

## EMMAUS HIGH SCHOOL

### 2023-2024 CLUB ADVISOR INFORMATION PACKET

- ☐ Please complete the following pages in order to become a club advisor
- ☐ Advisors of multiple clubs must complete separate paperwork for each club
- ☐ Clubs with two advisors (co-advisors) may submit one application but each advisor must sign:
  - o Co-Curricular Employee Recommendation Form (Due – September)
    - Each advisor must submit one Co-Curricular Employee Recommendation Form
  - o Advisors Application for Extra-Curricular Activity and Remuneration (Due – September)
  - o Interest Release Form (Due – September)
  - o Extra-Curricular Activity Report (Due - May)
  - o Extra Compensation Time Sheet (Due – May)
    - Each advisor must submit one green sheet

#### **BEGINNING OF YEAR CLUB ADVISOR INFORMATION CHECKLIST – DUE DATE – TUESDAY, September 19, 2023**

- ✓ **Co-Curricular Employee Recommendation Form (Due – September)**
  - o To be completed when meeting with Assistant Athletic Director.
- ✓ **Advisor's Application for Extra-Curricular Activity and Remuneration (Due – September)**
  - o It is the responsibility of the club and of the advisor to maintain a current student activity roster, record of meeting/trip dates and times; legible meeting minutes sheets and an accurate record of social/fundraising activities throughout the school year. This information is submitted annually to the Business Office for the year-end audit. Each advisor will be asked to submit this information in order to reconcile their Club Designation Form.
- ✓ **Club Designation Form (Due – September)**
  - o Please complete this form in its entirety. You must qualify for a minimum of 6 points in order to receive compensation.
- ✓ **Interest Release Form (Due – September)**
  - o All clubs must have this form on file in the Activities Office. This form must be signed by the Advisor, President and Treasurer in order to be valid.
- ✓ **Club Bylaws (Due – September)**
  - o **Bylaws must be submitted if you are a new club or if you'd like to amend your bylaws for an existing club.**
- ✓ **Club Meeting Minutes Sheets (Due – September – MUST BE MAINTAINED THROUGH SCHOOL YEAR)**
  - o These sheets must be used to record club minutes throughout the school year and should be complete and legible. Extra sheets are available in the Activities Office.

#### **END OF YEAR CLUB ADVISOR INFORMATION CHECKLIST – DUE DATE – FRIDAY MAY 24, 2024**

- ✓ **Extra-Curricular Activity Report (Due – May)**
- ✓ **End of Year Student Activity Roster (Due – May)**
- ✓ **Record of Meeting Dates/Trips and Times (Due – May)**
- ✓ **Extra Compensation Green Time Sheet (Due – May)**
  - o Available in Main Office and Activities Office
  - o Complete the following:
    - Name: Your Name
    - School: Emmaus High School
    - Time Period: Current School Year
    - Description & Activity: Your Club/Activity
    - Employee Signature & Date
    - Employee ID #: First two letters of last name & last four digits of SS#

Club descriptions are available on-line under the Athletics/Activities website. Please review your description and notify the Activities Office of any changes or updates.

**EAST PENN  
SCHOOL DISTRICT  
CO-CURRICULAR EMPLOYEE  
RECOMMENDATION FORM (COACHES,  
CLUBS, SCHEDULE B)**

**Candidate's Name:** \_\_\_\_\_ **New**    **Returning**    **Status Change**

**Email:** \_\_\_\_\_

**Cell #: Position Title/Club:** \_\_\_\_\_

**Effective Date:** \_\_\_\_\_ **Reason for Opening:** \_\_\_\_\_

**Contract/Stipend \$:** \_\_\_\_\_ **Shared? If so, shared with whom?** \_\_\_\_\_

**Club (Circle):**        **A**        **B**        **C**        **D**

**If Coach (Circle):**        **Paid**    **Volunteer**        **Season (Circle):**        **Fall**        **Winter**    **Spring**

**Recommended By:** \_\_\_\_\_

**HUMAN RESOURCES OFFICE ONLY - DO NOT WRITE IN BOX BELOW**

<i>Clearance Dates</i>	<i>Payroll &amp; HR</i>	<i>Preparation for Board Agenda</i>
CBC (Act 34)	Direct Deposit	<b>All Paperwork Completed:</b>
CA (Act 151)	1078	
FBI (Act 114)	W4	<b>Forms sent to Payroll:</b>
A&C (Act 24)	Worker's Comp Form	
SMAD (Act 168)	School Physical	<b>Added to Schedule B:</b>
DMV	TB Test	
I-9	SS#	<b>Board Agenda Date:</b>
CARR	DOB	
CSIU #	Volunteer Agreement & Release from Liability	

Human Resources Office Notes:

EPSD – Human Resources  
01/10/2019

Last Updated:

**EAST PENN SCHOOL DISTRICT  
EMMAUS HIGH SCHOOL**

**ADVISOR’S APPLICATION FOR EXTRA-CURRICULAR ACTIVITY AND REMUNERATION  
(DUE – September)**

**YEAR: 2023-24**

**Name of Organization:** \_\_\_\_\_

**Meeting Time(s):** \_\_\_\_\_

**Meeting Place(s):** \_\_\_\_\_

**Number of Meetings to be Held:** \_\_\_\_\_

**Name of President:** \_\_\_\_\_

**Name of Secretary:** \_\_\_\_\_

**Name of Treasurer:** \_\_\_\_\_

**Objectives of Organization:** \_\_\_\_\_

\_\_\_\_\_

**Signature of Club Advisor(s):** \_\_\_\_\_

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\_\_\_\_\_ **Date of Approval**

\_\_\_\_\_ **Amount of Remuneration**

\_\_\_\_\_ **Principal**

Each Advisor/Sponsor is required to collect and submit the following information at the end of the school year:

- End of Year Student Activity Roster
- Record of Meeting Dates and Times

- Completed Meeting Minutes Sheets
- Accurate Record of Social/Fundraising Activities
- Club Bylaws (only due for new clubs or clubs in need of updating past bylaws)

You will be asked to submit this information at the end of the school year in order to receive compensation.

**EAST PENN SCHOOL DISTRICT  
EMMAUS HIGH SCHOOL**

**2023-24 CLUB DESIGNATION FORM  
(DUE – September)**

Compile all requested information:

**Club Name:** \_\_\_\_\_ **Club Advisor(s):** \_\_\_\_\_

**Number of Students:** \_\_\_\_\_ **Point Value:** \_\_\_\_\_

**Number of After School Meetings:** \_\_\_\_\_ **Point Value:** \_\_\_\_\_

**Length of Activity/Season:** \_\_\_\_\_ **Point Value:** \_\_\_\_\_

**Responsibility Factor** \_\_\_\_\_ **Point Value:** \_\_\_\_\_

In order to determine the classification for a club or event, please use the following chart to compile the point value:

POINT VALUE	NUMBER OF STUDENTS	NUMBER OF AFTER SCHOOL MTGS.	LENGTH OF ACTIVITY/SEASON	RESPONSIBILITY FACTORS
1	Up to 30 Students	Up to 10 Meetings	Up to 3 Months	Within School Boundary/No Fundraising
2	31 to 40 Students	11 to 15 Meetings	4 to 5 Months	Within School Boundary/Fundraising
3	41 to 59 Students	16 to 19 Meetings	6 to 7 Months	Day Trips Outside School Boundary
4	60 + Students	20 + Meetings	8 + Months	Evening/Weekend/Overnight Trips/Competition

**CLUB A**            6 TO 8 Total Points

**CLUB B**            9 to 11 Total Points

**CLUB C**            12 to 14 Total Points

**CLUB D**            15 or More Points

**No event rated activity with a specified number of sessions may exceed the payment for Club A**

EAST PENN SCHOOL DISTRICT  
EMMAUS HIGH SCHOOL

INTEREST RELEASE FORM  
(DUE – September)

The \_\_\_\_\_ authorizes the Principal to place the interest income earned into a common interest account and to use the proceeds for the benefit of the students at Emmaus High School.

\_\_\_\_\_  
Advisor(s) Signature(s)      Date

\_\_\_\_\_  
President Signature (Student)      Date

\_\_\_\_\_  
Treasurer Signature (Student)      Date

EMMAUS HIGH SCHOOL

- o CLUB BYLAWS (Submitted if you are a new club or if you'd like to amend your bylaws for an existing club)  
(DUE – September)

<b>1. Club Name</b>	
<b>2. Club Purpose</b>  *This description may be the same as the organizational objectives listed on the <b>ADVISOR'S APPLICATION FOR EXTRA-CURRICULAR ACTIVITY AND REMUNERATION</b> . Clubs should meet to discuss and/or promote the original club objectives defined at the beginning of each school year.	
<b>3. Officer Elections &amp; Positions/Duties</b>  *List each officer position and describe their duties.	
<b>4. Membership</b>  *Outline the terms of membership. This may include who the club is open to, length of participation, reasons for dismissal, dues (if applicable), etc.	
<b>5. Club Voting</b>  *Describe the clubs voting procedures which may include members eligible to vote, requirements regarding the amendment of club bylaws, etc.	
<b>6. Club Funds</b>  *Club funds will be raised in accordance with East Penn School District Student Activities Accounting Manual. Please describe how funds will be raised and the fundraising goals of the club. Please note that any club with a student activities account must have a student President and Treasurer and must submit a completed Interest release form.	

EMMAUS HIGH SCHOOL

CLUB MEETING MINUTES SHEET

**(DUE – MAY – MUST BE MAINTAINED THROUGH SCHOOL YEAR)**

- Use this sheet to record club meeting minutes throughout the school year for each meeting
- This sheet must be complete and legible
- Minutes sheets will be used to reconcile total number of club meetings and are due at the end of the school year
- Extra minutes sheets are available in the EHS Activities Office

<b>Club:</b>	
<b>Club Meeting Date:</b>	
<b>Officers In Attendance:</b>	
<b>Club Members In Attendance:</b>	
<b>Highlights of Meeting:</b>	
<b>Action Steps, if needed:</b>	
<b>Next Meeting Date:</b>	



EAST PENN SCHOOL DISTRICT  
EMMAUS HIGH SCHOOL

EXTRA-CURRICULAR ACTIVITY REPORT

**(DUE - MAY)**

Name of Club/Organization:

Advisor Name(s):

Advisor Signature(s):

President:

Secretary:

Treasurer:

Meeting Location:

Meeting Times (Start/End):

Total # of Meetings:

Length of Activity/Season (Months):

Fundraisers:

Dates:

Profits:

Brief description of major activities/competition/trips:

Awards or Accomplishments:

**Please Circle One:**

- I will return as club advisor next year
- I will not return as club advisor next year

**In addition to this form, the following items must also be submitted to the Activities Office at the end of the school year:**

- End of Year Student Activity Roster
- Record of Meeting Dates/Trips and Times
- Completed Meeting Minutes Sheets
- Extra Compensation Time Sheet



