ Class Dues (see page 13)
- ☐ Leadership Retreat
- ☐ Homecoming Spirit Week
- ☐ Homecoming Booth (optional)
- ☐ **Homecoming Dance**
- ☐ Fundraising activities (Limit to 2 plus car wash)
- ☐ **"Keep _____ Weird" Party (April)**
- ☐ Officers election



Senior

Class Checklist

- ☐ Introductory letter to parents/students
- ☐ Senior Trip Contract (Appendix C-2)
- ☐ Class Dues (see page 13)
- ☐ Leadership Retreat
- ☐ Homecoming Spirit Week
- ☐ Homecoming Booth
- ☐ Fundraising activities (Limit to 2 plus car wash)
- ☐ **Halloween Party/Haunted House (October)**
- ☐ **Senior Portraits**
- ☐ **Senior Class Ring**
- ☐ **Cap & Gown**
- ☐ **Senior Brick**
- ☐ **Senior Trip**



8TH GRADE CLASS ORIENTATION

- In spring, the Organization Liaison, along with Jr. NAD president and vice-president will provide orientation to 8th grade class.
- They will also guide them in determining the following:
 - Class Color
 - Class Mascot
 - Class T-shirts
 - Class Officers
 - Class Sponsors

LEADERSHIP RETREAT

- Provided by the Jr. NAD
- Purpose:
 - to provide coalition among students of different organizations
 - to ensure that all students receive basic understanding of their roles and responsibilities
- All officers and sponsors are required to attend the retreat.
- Retreat will include, but not limited to:
 - team building activities
 - parliamentary procedure/mock meeting
 - officers' roles and responsibilities
 - leadership skills
 - communication skills

HOMECOMING SPIRIT WEEK



HOMECOMING SPIRIT WEEK

- Jr. NAD hosts Spirit Week.
- Sophomore host Homecoming Dance.
- Jr. NAD representative from each class meet to review daily schedule then share with their classes (expectations, game rules, theme, etc.)
- TOSS (teamwork, organization, spirit, & sportsmanship) is used for competitions

QUESTIONS?

