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I would like to thank you for your willingness, time, and effort in working with the students of Superior Central. By accepting the role as an advisor you are assuming the responsibility of helping to ensure that there are sustainable activities for our students. Your time and energy help create a positive atmosphere at Superior Central. You of course won’t make the big bucks, but you will be teaching invaluable lessons in leadership skills and character. Your involvement with our students positively promotes Superior Central as an active member in the community. Everyone at SC, including the students, staff, administration, and school board thank you for your efforts!

The beauty of clubs and organizations is that they teach students lifelong lessons often in an informal setting. Although the settings are informal, there are many formal procedures that organizations and advisors must follow. This manual is to be used by organizations and advisors as a guide to successfully navigate through those procedures. Please review this handbook and as always stop by with any questions, concerns, or suggestions.

Thanks again for all that you do!

Sincerely,

Bill Valima
K-12 Principal/Superintendent
Purpose of Clubs/Activities and Class Organizations

The clubs/activities and class organizations of Superior Central provide opportunities for students to pursue interests, be involved in community service, work with peers, and enhance their overall high school experience.

Responsibilities of Advisors

Advisor Expectations

Thank you for your willingness to work with the students of Superior Central. You chose this position to help our students become more than just “students”. Being a member of a club or organization gives our students the opportunity to realize that school is more than just homework and tests. With this advising role comes added responsibilities which include but are not limited to the following:

- To guide members of the group to set yearly goals for the organization.
- To schedule and attend regular meetings.
- To attend all functions hosted by group.
- To maintain a current roster of group members.
- To ensure that all members are academically eligible.
- To oversee fundraising for the organization.
  - Fundraising monies are to be collected by the Advisor only and must be deposited using the appropriate deposit form (see Mrs. Lintula for forms).
  - All cash and checks must be deposited within 24 hours of receipt (or the next school day). Do not keep cash in an unlocked cabinet or desk.
- The advisor must be present at all class meetings, fund raisers, and events/functions.
- ADVISOR PAY WILL BE PRORATED IF ADVISOR DOES NOT MEET ALL ADVISOR EXPECTATIONS.

Student Expectations

Student participation in extra-curricular activities and organizations are a privilege, not a right. With extra-curricular activities there is also an addressed responsibility to the student. These responsibilities include but are not limited to the following:

- To participate in the yearly goal setting for the organization.
- To attend scheduled meetings.
- To contribute positively to meetings and activities.
- To stay academically eligible.
Chaperoning Activities
The supervision of students is crucial during all meetings of clubs and organizations. Students should have adult supervision when they are in the school building.

- Advisors will ensure that social events are adequately chaperoned in keeping with board policy.
- Chaperones must be present at social events sponsored by school organizations.
- It is essential that chaperones be present at the designated times so that students are not gathering without adult supervision.
- Students who leave an event are not to be readmitted.
- All chaperones must complete the Superior Central Volunteer Guidelines prior to chaperoning. (See Appendix C)

Fundraising
Fundraising may be the most difficult part of being an advisor. When considering a fundraising activity please keep the following things in mind:

- Is the purpose of the fundraiser clearly stated to group members as well as possible donors?
- Does the fundraising activity follow the Superior Central Fundraising Guidelines? (See Appendix B)
- Will the fundraiser require a Superior Central Facilities Use Agreement? (See Appendix A)

Meetings
Meeting should be scheduled during F.I.T. period or before/after the school day.

Communication with students, parents, and administration
It is the responsibility of the Advisor to announce a meeting.

- Meeting announcements should be posted in the shared Google Drive Announcement spreadsheet at least one day prior to the meeting date.
- If you create a social media page for your group the administration must be invited to the group.
- If your group will be involved in an off campus field trip please be sure to have completed Parent Agreement for Off Campus Trip Form (See Appendix D)
- If your group will be requesting district transportation to an event please be sure to complete a Transportation Request Form (See Appendix E)

Use of School Facilities
When using school facilities for a fundraiser (dance, food sale, etc...) a Superior Central Facilities Use Agreement must be submitted to the administration. (See Appendix B)
Purchasing Items
All purchases shall be by purchase order processed through the MS/HS office. Do not purchase anything without a purchase order approved by the administration. Anything purchased without being approved will be your personal responsibility.

Election of Officers
Each class and student organization will select officers for the year, who conduct the meetings. No student may be President of more than one organization at a time. All must have attended Superior Central School the semester previous to the election.

Each student who runs for a representative must obtain a petition from the Principal or Advisor and must have ten signatures from his or her classmates to be nominated. No student may sign more than two nominating petitions, and they must be only from his or her own class. The election must be held before September 30th. Vacancies may be filled by appointment by the President of the Student Council with the consent of the advisor.

The officers include president, vice-president, secretary, and treasurer. Any person from grades 10 through 12 who has attended Superior Central for at least the semester previous to the election is eligible to be elected an officer of the Student Council. Any person running for an officer’s position must obtain a nominating petition from the advisor. He or she must get 20 signatures from the members of the student body to be nominated for office. If elected as an officer for the Student Council, a student may not be a class officer. All offices are held for one year.

Year to Year Responsibilities and Expectations
Organization and Class advisors have general year to year responsibilities and expectations that often time extend beyond the school day and include homecoming activities, spirit week activities, fundraising, and dances. Many of these responsibilities and expectations carry over from year to year. Below are the routine responsibilities and expectations for organization and class advisers.

- **6th, 7th, and 8th Grade Advisors**
  - Hold class meeting to elect student council representatives.
  - Assist with homecoming activities for assigned class. These duties generally include float building and hall decorating.

- **Freshman Class Advisor**
  - Hold class meeting to elect class officers.
  - Set class dues.
  - Assist with homecoming activities for Freshman Class. These duties generally include float building and hall decorating.
  - Assist class in organizing fundraising activities. Complete at least one fundraiser by the end of April
- **Sophomore Class Advisor**
  - Hold class meeting to elect class officers.
  - Set class dues.
  - Assist with homecoming activities for Sophomore Class. These duties generally include float building and hall decorating.
  - Assist class in organizing fundraising activities. Complete at least one fundraiser by the end of April.
  - By the mid-May, explore options and secure a facility for Junior/Senior Prom that you will host next year.

- **Junior Class Advisor**
  - Hold class meeting to elect class officers.
  - Set class dues.
  - Assist with homecoming activities for Junior Class. These duties generally include float building and hall decorating.
  - Assist class in organizing fundraising activities. Complete at least one fundraiser by the end of April.
  - **Major Event – Prom**
    - It is the responsibility of the Junior Class to plan and host the Prom.
    - By the end of October a DJ should be secured.
    - By the end of October a Photographer should be secured.
    - By the end of October all decorations should be ordered.
    - By the end of October the Crown and Tiara should be ordered.
    - Approximately one month prior to event tickets should be printed and sold. When setting ticket price take into consideration the cost of any food, DJ, decorations, and any party favors that may be distributed.
    - Tickets may not be sold to freshman and sophomores. Seniors and Juniors are permitted to bring underclassman and outside guests. Outside guests must be twenty (20) years of age or younger. They must have appropriate identification.
    - A minimum of six chaperones are required for Prom.
    - The advisor is responsible for create a King and Queen ballot. Voting will take place on the night of Prom.
    - Arrange for students to decorate facility outside of school hours.
    - Arrange for students to clean up facility outside of school hours.
- **Senior Class Advisor**
  - Hold class meeting to elect class officers.
  - Set class dues.
  - Assist with homecoming activities for Senior Class. These duties generally include float building and hall decorating.
  - Assist class in organizing fundraising activities if necessary. The Senior Class is responsible for funding the Senior Banquet and Graduation.
  - By mid-January senior t-shirts/sweatshirt should be ordered.

- **Major Event – Senior Banquet**
  - By the end of February a time, date, and location must be set for the Senior Banquet. Traditionally it is held at the Trenary Community Center (call Laurie Ellis to set date and secure key).
  - By mid-March a caterer should be secured for the Senior Banquet.
  - By mid-May seniors must complete a senior biography which will be read at the banquet as well as graduation.
  - Arrange for students to decorate facility outside of school hours.
  - Arrange for students to clean up facility outside of school hours.
  - Arrange for 3-4 Juniors to sell/collect tickets at the door.
  - Two weeks prior to banquet, send invitations to all staff and school board members.
  - One week prior to banquet proofread Salutatorian’s speech.
  - If technology equipment is needed (laptop, speakers, projector, etc...) secure its use with technology director 3 days before banquet.

- **Major Event – Graduation**
  - By the end of February secure a commencement speaker.
  - By the end of April submit graduation program to printing company.
  - Set time and date for graduation practice (it is usually the 1st day of senior exams following senior BBQ).
  - Two weeks prior to graduation select two Juniors to serve as ushers.
  - One week prior to graduation proof read Valedictorian’s speech.
  - Prior to graduation practice meet with students and principal to discuss graduation expectations.
  - Organize students to decorate for graduation (seniors usually decorate after the 2nd day of senior exams and Saturday prior to graduation if necessary).
  - Organize and assist with setting up stage and chairs for graduation. On stage should be chairs for senior advisor, speaker, administration, and board president. Lectern should be placed center front center of stage. Place an X with masking tape to indicate where graduate should stand while biography is read. On floor to right and left of stage place library chairs for graduates to sit in during ceremony. Set up all folding chairs leaving an aisle for graduates to walk down and pull out the “big” bleachers. Place a chair by each side of the stage for the ushers.
  - Prepare exit music and arrange for usher to play it during recessional.
  - Organize and assist students in cleaning up after ceremony.
- **Student CouncilAdvisor**
  - The Student Council Advisor is responsible for advising and overseeing the activities of the Superior Central Student Council. The Student Council promotes student leadership to improve Superior Central Schools. Throughout the school year the Student Council contributes to school-wide activities promoting spirit and pride in the school and community. The responsibilities of the advisor include but are not limited to the following:
    - Supervising all Student Council activities.
    - Determining the roles of elected officers and the election of officers.
    - Encouraging school pride and spirit throughout the organization.
    - Encourage the Student Council to present the students’ wishes and needs to the faculty and administration, and to increase students’ spirit and participation in their school.
  - **Major Event – Homecoming**
    - Organize and oversee all homecoming events.
    - Two weeks prior to homecoming assist Student Council with determining theme and spirit week days.
    - One week prior to homecoming create signs and announce each class’ theme.
    - During homecoming week keep track of homecoming points.
    - Organize and oversee homecoming assembly.
    - Organize and oversee homecoming dance.
    - Three weeks prior to homecoming order Crown and Tiara.
    - Assist in organizing homecoming court.
    - Announce homecoming court at halftime of homecoming football game.
    - Prior to the season meet with Varsity Coach to select a game for Parent’s Night.
    - At least three days before the game collect roster with player and parent names.
    - Purchase gifts for parents (moms traditionally receive a carnation and dads traditionally receive a candy bar).
    - Discuss event with Athletic Director so that he can inform visiting team and officials of event prior to the game.
    - Confirm pregame time with Athletic Director to begin Parent Ceremony.
    - Announce player and parents; have a Student Council representative hand out gifts.
  - **Major Event – Veteran’s Day**
    - Work with Mrs. Bray, Mrs. Wells, and VFW Post Commander Marvin Maki to put program together.
- Select Student Council Representative to read each township’s veteran’s roll of honor.
- Introduce speakers at assembly

- **Major Event – Academic Awards Ceremony**
  - Organize and assist in setting up gym for academic awards night. Use chairs from Library for staff (line up on blue line on “little” bleacher side.
  - Set up all folding chairs leaving an aisle for students to walk down.
  - Organize refreshments (talk to Tony in the kitchen about coffee and punch; students usually bring cookies or bars).
  - Select middle school student to give opening remarks at middle school ceremony.
  - Select high school student to give opening remarks at high school ceremony.
Appendix (Available in Google Drive under “Advisor Material”)

Appendix A - SC Facilities Use Agreement

Appendix B - SC Fundraising Form

Appendix C - SC Parent Agreement for Off Campus Trip Form

Appendix D - SC Transportation Request Form