



Seycove Secondary School Extracurricular Clubs - Staff Sponsor Information

PREAMBLE

Student extra-curricular clubs can be a very important part of a student's learning within the school community and often provide excellent learning opportunities that enhance the traditional classroom curricular environment. Students choose to engage in clubs that peak their curiosity and collaborate with their peers in positive ways. They further develop skills, take leadership roles, and have experiences that fuel their intrinsic motivation.

The governance of school clubs is the joint responsibility of School Administration and Student Council. Often clubs are student-led and much of the organization and direction of clubs can be guided by lead students. That being said, every club requires the involvement of a Seycove Staff member who helps support the club, helps ensure student safety, and provides supervision of the students as required. Additionally, they are the liaison to the school when needed and can help guide students in regards to school policies as they relate to the club.

Being involved with a club can be a deeply rewarding experience for both the staff member and the students. The goal of this document is to assist staff and club sponsors with understanding their duties and responsibilities.

ROLE OF THE SPONSOR

1. Serving as the school representative for the club and as the school liaison between the students in the club, the parents, community organizations and the School Administration.

- Inform school administration of up coming events
- Communicate with Seycove staff about up coming events
- Communicate with office and staff about missed classes
- Respond to parental questions and concerns

2. Managing the administrative aspects of the club.

- Ensure all field trip forms and applications are filled, collected, submitted and kept for any outside activities
- Ensure any volunteer adult working regularly with the students directly has



completed their Criminal Records check process through the school district.

- Arrange any parent meetings that maybe needed
- Ensure all appropriate communication with staff and parent is completed
- Ensure all PA announcements are informative and appropriate
- Approve any posters or visual communication that is posted
- Ensure any grants/bursaries applications and obligations are fulfilled
- Ensure any fundraising plans are completed within school guidelines and communicated to the School Administration. For instance, all bake sales have specific guidelines.
- Oversee the club's budget - submitting expense claim forms and endorsing floats and deposits of any fund to school accounts
- Report any student injuries or accidents

3. Attend meetings and supervising club events.

- Provide supervision at all club meetings, events, in school or out of school
- Conduct parent meetings for any over night trips or trips with potential for student risk
- Ensure Student Code of Conduct is maintained at all club meetings and events
- Inform administration of any potential issues
- Ensure adequate supervision is present for projects/events
- In the event that the club sponsor is unable to attend/supervise the event/project, the club sponsor will procure other forms of approved supervision

4. Student Club Projects and Event Proposal Process

Students should be encouraged to participate in club projects or host club events that will provide a positive enriching experience for Seycove and the larger community. All proposed events should be overseen by the Club Sponsor and have the approval of a School Administration prior to any commitment to outside agencies. All project/event proposals should be submitted well in advance of the project or event date.

5. New Clubs

New student led clubs can be proposed and formed by any student from any grade level. The student leadership needs to find a staff sponsor as part of the process. New clubs must have the endorsement of Student Council and the approval of School Administration prior to meeting or functioning in an official capacity in the school.