

**Greater Albany SD 8J**  
Administrative Regulation

Code: **IGDA-AR**  
Adopted: 5/19/93  
Readopted: 3/12/01  
Orig. Code(s): AR 5510

## **Guidelines and Application Form for High School Student Organizations**

Board policy provides that student organizations in the high schools shall be either school sponsored or nonschool sponsored. Further, it provides that a procedure for application for status as a student organization shall be developed by the school administration. This administrative regulation provides the guidelines and the application form for both types of student organizations.

### **Guidelines for School-Sponsored Organizations**

1. School-sponsored student organizations must be curriculum related. This means that they must be directly related to the body of courses offered by the school. Directly related means that the subject matter is actually taught or soon will be taught in a regularly offered course or the subject matter of the group concerns the body of courses as a whole or that participation in the group is required for a particular course or that participation in the group results in academic credit.
2. These organizations may use school facilities and resources as appropriate.
3. Groups desiring status as a school sponsored must apply for this status and be approved by the school administration.
4. Such groups must have a school-approved advisor, who may participate, direct, organize and supervise the group. The advisor may be paid or unpaid and may be assigned by the administration as a part of a staff member's professional duties or may be a volunteer.
5. These groups may raise funds under the name of the school and must use student body accounts for the organization's funds.

### **Guidelines for Non-School-Sponsored Student Organizations**

1. Students may form organizations in school that are noncurricular within the provisions of the Equal Access Act. These groups may be related to religious, political, philosophical or other interests.
2. No school funds shall be used to support these groups beyond the incidental cost of providing a space for the student-initiated meetings.
3. These groups may meet during noninstructional time. Noninstructional time is defined as before school, during lunch time or after school. They may also meet during time designated as time for club meetings.

4. Non-school-sponsored student organizations must be student initiated, student sponsored and student led. They must secure an unpaid school-approved staff member to attend their meetings as a monitor but the staff member may act only in a custodial nonparticipatory role. Attendance by adult guests at the group's meetings shall be only on an infrequent basis and only when approved in advance by the administration. No adult guest may attend a group meeting more than twice in one school year.
5. Non-school-sponsored groups may not use the school name or mascot in connection with fund-raising activities, raise funds at school or be portrayed in the school yearbook. They have equal access to designated bulletin boards and the school public address system to publicize activities. Announcements about non-school-sponsored club's meetings and activities shall be preceded or followed by a statement that this group is not sponsored by the school.

### **Guidelines for All Student Organizations**

1. Meetings shall be scheduled in advance whenever possible. The time and place of all meetings will be arranged with the school administration.
2. No meeting will be allowed which materially and substantially interferes with the orderly conduct of educational activities within the school.
3. No meeting will be allowed which will be a hazard to persons or property or which abridges the constitutional rights of any person. No secret society shall be allowed within the school district.
4. Applications for status as a student organization shall be approved or disapproved by the administration at the high school where the application is made. The school administration shall follow the principles and guidelines set forth in the Board policy and administrative rule in making these decisions.
5. The privilege to meet at school as a student organization may be discontinued if the provisions of the Board policy are violated. Student leaders of the organization shall be notified of this loss of privilege and informed of appeal rights and necessary steps to reapply for status as a student organization when this decision is made.

Application Form for Status as a High School Student Organization

1. Name of Organization \_\_\_\_\_
2. Name of Advisor \_\_\_\_\_
3. School Sponsored                      Nonschool Sponsored                      (circle one)
4. Statement of purpose or function of proposed organization \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Site of meetings \_\_\_\_\_  
\_\_\_\_\_
6. Date and time of meetings \_\_\_\_\_
7. Approximately number of members at proposed organizations \_\_\_\_\_
8. Membership requirements \_\_\_\_\_  
\_\_\_\_\_
9. Signature of students making application \_\_\_\_\_
10. Signature of administrator granting approval \_\_\_\_\_
11. Date of application \_\_\_\_\_

**THIS APPLICATION MUST BE SUBMITTED TO THE SCHOOL PRINCIPAL OR DESIGNEE**