

Pleasantville High & Middle Schools

Advisor's Guide to the Extra- Curricular Activities Program



**Revised & Reprinted September 2006
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Mr. Townsend – Principal High School
– Principal Middle School**

PURPOSE

The purpose of the Advisor's Guide is to give direction for the smooth operation of a successful student activities program at Pleasantville High School. It is intended to answer any question that you may have regarding the organization, functions and execution of student activities. It provides a listing of offerings, duties of advisors for classes and clubs, board regulations, necessary forms, sample proposal, and qualifications for club and class officers and more.

INTRODUCTION

The well-educated person is a well-rounded person. Student activities are not a diversion but rather an extension of a good educational program. Activities provide an opportunity for teamwork, competitions, leadership skills, social skills, self-discipline, self-confidence and hard work that cannot be achieved in the academic mission of the school alone. Pleasantville Public Schools provide an opportunity for this kind of growth in the variety of activities that are offered.

BOARD REGULATIONS

The Pleasantville Board of Education encourages the development of a program of club activities after school of sufficient variety and number to meet the wide range of interests and needs of all students. Each Elementary School must offer the following four clubs: Music/Choir, Drama, Environment and Technology. In addition, the Principal, in consultation with the School Management Team, shall prepare annually a list of proposed club activities for the Superintendent or his/her designee's approval. All students shall have equal access to club activities regardless of race, color, creed, religion, sex, national origin, ancestry, or social economic status.

Each Principal shall maintain a sum of money in a designated account to cover general costs of club activities for materials and supplies only. For a staff member to be paid to sponsor an activity, the club must meet for one full year prior to payment at the end of the school year. Salary will be based on the teacher contract. The advisor must perform at least 36 hours of club related activities and meet at least 25 hours with students during the school year and maintain a minimum of 10 students.

The Principal and Board of Education must approve all off-site activities. No district funds shall be used to pay transportation costs and/or entry fees of individual students.

Continuation of any club will be approved yearly on a case-by-case basis and will be determined solely by the Superintendent or his/her designee, based upon recommendations by the Building Principal.

1. Teachers / staff interested in sponsoring a club should write a letter to the Principal indicating his/her interest in said position. (See appendix)
2. A teacher can only sponsor two clubs at a time, each meeting on a weekly basis.
3. All club advisors must be approved annually by the Board of Education based on a recommendation from the Superintendent of Schools.
4. Each time a club meets students must complete a 'sign-in' sheet. (See appendix)
5. A quarterly report must be completed, and given to the Activities Coordinator. The Activities Coordinator will meet with the Principal after receipt of reports. The Activities Coordinator will meet with all advisors a minimum of twice per year and then on an as needed basis. Advisors must make a reasonable effort to attend these meetings.
6. Payment will be made at the end of the school year only after the club has been in existence the entire year, kept accurate records, turned in all reports and requested paperwork in a timely fashion and met all other requirements as designated in the application and this guide.

GUIDELINES FOR CLUBS

Advisors for clubs and classes are responsible for the following:

-Meetings-

Club Advisors must perform a minimum of 36 hours work associated with the club per school year. This must include at least 25 hours of meetings with the students.

Club Advisors must keep accurate records of dates and length of meetings, activities, and time spent working on club-related tasks. (See appendix for Log Report and Student Sign-in Sheets). These records must define date, time, location and task. This is to be submitted to the Activities Director in the Quarterly Report or upon request.

Class Advisors are to meet more frequently throughout the school year. Class Advisors must have a minimum of 35 hours of meetings with the students.

Class Advisors must keep accurate records of dates and length of meetings, activities, and time spent working on club-related tasks. These records must define date, time, location and task. (See appendix for Log Report and Student Sign-in Sheets). This is to be submitted to the Activities Director in the Quarterly Report or upon request.

Meetings are to be held before or after school unless cleared by the Principal of the Advisor's building.

-Membership-

Membership in all activities must be open to all students in the school. Advisors are to solicit membership through morning announcements and by recruiting from their individual classes. The National Honor Society and the French National Honor Society are exceptions. Students must qualify according to specific guidelines.

Membership dues in clubs can be agreed upon by students and advisors. Clubs may or may not wish to have a membership fee.

Dues for Classes are as follows:

- Freshman Year - \$2
- Sophomore Year - \$3
- Junior Year - \$5
- Senior Year - \$5

-Election of Officers-

Each activity is to have a minimum of three (3) officers: These might include President, Vice President, Secretary, Public Relations Officer and Treasurer. Club officers are elected from the membership during a regular meeting with nomination from the floor and membership vote.

Class officers must qualify according to the following:

- A. A "C" average or better
- B. Ability to work with others; guiding ability; good speaking ability.
- C. Respect of faculty and peers.
- D. Good attendance—not to exceed five (5) unexcused absences from school.
- E. A record of punctuality during his/her tenure at Pleasantville High School—not more than seven (7) unexcused lates per year.
- F. Good behavior—minor discipline infractions; no disruptiveness, fighting, drug/alcohol abuse, stealing: good ethics and values.
- G. Selected by his/her peers through a democratic process.
- H. Petition, including fifty (50) signatures supporting the presidency, and twenty-five (25) signatures for other offices.
- I. Endorsement through signatures by at least ten (10) professional staff members. Freshmen must have five (5).

Class officers are elected by nomination and vote through homeroom. When nominations are in, the advisor will screen the candidates according to qualification. Advisors are responsible for making up the ballots, running them off, distributing and collecting them through homeroom. They must then tally the votes and announce the winners.

All elections are to be completed and names of officers submitted to the Activities Coordinator by October 1 unless it falls on the weekend. In such case, they will be due the Friday before. (See appendix for form).

-Calendar Dates-

The following forms are to be submitted to the Activities Coordinator. (See appendix for all forms):

1. The Beginning of the Year Report complete with CCCS's and all information.
2. A monthly calendar of events for your club. (by the 15th of the prior month)
3. Any field trip form (at least 4 weeks prior to trip).
4. Any Co-curricular event request. (at least 3 weeks in advance)
5. All fundraiser requests.
6. Any bake sale dates (you don't need a form, just a phone call).
7. All invoices.

-Chaperones-

You are to secure a minimum of five (5) chaperones for co-curricular events in addition to yourself. Ten are recommended for tighter security. It is, also, your responsibility to have an administrator present. You are to secure Security and the city police (Police Dept. 641-6100) along with four auxiliary policepersons.

-Fundraisers-

All fundraisers are to be cleared with the Activities Coordinator by filling out a "Student Activity Fundraiser Request." All fundraisers are to be closely supervised by the Advisor. All debts incurred from fundraisers are the sole responsibility of the club or class. The Board of Education and the school administration will not be liable for any debts. Please keep all receipts.

-Financial Matters-

Each advisor will be issued a book for financial records at the beginning of the year. You are to keep a record of transactions that you make. All deposits and withdrawals must be recorded. Your end-of-the-year balance is to be cleared with Ms. Carman-Davis, Ms. Hall and central office.

Each activity will be assigned an account number from central office through the Activities Coordinator. Deposits and withdrawals for your club/class account will be processed by Ms. Trulene Hall. But please remember, all withdrawal invoices must be cleared through the Activities Coordinator who will then forward necessary information to Ms. Hall. You must attach any and all receipts/invoices in order for check to be cut.

Please adhere to the following guidelines concerning the submission of monies to Ms. Hall.

1. All money must be counted and organized in the following manner before being submitted for deposit.
 - a. Checks – Write on the back of each check, “For Deposit Only, Pleasantville Board of Education.”
 - b. One dollar bills – Clips of 25 bills. (\$25 to a clip)
 - c. Five dollar bills – Clips of 20 bills. (\$100 to a clip)
 - d. Ten dollar bills – Clips of 25 bills. (\$250 to a clip)
 - e. Twenty dollar bills – Clips of 25 bills. (\$500 to a clip)
 - f. Fifty dollar bills – Clips of 20 bills. (\$1000 to a clip)
 - g. All others, clips of 25 bills.

2. If you have bill wraps, use them. But you must also use paper clips in the following fashion.
 - a. All complete clips should be fastened with a paper clip on the top far left side of the clip. (When looking at the bills, your left hand, top corner.)
 - b. All partial clips should be fastened with a paper clip on the left side of the bills. (When looking at the bills, your left hand, side.)

3. When requesting a check or payment, complete the Pleasantville Board of Education Internal Funds Voucher (some have been included or are available through Ms. Hall).
 - a. Pay to... - Write the payee's name.
 - b. Charge no. – Write your activity's account number. (Found on your account book)
 - c. Check the box Activities fund.
 - d. Check next to “Mail Yes_____ No_____” according to your preference.
 - e. Write the reason and total balance.
 - f. Sign next to advisor.
 - g. Include bill.

Board Invoice-- Complete all information requested. There are times when board members attend functions at the expense of the board. Then you will use the board invoice—vendor's name and address, quantity, itemized listing, price, amount, totals.

Vouchers/Invoices— Submit bills with the documents. (Sample included) All school functions are tax exempt.

-Trips-

All school sponsored trips must be cleared through the Activities Coordinator, then the Principal's office. All overnight trips must be approved by the Board of Education. All students must have a signed parent/guardian permission slip. All information regarding the trip is to be submitted at least two weeks in advance.

-Transportation-

All transportation is to be arranged by the Advisor. Pleasantville has buses available to teachers for some activities. Otherwise, teachers must receive bids from at least three bus companies in order to procure the best price.

The teacher is then responsible for completing all requisite paperwork and making certain that the funds needed are available through the club/class account and are directed to the proper place in a timely fashion.

-Quarterly Reports-

Reports are due quarterly to the Activities Director. Your reports will include activities completed and projections for the next quarter.

-Posters and Bulletin Board Displays-

All posters and bulletin board displays are to be checked by the activity/club/class Advisor for correct spelling and appropriate slogans and/or pictures. The Advisor must initial each display in the lower right-hand corner. This applies to all fliers as well. When in doubt as to what is appropriate, have it checked by the Activities Coordinator. All displays not initialed will be removed immediately and brought to the attention of the particular Advisor. All displays are to be removed when the activity is over.

-Announcements-

Morning announcements are to be submitted to the Main Office by 1:00 p.m. of the previous day. The forms for announcements are located in the Main Office. All announcements must be signed by the advisor.

-School Dances-

For school dances, the advisor is to arrange for the DJ, contact head custodian, form a committee of students for set-up and clean-up, in addition to arranging for chaperones and the police.

-Publications-

For any publication, you must include the names of the Superintendent, the Assistant Superintendent, the Board of Education and the Building Principal.

Short description of regular club activities from the High School

Activities Coordinator

The position of Activities Coordinator is a year-long position. The Coordinator is responsible for the high school and middle school of Pleasantville as well as the Greyhound Academy. The advisor keeps track of all paperwork concerning clubs, organizes and collects beginning, mid and end of year reports as well as the monthly reports. For the high school, the advisor does a monthly calendar. The Coordinator has recently streamlined paperwork by digitizing all forms and making them available to the district on our website. The Coordinator updates the Advisor's Guide annually and is available to all advisors for information and help. The Coordinator consults will all advisors to make sure each meets all district requirements.

Other duties of the Activities Coordinator are:

1. All Letters of Intent are screened and approved by the Activities Coordinator.
2. All Field Trip and Fundraiser requests are screened and approved by the Activities Coordinator.
3. All Invoices requesting payment for approved activities are screened and approved by the Activities Coordinator.
4. All Co-curriculum event requests are screened and approved by the Activities Coordinator.
5. All facilities requests are first treated as a Co-curricular event, then, when approved, a separate form is completed and submitted to the facilities director for approval.
6. The Activities Coordinator makes certain there are no conflicts in scheduling.

African-American Club

The purpose of the African American club is to serve as a network and support base for African American students at Pleasantville High School and provide them with an opportunity to grow politically, socially, culturally, and academically through the adoption of the principles of the African American value system, Nguzo Saba.

The African American club will discuss issues that are relevant to the group and explore current events as they arise. The club will develop a college bank that contains college brochures and applications. Students will also be encouraged to participate in community events.

After Prom

Project After Prom is an event that takes place at Pleasantville High School immediately following the Prom. It has an annual theme which has included Under the Big Top and An Evening Under the Stars. The event takes place between the hours of 11pm and 4 am. The reason for the party is to keep students safe on a potentially dangerous night. Many motor vehicle fatalities occur during the prom and graduation season due to students traveling from one party to another. The After Prom aims to keep all the students together in one location where they won't be drinking or using drugs.

Project After Prom is run through parent, and school staff volunteers. As a club the students who are part of the club help to make decisions regarding the event theme, decoration styles, food choices for the event, entertainment choices, and set-up of the event. Students learn to work with a budget when planning the event. The students take ownership of the event through the decision making process.

Art Club

Art Club, along with National Art Honor Society, enables both the highly and leisurely motivated art student assisted time to be introduced to new media and techniques as well as time to reinforce and expand in many areas of art. Personal items as well as service projects will be incorporated.

Band/Band Front/Concert Band/Assistant Band

The Pleasantville High School Instrumental Music Program consists of various instrumental ensembles (marching band, concert band, pep band, jazz ensemble, etc.), as well as, instrumental classes designed to increase aesthetic awareness through student participation. Membership and/or enrollment is open to all students in grades 9-12 regardless of race, color, nationality, religion, sex, age, or disability. Moreover the PHS Instrumental Music Program values diversity and actively seeks talented students from diverse backgrounds.

The primary mission of the PHS Instrumental Music Program is to provide its' participants with superior musical and performance training. The program also seeks to provide its' students excellence in education by promoting and increasing musicianship, positive social interactions, school spirit, community service and self pride. Hopefully, through participation students and graduates will be prepared for collegiate programs and/or are able to lead productive lives.

Ensembles meet daily after school for 1 to 2 ½ hours or sometimes on a TBA (To Be Announced) schedule, depending upon the nature of our performance itinerary. We aim to perform yearly at football games, parades, community venues and events, as well as, festivals and competitions.

Aviation Club

The Young Aviators club is dedicated to those students who wish to develop an interest in aeronautics and avionics. This club will acquire an appreciation for the history of flight, current flight technology, as well as cutting edge research and development in this area.

A central focus of the club will be an understanding of the roll of the Federal Aviation Administration in the constant quest to increase the safety and convenience of commercial air travel. We hope to become acquainted with the research projects and ongoing investigations conducted at the William Hughes Technical Center, and look forward to augmenting our partnership with their staff.

We also would like to organize field trips to other pertinent sites, including sites associated with space travel. Participation in radio controlled model aircraft and rocketry competitions will also be explored.

Chess Club

The goal of the chess club is to provide students with an alternative recreational activity after school, to teach the dynamics of the game with the goal of a team in the future.

Choir

The Pleasantville High School Choir is an organization open to all members of the high school which are chosen by audition. The organization meets a minimum of twice weekly for 90 minutes

The main or concert choir is broken down into smaller groups which may sing music of more difficulty such as an octet or quartet. The choir also has a group for different styles such as for Gospel music. All styles of singing can be acquired through the PHS Chorus.

The choir performs two major concerts during the school year, winter and spring. The choir also performs in the community for outside clubs and organizations upon request. Those who have acquired the ability may also be given the opportunity to audition for other choirs such as All South Jersey Chorus. The choir is also given the opportunity to see other choirs perform such as other high school and college chorus'.

Collegebound

The purpose of the college bound club is to assist our junior and senior students with their future academic endeavors. Students are welcome to see either of the 2 advisors on Mondays in room A106 or Fridays in room c204 from 2:35 to 3:35.

Specific areas that Ms. McNeal and Mrs. Jackson will focus on are assisting college bound students with completing college applications, and editing of essays for college admittance. Ms. McNeal and Mrs. Jackson will also be available to help with filling out SAT and ACT applications, as well as financial aid forms.

DECA

D.E.C.A. or Distributive Education Club of America is a national association of marketing students. The intent of the program is to foster leadership and marketing skills in participating students through curriculum study, professional and peer interaction, and competition. The Pleasantville High School club joins New Jersey chapter which is the 9th largest nationally. Our district is designated as the gold district, and is one of six districts in New Jersey.

Gene Adams the New Jersey D.E.C.A. coordinator and I worked together to get the Pleasantville chapter registered and set an agenda for this year. The club will be meeting every Thursday in room A209E. Students will pick content areas they find interesting from a list of competition eligible categories. Students will study their selected content curriculum which is provided through the D.E.C.A. program, in preparation for the D.E.C.A. conference and competition. In addition to a curriculum students will be given assignments relevant to their course of study to emphasize learning outside the classroom. Guest speakers from industry will also be brought in to demonstrate a correlation between curriculum and the working world. Students who show dedication and responsibility through their work and study habits will then be eligible to attend the district conference, where they will test their content knowledge against

other students from our district. The top three participants in each of the categories will then move on the state conference, and possibly the national conference which is to be held in Texas.

Drama Club

The Drama Club will begin meeting weekly in November. A play will be chosen based on turnout, talent, and students interested. Auditions will be held in January. Projected performance dates will be at the end of March or beginning of April. Drama Club meetings will include drama related games and activities, planning for production, rehearsals and organizing fundraisers.

FBLA

The Pleasantville High School Chapter of The Future Business Leaders of America (FBLA) purpose is to prepare students for leadership roles in the school and business community. Participants in FBLA will develop problem-solving, decision-making and inquiry skills. These same students will also be afforded the opportunity to use these problem-solving, decision-making and inquiry skills. Activities will include but are not limited to the following: Participation in state sponsored FBLA competitive events, Operation of the school store, Fundraisers, Leaderships elections, and Networking for exposure to future career opportunities.

French Club

The goal of the French club is to foster cultural awareness, linguistic practice and to create a safe and fun atmosphere where students can participate in educational activities and enjoy camaraderie of like-minded students. The French club sponsors trips, activities, and entertainment for club members and the school. The members work in conjunction with other clubs to create cross-content awareness and teamwork philosophy. The French club sponsors the French National Honor's Society, an academically-based honor's society. French club is open to any student in the high school.

Freshman Class

The Freshman Class Club is an organization focused on bringing team work and unity to the class of 2009. While the students will elect leadership position of Freshman Class President, Vice President, Secretary, and Treasurer, those people involved will speak on behalf of their class. As a club, we will fundraise to build the budget for future projects. These projects include, but are not limited to, a possible freshman social, sophomore dances, Junior and Senior proms, senior class trip, and class night. As a team, the freshman class intends to work more than just for themselves. We hope to, as a class, work on bettering our community, by doing community services as well as learning about the government processes of a democracy. We also hope to make some positive changes in the Pleasantville School system.

Health Club

Mission Statement: To enhance an understanding of diseases and illnesses that effect our school and community.

Specific Goals: To open up windows of awareness and concern. Learn about the diseases and what is the treatment today. Learn medical terminology and be able to share and inform others about certain health issues.

Medical reports will be done orally and written to create a comfort level in public speaking. Students will look into various careers and what the requirements are, as well as salary and availability of jobs.

Students will go on educational field trips. Tentative plans are Gilda's cancer support house, ACCC nursing lab and Family Life Center of Atlanticare and Philadelphia Red Cross Blood Center.

Homework Club

Homework Club is being offered for any and all students who need help with their homework. It is available for all subjects for grades 9 - 12. Even though one hour is available, students may come for one hour or any part of that hour. Individual help is available and so is computer availability if the Computer Use Policy paper has been turned in for that student. Any student can contact Mrs. Benjamin for help and tell her what day the students wishes to stay (any day but Fridays).

JROTC

JROTC is an after school program made up of JROTC (students) cadets. The cadets practice military drill movement with and without weapons on a daily basis in preparation for scheduled drill competitions. Students also participate in parades, community activity and perform color guard ceremonies.

Junior Class

The Junior Class is responsible for several activities. The primary activity is planning the prom. They elect class officers and the homecoming prince and princess. Several fundraising activities are also conducted. The juniors are responsible for operating the concession stand at basketball games and collecting class dues.

Key Club

"Caring—Our Way Of Life" is the motto that the Key Club abides by. This is an organization that focuses on aiding others. For example, last year we provided a thanksgiving dinner for a family that was in need of it. We gave gifts to children during Christmas, and now we are seeking donations on behalf of the Katrina victims in Mississippi, who lost over twelve schools. This club is a student-led organization that gives its members an opportunity to provide service.

Although we focus on providing our service for others, our members gain a great deal from it. Through this organization the members are able to develop leadership skills, vocational guidance, college scholarships, personal enrichment, character building and so on. For us it's not about what we receive. Our members gain a sense of pride knowing that we are providing our unselfish services.

Math Club

The purpose of the Math Club is to foster a better preparation and interest in math-related activities and careers. Activities include preparing teams for mathematics competitions, primarily the National Society of Black Engineers' Try-Math-A-Lon, and sponsoring and running a Try-Math type competition for 8th graders. This year, we hope to jointly sponsor lunch period tutoring with the Honor Society and to participate in a Black Bear tracking study utilizing discrete math topics Mr. Masters and Mr. Poole learned about at Rutgers.

Media Club

The Pleasantville High School Media Club meets once a week on Tuesdays after school. The club consists of both boys and girls, who are interested in learning skills in the area of TV Production. Additionally, the club is responsible for producing the morning announcements live every morning. The club gives students the opportunity to learn and expand their skills in a number of areas. Students learn how to operate video cameras, audio equipment such as microphones, and a number of other video equipment.

The interpersonal aspect of the media club allows students to work together to accomplish a task. The instructor works as a guide to foster a positive working environment that allows for productive tasks. The media club also enhances some students' communication skills who work directly in front of the camera. Students who work behind the scenes also increase their communication skills by performing the tasks that are provided.

The activities that the media club is involved in are mainly the videotaping of school activities, the production of original programming and the production of the school's morning announcements. A goal of the media club is to host a film festival at the end of the school year and also to visit a number of television stations, in a large and small market.

Media Coordinator

The PHS Media Coordinator is an additional duty that allows for the facilitation of supplemental media materials for the staff and students of the school. This position provides audio/visual materials such as videotapes, televisions, VCR's, video cameras, cassette recorders, CD players, LCD and Overhead Projectors, Screens, microphones and any other special equipment that is related to the area of audiovisuals. The main priority of this position/duty is to add supplemental/additional ways to receive and present information.

In addition, the PHS Media Coordinator is responsible for the management and operation of the Media Retrieval system. This is a closed-circuit system distributed throughout the school using Television

Monitors located in the classrooms. This system allows for the remote operation and playback of video materials that the teacher can control in the classroom. This system also has a videotape database that has to be updated as educational departments order new materials.

The PHS Media Coordinator is also responsible for the operation of the school's bell system. This person also acts as a go between with the company the services the system and coordinates the maintenance and troubleshooting of such equipment. The Atlantic County Audio Visual Aids service is also coordinated through this position/duty, which provides additional media materials to the school district. These materials are delivered directly to the school and are distributed and returned by the media coordinator.

These duties are carried out during the first and last periods of the day, and no classes are scheduled during these periods.

Mock Trial

Mock Trial focuses on teaching students about the process of a criminal or civil trial. The club's main focus is preparing for the Mock Trial competition each February.

Students take on the roles of lawyers, witnesses, and jurors in the courtroom competition. Students work with professional lawyers to prepare to go to trial. Students learn a variety of skill which include, the courtroom process and public speaking. Students interested in Mock Trial can see Mr. Ryan Gaskill in room C206.

Short description of club activities from the Greyhound Academy

National Honor Society

The Francis A. Hughes Chapter of the National Honor Society

The National Honor Society is an organization devoted to acknowledging high school students who have excelled in four characteristics during their high school years. These four characteristics are Character, Service, Leadership, and Scholarship. NHS members who possess these qualities make every effort to work for the betterment of their school and their community.

Any student who is a candidate for NHS must attain a GPA of 3.00 or above in their sophomore or junior year. Secondly, they must exhibit outstanding leadership qualities, character, and service during their years in high school.

Newspaper

The Greyhound, Pleasantville High School's school newspaper, provides students an opportunity to analyze the world around us and decide what news is. Students are instructed in how to write in journalism style and to create a newspaper layout. Photography and graphics are covered, also. Working on the news staff teaches students how to work as part of a team, how to make decisions, and how to interact with others. Critical thinking, speaking, listening, reading, and writing skills all come together in a real world environment. Students also view media and discuss how it affects its viewers, how it shares information, and what kind of information is included.

Outdoor Club

The Pleasantville Outdoor Club is funded entirely by the Pleasantville Municipal Alliance. In addition, School Based Services, under the leadership of Mr. David Wertman, coordinates and provides for our transportation needs. The goal of the Outdoor Club is to educate students about natural resources and environmental studies while building self-esteem and self-awareness, developing team building skills through experiential learning through physical challenges during outdoor experiences. Some of the physical challenges are canoeing, kayaking, rope and rock craft, backpacking, day hiking and plant and animal ID.

Renaissance

The Renaissance program is designed to encourage and reward those students who are not in the top ten and who are not normally recognized for their achievements. Recognition can include but is not limited to special privileges associated with a particular colored card that is issued when the student has reached the designated attainable goals.

SADD

SAAD Students Against Destructive Decisions a club which is part of a national program to aid students in making the right decisions in their lives. The group is a service organization working to assist the local, state, and national communities. SADD members organize and run special occasion collections, such as Thanksgiving baskets, Toys For Tots, books for Katerina victims etc. SADD members demonstrate safety at the annual Mock Crash Day, as well as numerous activities during Prom week to heighten students' awareness of positive decision making regarding behavior during and after the Prom.

Science

The PHS Science club is set up to comply with the Science CCCS's of NJ as well as the National Science Standards to encourage students to utilize their classroom learning and skills in practical applications. These applications include but are not limited to preparation for scientific competition, environmental awareness workshops, the impact of interior and/or exterior environmental changes and encouraging a healthy interest in science from the elementary school level by coordinating and sponsoring the District Science Fair.

Senior Class

The purpose of the Senior Class Club shall be to provide opportunities for students to participate in various activities. These activities will include community service, recreation, leadership and development of individual and group responsibility. They will learn to work co-operatively. Club members will meet to plan and organize fund-raisers, school/class spirit and service projects.

The Senior Class Club will be involved in planning activities to raise funds and provide a variety of events to improve the quality of the senior year. They shall look to plan and run activities targeted

towards promoting class unity and bolstering school spirit and above all, be a positive influence among the students of Pleasantville High School and community. Some of the major activities will include organizing and running the Football Concession Stand, Halloween Fundraiser, and Senior Yearbook Affair. A community service project is planned. We will collect, assemble and distribute holiday baskets to families in need.

All members of the senior class are welcome to attend meetings

Sophomore Class

The sophomore class will continue to show characteristics of leadership and responsibility as they continue on their educational path. The students will continue to demonstrate the importance of giving back to the community by participating in community service projects. Students will also show an understanding of the democratic process by taking part in an election of class officers. In addition, students will participate in fundraising activities and the collection of class dues. Meetings will be held twice a month on Thursdays or as needed to complete a given task.

Spanish Club

To enhance the learning of the Spanish language as well as the enjoyment of the Spanish culture. Activities include related foods, performances as well as visiting the Spanish Fine Arts Museum. Spanish Club is an organization that meets one time per month to explore the cultures associated with the Spanish language. Activities include tasting traditional food exploring holidays and celebrations, learning about Spanish music, and creating crafts. The purpose of the club is to have fun and promote the Spanish culture.

A student organization designed to organize various cultural activities related to the Spanish and Latin American cultures. The club also provides a network for students interested in practicing the Spanish language. The members meet once a week to discuss different subjects of interest as well as to enjoy meals, movies, lectures and artistic events.

The Spanish Club is open to any student interested in exploring the Spanish language and learning about the Spanish speaking world. Meetings are held after school, four times a month. Club activities include attending cultural performances, dining at ethnic restaurants, preparing ethnic foods and raising funds for missions.

The club's objective is to promote positive understanding and communication of the Spanish culture by participating in school and community projects.

Student Council

Student council is a student-run government body. It is made up of students from each class who have been elected by their fellow students.

Student council will focus on service projects and working to improve the school climate. We will meet the second and fourth Wednesday of each month for one hour. We will also meet with the principal and superintendent periodically. Fundraisers will be hosted to raise funds for improvement projects.

Technology

The Technology Club provides an opportunity for students to work with technology outside the classroom. The club deals with issues of ethical technology use and helps students develop skills in working with the digital world. Typically the club creates a digital yearbook which includes multimedia presentations related to school activities and school life in Pleasantville. The club works with digital cameras, both still and video and also digital music. We interface with other clubs and activities to create and collect multimedia content to include in our yearbook. The club duplicates and prints the yearbook CD's for sale to students and staff.

This year the club is looking forward to working with staff at the FAA Technical Center to facilitate some exciting projects such as building a robot or working with flight simulation. Technology Club is open to all students in the high school regardless of grade level or academic standing.

Website Design

The purpose of the Website Club is to provide a roadmap to create an advanced and integrated web design/computer hardware program. Through hands on instruction, the goal of this program is to provide participants with a skill that can be used both personally and professionally.

Contents:

- I. PC Hardware Design/Repair
- II. Web Design Fundamentals
- III. Networking
- IV. Alternative OS/ Open Source Software discussion
- V. Practicum and deployment

- I. PC Hardware Design/Repair

The first part of the program will be to instruct students on the fundamentals of designing and repairing computer hardware. Using recycled PC's, students will be taught how to disassemble and reassemble PC's from scratch. By the end of the program, each participant will understand basic concepts such as x86 processor replacement, SDRAM, DDR RAM, ATA drives, SATA drives, SCSI drives, optical drives (CD-ROM, CD-RW, DVD-ROM, DVD-RW), PS/2 ports, USB ports, IDE cables, power supplies, ATX motherboards, BIOS settings, jumper cables, PCI/AGP expansion cards and many other hardware topics.

- II. Web Design Fundamentals

Next, students will begin their weekly advance in web design familiarization. Using Macromedia Dreamweaver MX 2004 as their environment, each student will learn basic HTML tags and page design.

A goal of the program is to have each student fully memorize and understand WC3 (<http://www.wc3.org>) compliant HTML tags. New topics will be introduced to students weekly in an interesting and informative manner. At the end of the program, students will each have their own website that they can use in a professional portfolio.

III. Networking

Another ongoing topic of discussion will be PC networking; particularly as concerned from a web design perspective. Students will learn to connect multiple computers to a network, secure their PC's by configuring firewalls, set up and serve files via FTP, SFTP and SAMBA (Windows file share). Once students fully understand networking the test of their knowledge will be setting up several workstations, a server and then configuring and playing an online (network) game.

VI. IV. Alternative OS/ Open Source Software discussion

Very few students are exposed to alternative means to computing during their grade school years, but a part of this proposed program will be introducing our students to professional grade operating systems and tools. Participants will be exposed to various UNIX like operating systems such as Linux, Solaris, FreeBSD and Mac OSX. The purpose behind introducing our students to these platforms is two fold. First, it will give them exposure to development tools such as gcc, shell scripts (Korn, Bash, Bourne) and MySQL. Secondly, it will introduce our students to the power of the Unix command line and show them how to operate a PC even without a GUI environment. Another benefit will be the ability to give students the software to use at home absolutely free without restriction.

Another topic of discussion and use will be Open Source Software. Students will learn the pros and cons of OSS vs. proprietary software solutions as well as learn how to compile and test code.

VII. V. Practicum and deployment

The final stage of the program will put our students into an active role in the development and maintenance of the high school's website. Students will be made responsible for designing and updating various components of the site not limited to but including news, club pages, photo galleries, athletic programs and media streaming. Teams of students will be established to perform the various tasks with guidance being provided by the group's advisor. A select team of students will also be tasked to recording a weekly podcast (<http://www.apple.com/podcasting/>), a streaming mp3 radio show, dealing with student and technology news.

The sole purpose of the deployment will be to give students an experience that they'll be able to put on their resume. At the end of the program, members will be able to boast of technical prowess, team work skills, and the pride of serving their school and community all in an afterschool program.

Most of the tools and hardware required to operate this club are already available in the district. The goal of the program is to train and retain competent and technically sound young people that will have specific technical skills that they will be able to use as they proceed to higher levels of education and beyond. I

hope that semester to semester, students will be able to learn more and take more responsibility for the goals of the club. By fostering a basic understanding of technology and it's fluidity, our students will be on par if not surpassing their peers when they move on from Pleasantville High School.

Yearbook

The yearbook club is devoted to students whose schedule will not permit them to be in the yearbook class. The purpose of the yearbook club is to try and tell the story of 2006 Pleasantville High School in a responsible and creative way. The yearbook club will be an educational opportunity for students who create it. The students will help to make the yearbook both fun and exciting for all to read.

Students will learn how to use a digital camera in order to take pictures of academic, club, and sports activities, both faculty and staff, and various extra curricular events taking place at Pleasantville High School. Students will be taught to use Adobe PageMaker in order to create attractive yearbook layout spreads. Students will be able to write both captions and stories. All students in the yearbook club will be able to demonstrate critical thinking, problem solving, and self-management skills. Lastly, all students will manage to meet our deadline schedule.

Short description of club activities from the Greyhound Academy

9th & 10th Grades Class Advisor

The purpose of this activity is to inform all freshmen and sophomores at Greyhound Academy about all activities going on with their respective classes.

The students will take part in fundraising and collecting dues for the classes as well as try to work with the Pleasantville high school in certain activities.

11th & 12th Grades Class Advisor

The purpose of this activity is to inform all juniors and seniors at Greyhound Academy about all activities going on with their respective classes.

The junior class has certain responsibilities and events that they are in control of and it is my obligation to make sure that the students are informed of all events.

The seniors need to be kept informed as to senior events, such as senior pictures, college fairs, and all senior year activities.

Multi-Cultural / Student Council

The purpose of Multi-Cultural club at the Middle School is used as a tool for cultural awareness. Students come together and through conversation, dance and song to appreciate and enjoy other cultures. Multi-Cultural club will act as a vehicle to the community and student body to spark an interest in diverse cultures.

Short description of club activities from the Middle School

Middle School First Experience Band

This band is designed for students who never participated in this kind of activity and are at the beginning stage of their instrument playing skills. The band members learn to follow band director's baton, start and end musical piece together, and listen to other instruments playing different parts of music at the same time. Band arrangements are very simple, which allow students to be introduced to these concepts and prepare them to be successful in the Middle School Concert Band.

Middle School Concert Band

This band is designed for students who are more proficient at their instruments. The band members are capable of producing more mature sound and can play more difficult band arrangements. The music contains more complex harmonic and rhythmic patterns and teaches band members to depend on each other musically. This band prepares its members to be successful in the High School Band.

Book Club

The purpose of this club is to give students the opportunity to learn of the joy of reading and a safe place to share this joy. It is also to help them to understand what it is that they are reading and to share both implied and inferred meaning with others.

Choir

I hope to give our students experiences in performance as well as helping them build their critiquing skills. A goal is to be able to become better audiences intelligently and properly as well as performers. I also hope that this experience will encourage them to become life-long singers and to carry these skills on into their high school and hopefully college careers.

Computer

The purpose of the club is to enable students with opportunities to incorporate technological skills in school-related activities and to encourage creativity and imagination.

Cotillion

The Cotillion Club is designed to afford 7th and 8th grade female students the opportunity to develop skills in etiquette and self-actualization. Students are also taught the art of living a productive life.

As members, students will experience various workshops geared toward the continued growth of becoming a positive citizen in our society.

Students who successfully take part in this club will experience participating in the Middle School of Pleasantville's Cotillion. This culminating activity not only compliments the goals addressed throughout the year, but encourages students to become involved in other community events.

Current Events

Exploring various sections of the newspaper

1. What is headline news?
2. What are political cartoons and how do you decipher them?
3. What is the difference between world and regional news?
4. Where do you find them?

Student Activities:

1. Closely follow the trial of Sadaam Hussein.
2. Determine what news bias is.
3. Compare and contrast different news media.
4. Discussion.

Drama

Drama Club at the Middle School will expose the students to all aspects of theater. Students will learn stage directions, acting techniques and choreography. Students will work cooperatively to convey a story to their audience. The Middle School Drama will do at least one full drama production each year. The goal of the club is to develop young talent and to build confidence in our students.

Gifted & Talented

Gifted & Talented helps to prepare students for the Think Day Competition in March, 2006. It also serves to make students aware of current events and to share academic knowledge with peers. Finally, this club offers students a place to interact with others in grades 6-8.

Homework Club

Homework Club is being offered for any and all students who need help with their homework. It is available for all subjects for grades 6-8. Even though one hour is available, students may come for one hour or any part of that hour. Individual help is available and so is computer availability if the Computer Use Policy paper has been turned in for that student.

Life Skills/Goal Setting

The purpose of this club will be to equip our students with important tools they will need to reach their potential. Students will learn about the importance of goal setting. We have discovered that many of our students either do not set goals, or they have unrealistic expectations about the actual work it will take to achieve those goals. Many students have ideas about career fields they would like to enter; however, they don't actually know much about the field. Often, teenagers don't think much about college until they are in high school, sometimes not until the twelfth grade. Unfortunately for some they have not been taking the classes that they will need for college and when they realize everything they should have been doing, it is too late.

In this club, students will set major goals for their lives, and we as advisors will help them determine the small steps they need to take in order to achieve their loftier goals. The students will keep portfolios with short and long-term goals. As they set these goals, we will be providing them with information about their goals (e.g. careers, colleges, trade schools, vo-tech, etc.). In addition to career information, we will be focusing on life skills that will also be important as the students are pursuing other goals (e.g. drug/alcohol education, pregnancy prevention, etc.)

Multi-Cultural Club

Multi-Cultural club at the Middle School is used as a tool for cultural awareness. Students come together and through dance and song appreciate and enjoy other cultures. The Multi-cultural club will perform an assembly for the student body to share what they have learned. Multi-Cultural club will act as a vehicle to the community and student body to spark an interest in diverse cultures.

Mock Trial

Mock Trial is a program operated by the N.J. State Bar Association. The program affords 7th and 8th students an opportunity to learn every aspect of the legal process and to begin to "think" like a lawyer. The students participate in fictitious criminal and civil legal cases. The skills they will work on are the following: learn to analyze legal issues, conduct legal research, interview witnesses, cross-examine witnesses, orally argue to a judge, and to write legal briefs. The program culminates in a team project that is submitted to the NJSBA as part of a state-wide competition. It is anticipated that participation will generate interest for these students in the high school program.

I would like to take these students on several trips to relevant locations around Atlantic County. For example places like: the Prosecutors Office, Atlantic County Jail, Criminal Court House, Civil Court House, Appellate Chambers (A.C.), Law Office, and Public Defenders Office. Finally the program concludes with selected schools presenting their case in New Brunswick. I would like the students to attend that activity.

Service Learning

Service Learning club is a community service program in which students will be linked with community agencies in Pleasantville. Students will learn to give back to their community by providing much needed

services in conjunction with these organizations. Meetings will be weekly with presentatons from these organizations.

Student Government

Student council is a group of elected students from each grade who gather to address student affairs and concerns. The purpose of Student Government is to:

1. Improve communication between the student body and staff
2. Involve all students in sharing ideas to improve our school.
3. Develop and maintain high standards of conduct and leadership, and
4. To give all students practice in democracy in action.

Each 7th and 8th grade homeroom wilol elect 2 representatives (including one alternate) to serve on Student Council. Representatives will be responsible for:

1. Sharing and discussing the ideas and concerns of their classmates.
2. Implementing plans that appropriately address the needs of the student body.
3. Working to enhance the educational experience of the student body.
4. Establishing and maintaining interest between the school and the community.
5. Supporting school related activities.

Students will meet once a week, every Thursday, in Room C203 for approximately one hour (3:30-4:30).

GUIDELINES FOR SOME CLUBS AND CLASS ADVISORS

In addition to guidelines that govern all student activities, some clubs and all class advisors have specific responsibilities.

-Freshman Class-

Election of Officers - Officers are elected at the end of the first semester. Nominations and Voting take place in homerooms.

Homeroom Representatives – Each homeroom is to select a representative and an alternate.

Meetings – Class meetings (open to all members of the grade level) are to be held on a monthly basis. Class council meetings are held as needed. Officers and homeroom representatives must be present.

Dues – Collect class dues-\$2 per member. Give all students a receipt and keep accurate records that can be passed to the Sophomore Class Advisor. This is a MUST. (See appendix for form).

Fundraisers – Sponsor two (2) major fundraisers. Funds to be deposited into the Class Account.

-Sophomore Class-

Election of Officers – Officers are elected at the beginning of the current school year. Names of elected officers should be turned into the Activities Coordinator by October 1.(See appendix). Nominations and voting take place through homerooms.

Homeroom Representatives – Each homeroom is to select a representative and an alternate.

Meetings – Class meetings are to be held on a monthly basis (open to all members of the grade level. Class council meetings are to be held as needed. Officers and homeroom representatives must be present.

Dues – Collect class dues-\$3 per member. Give all students a receipt and keep accurate records that can be passed to the Junior Class Advisor. This is a MUST. (See appendix for form).

Fundraisers – Sponsor a minimum of four fundraisers. Sophomore Class should be able to add a minimum \$2000.00 to the class account by the end of the year.

Freshman Class Orientation – The Sophomore Class will provide an orientation of some form for the incoming freshman class.

-Junior Class-

Election of Officers – Officers are elected at the beginning of the current school year. Names of elected officers should be turned into the Activities Coordinator by October 1.(See appendix). Nominations and voting take place through homerooms.

Homeroom Representatives – Each homeroom is to select a representative and an alternate.

Meetings – Class meetings are to be held on a monthly basis (open to all members of the grade level. Class council meetings are to be held as needed. Officers and homeroom representatives must be present.

Dues – Collect class dues-\$5 per member. Give all students a receipt and keep accurate records that can be passed to the Senior Class Advisor. This is a MUST. (See appendix for form).

Fundraisers – Sponsor a minimum of six fundraisers. Junior Class will pay for prom. Junior Class should also complete an end of year fundraiser so that the account is not depleted in the Senior year.

Operate Basketball Concession – (December – March)

- A. Purchase supplies
- B. Purchase food and drink
- C. Arrange for set-up and clean-up

Prom

- A. Chose location, date and time early in the fall. (Usually the date is the third Friday in May.) Make contract agreement with the place: include the cost, meal choice, time, head count, etc.
- B. Contract DJ, photographer and florist.
- C. Order prom favors such as stemware, mugs, key chain, etc.
- D. Have invitations printed,
- E. Do seating chart for table arrangements.
- F. Arrange early dismissal for students attending the Prom with Assistant Principal.
- G. Arrange for a group of students to do the decorating, if necessary. Some places do their own.
- H. Chose a Prom Theme and color scheme early in the Spring semester.
- I. Take prom deposits (non-refundable) in March.
- J. Set a deadline for final payment two weeks in advance of the prom.
- K. Invite board members at board expense. Complete the voucher.
- L. Complimentary Guests include Principal and guest, Assistant Principals, and guests, Activities Coordinator and Senior Class Advisors. Students may choose to invite others.
- M. Prom Fashion Show—Optional.
- N. Pay for flowers for Prom Queen and Runners-up.

Class Rings – Make arrangements for measurements and deposits in February. Companies will make contact with you for details.

-Senior Class-

Election of Officers – Officers are elected at the beginning of the current school year. Names of elected officers should be turned into the Activities Coordinator by October 1.(See appendix). Nominations and voting take place through homerooms.

Homeroom Representatives – Each homeroom is to select a representative and an alternate.

Meetings – Class meetings are to be held on a monthly basis (open to all members of the grade level. Class council meetings are to be held as needed. Officers and homeroom representatives must be present.

Dues – Collect class dues-\$5 per member. Give all students a receipt and keep accurate Records. Also collect any dues the students owe from the past. This is a MUST. (See appendix for form).

Fundraisers – Sponsor a minimum of six fundraisers.

Football Concession – (September – November)

- A. Purchase supplies.
- B. Arrange with cafeteria staff to use steamer and hot dog wrappers.
- C. Contact Coca Cola Company for soda.
- D. Obtain keys from Athletic Director for stand and cash box.

Homecoming – (November)

- A. Hold election through homeroom (Nominations and voting).
- B. Purchase flowers and crowns for King and Queen.
- C. Sponsor Homecoming Dance.
- D. Present Homecoming Court at dance.

Senior Affair – (June)

- A. Secure location, date and time early in the fall. (Usually the Friday night following Senior Final Examinations.)
- B. Contract the place for meal choice, cost, head count, etc.
- C. Contract DJ.
- D. Form decorating committee.
- E. Plan Talent Show with seniors for entertainment.
- F. Complimentary Guests—principal and guest, vice principals and guests, and activities coordinator. Student may choose to invite others.
- G. Board members are invited at board expense.

Class Picnic and Class Trip are optional. They are at the expense of the Senior Class or each Student

Prom King and Queen

- A. King and Queen will be selected from students attending the prom.
- B. Interested students will meet with vice-principal.
- C. Nominations will be taken.
- D. Seniors will vote for nominees during homeroom.
- E. The finalists will be the top 5 vote recipients.
- F. A team of judges will make the selection at the prom.
- G. Contestants will be judged on: appearance, poise and behavior.

Graduation- There will be a graduation committee appointed by the principal.

GUIDELINES FOR THE YEARBOOK ADVISOR

Selection of Staff – The staff is selected according to interest, input from staff and screened by advisor.

The advisor is to give instruction and supervise the layout, typing, photography and finances of the yearbook.

Meet company deadlines.

Be responsible for the distribution of yearbooks to seniors and underclassmen. Seniors usually receive their yearbooks at the Senior Affair.

The advisor has to be available during the summer for company contacts.

Arrange for senior photographs and coverage of school events.

GUIDELINES FOR THE DRAMA COACH

Produce a minimum of one three-act play or its equivalent.

An evening production is to be presented to the public.

Clear all copyright regulations for the play selected.

Be free for after school and evening rehearsals. Keep “sign-in” sheets and times of rehearsals.

GUIDELINES FOR THE NATIONAL HONOR SOCIETY

Conduct the selection of members according to national guidelines. There is a handbook for the process.

Make arrangements for the Induction Dinner.

- A. Location, date, and time
- B. Invitations to parents, staff, administration, and board members.

Arrange for members to carry out a minimum of two (2) projects of leadership and service.

GUIDELINES FOR THE NEWSPAPER

1. Instruct students in the writing formats.
2. Produce a minimum of two (2) respectable papers in a year.

GUIDELINES FOR THE SADD

1. Perform a minimum of two(2) service oriented activities.
2. Prom week activities.
3. Aid in the after-prom.
4. Perform a minimum of one fundraiser for the Michele Rothwell Memorial Scholarship.

REMINDERS

1. All positions as an Advisor are filled through application only. There are no appointed positions.
2. Advisors are paid once a year—usually the first pay in June.
3. All correspondence to businesses and board members is to be done on letterhead stationery with the approval of the building principal.
4. Please remember to send thank you follow-ups to places with which we do business.
5. Utilize our public relations employee, Janet Crouse, for getting news out to the community. Everything that goes out must be approved by the Principal.
6. Dances are held in the cafeteria/gym.
7. Do not keep school funds in your possession, regardless how small.
8. Keep all receipts.
9. Candy cannot be sold as a fundraiser.
10. All activities are open to all students.
11. All staff is to be extended an invitation to all school functions.
12. All dates and fundraisers are to be cleared with the Activities Coordinator.
13. Anything hung on the walls must first be approved and **initialed** by the Club/Class Advisor. If not, it will be removed.

**Permission for fundraisers will be done on a past-practices basis. If a particular Advisor has been doing a certain fundraiser or came up with a fundraiser idea, that Advisor has first chance to use that fundraiser again. So be creative.

Advisor Accountability

Approved Advisors of clubs/activities are accountable for the following:

1. Advisors are board approved and all approved trips and activities, including activities on school grounds or off, during or after school hours are covered as school events by the Board of Education's insurance.
2. Advisors are responsible for collecting completed permission forms from every student for any activity students engage in that is outside the scope of the normal school day.
3. Advisors must meet 36 hours (25 teacher/student contact time) if the club is one that has students. If there are no students, advisor must still perform 36 hours.

4. Advisors must complete a Beginning, Mid and End of year report that is accepted and approved by a) the Activities Coordinator, b) the Building Principal and c) the Board of Education.
5. Advisors must complete the quarterly report (available on the website) and email this report to the Activities Coordinator by the due date. These reports are cumulative and will reflect all student attendance as well as advisor hours. The Activities Coordinator will create a master disk with these reports in lieu of printing. If there are any concerns about individuals, those reports can then be printed.
6. Advisors must also keep student handwritten sign-in sheets in case of discrepancy.
7. Advisors must turn in dates for activities in a timely fashion to the Activities Coordinator.
8. Advisors are responsible for maintaining their account books, for procuring their own (board approved) transportation and understand that they are not to transport students in their own cars.
9. Advisors must maintain a 10 student membership.
10. Advisors must turn in all dates for all events/activities to the Activities Coordinator on a monthly basis at least 10 days prior to the 1st of the new month so that the dates can be disseminated.

Chain of Command

The appropriate chain of command for all things club related is as follows:

1. All Letters of Intent are sent to the Activities Coordinator, then to the Building Principal, then to the Board Agenda
2. All Field Trip and Fundraiser requests are sent to the Activities Coordinator, then to the Building Principal, then to the Board Agenda
3. All Invoices requesting payment for approved activities are sent to the Activities Coordinator, then to the Building Principal then to the business office.
4. All Co-curriculum event requests are sent to the Activities Coordinator, then to the Building Principal, then to the Board Agenda
5. All facilities requests are first treated as a Co-curricular event, then, when approved, a separate form is completed and submitted to the facilities director for approval.
6. All monies are to be directly deposited with Ms. Howard or the Board designated person and are to be accompanied by a Funds Deposit Form, a copy of which must be sent immediately to the Activities Coordinator.

SUGGESTED FUNDRAISERS

Holiday Sales

Fashion Shows

Talent Shows

School Dances

Plant Sales

Flower Sales

Car Wash

Bake Sales

Sub Sales

Pizza Sales

INITIATING A NEW CLUB OR ACTIVITY

To initiate a new club or activity, a written proposal must be submitted to Mrs. Kellie Carman-Davis, Activities Coordinator. After reviewing the proposal, she will seek approval from the Principal, or her designee before the proposal is submitted for Board approval.

The proposal will include the following information:

1. Purpose
2. Meetings
3. Club Sponsor/Sponsors
4. Units

Below is a sample proposal.

To: Mrs. Kellie Carman-Davis, Activities Director
From: John Smith
Re: Initiating a New Club—Weight Training

The after school weight training program that was initiated in January has received a great deal of student interest and involvement. To date, we have 50 students signed up to participate and have had 25 to 30 students at each workout.

Outlined below is our current program:

1. Purpose – To provide proper instruction and supervision in the use of equipment/methods of weight training.
To improve the strength and physical conditioning of students.
2. Meetings – We meet Tuesday and Thursdays or Monday, Wednesday, Friday depending on the schedule. (I will submit immediately upon approval) Each meeting runs from 2:30 – 4:00 January to June.
3. Club Sponsors – The sponsorship is divided up between two people due to coaching commitments: John Smith and Harry Davis.
4. Units – Due to the number of students involved and the time invested, I request that this club be assigned a total of two units. These units are to be divided up evenly between the two club sponsors.

I am requesting that the after school weight training program be approved as a club/activity and receive a total of two units at the negotiated rate per unit.

To: All Club/Class Advisors at PHS, Middle, All Elementary Schools

From: Richard K. Miller, CPA
School Business Administrator

Dates: February 4, 2003

Re: Receipts and Expenditures for Activities – **IMPORTANT REMINDERS**

School districts are mandated to follow state regulations regarding all cash transactions.

3. All cash receipts must be deposited into an account held by the school district within the statutory requirements as prescribed in N.J.S.A. 18A (within 48 hours.)
4. All payments must be made by a check issued by the school district, after proper documentation has been presented.

See your school office for deposit slips and activity account (“internal funds”) vouchers for making payments.

To facilitate this process, activity account numbers have been assigned for specific use of any student activity for which you are responsible. Each elementary school has one account number assigned for their school’s exclusive use. Various clubs and other activities at the high school have been assigned unique account number for their specific activity.

All monies are deposited into one bank account at PNC Bank and are tracked by the copies of deposit slips and vouchers that must be turned into the business office weekly for processing.

I recognized and appreciate all you many efforts on behalf of our students. However, you are not authorized to circumvent these procedures for any reason, since they provide adequate internal control of the students’ funds as required by law.

**All forms necessary are available on the Pleasantville Public Schools website or in the Main Office of each building, respectively.