

# CLUBS & ACTIVITIES EXPECTATIONS

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## **All clubs and activities have the right to:**

1. Hang posters for the club and write announcements for email (with approval from Student Activities Director)
2. Access and right to appear in the school yearbook
3. Access to school fundraising activities (with approval from Student Activities Director)
4. Invite non-students as guest speakers (with approval from Student Activities Director)

All clubs and activities reflect the [One Lake Forest](#) values and exemplify the D115 vision and mission.

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## **Expectations for Clubs**

All Lake Forest High School clubs are notified of and expected to meet the following benchmarks. Specifically, students in the club must:

- Host a minimum of one 45-minute meeting a month with students in attendance.
  - Students must plan meetings and events alongside sponsors.
  - For purposes of this benchmark, a “meeting” is a gathering of the club open to only LFHS students and the club sponsor. An “event” is an activity open to the community and planned as a way to share the mission and vision of the club. An event should be driven by club meetings and student planning. Examples of events are field trips, fundraising activities, guest speakers and student participation in a competition or conference. Clubs are not required to have events. Student attendance should be taken at both meetings and events.
- Keep attendance of club members at all meetings and events.
- Consistently promote the club in Schoology Announcements or on the club's Schoology page.
  - This must include reminders to members and/or the school at large about all upcoming meetings.
  - All posters must be approved by the Student Activities Director before being posted.
- Promote club mission and vision and bring awareness to peers regarding the club's purpose through mission-related meetings and events.
- Align the mission of the club to the club's activities and meeting topics.
- Comply with the LFHS Code of Conduct including policies prohibiting bullying, harassment, and nondisparagement of other organizations and clubs recognized by the school, other students, and other members of the school community.

Moreover, sponsors of a club must secure proper approval for all club meetings and events by making timely arrangements with facilities and administration. Sponsors are expected to turn in required paperwork at least two-weeks before a field trip, a fundraising/donation drive, guest speaker, or event. These requirements are applicable to pilot all clubs as well. All clubs must comply with the General Limitations below.

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### **General Limitations for All Clubs**

In order to protect the rights of all students and ensure the orderly and efficient operation of the school, all areas of student expression will be subject to the following General Limitations:

- All posters must receive prior approval and signature from the Student Activities Director. Please bring all copies to be approved to the Student Activities office.
- Posters can only be hung on specified bulletin boards around school.
- All copies of written materials circulated, distributed, or posted on school premises will bear the names of the sponsoring individual(s) or organization. Actions or activities will not interfere with appropriate conduct, involve disorder, disrupt class work, obstruct or interfere with the operation of the school, or be likely to incite disorderly, destructive acts, violence, or violation of the law.
- Material will not be circulated or distributed in exchange for any payment or voluntary contribution unless approved by the Student Activities Director, who will also review and approve the finished product prior to its circulation. Activities will not be libelous and slanderous or invade the rights of other students or employees of the district. No activities offensive to the reasonable sensibilities of school personnel or injurious to their professional reputation will be permitted.
- Activities will not include any written material advertising commercial products or services for sale by a profit-making organization unless approved by the Student Activities Director.
- Please see the Fundraising Guidelines and Fundraising Request form on Schoology for more information.
- Activities will not be exercised by the use of obscenities, either verbal or written.
- Activities will not advocate a violation of Federal or State Statutes or Municipal Ordinances or official school policies.
- The purpose/messages of your group cannot:
  - Materially and substantially interfere with the orderly conduct of educational activities within the school
  - Inhibit the school's ability to maintain order and discipline on school premises to protect the well-being of students and faculty.

Violations of the General Limitations will be considered gross misconduct and offenders may be subject to administrative discipline. Student clubs and activities may also be subject to consequences, up to and including loss of recognition.

### **Expectations for Religious Groups**

As representatives of the school, staff supervisor(s) cannot promote, lead, or participate in the meetings or activities of a religious group. Supervisors must always be listed as "supervisors" and not "sponsors".

### Affiliating with an Outside Organization (Local or National Affiliation)

Any affiliation of a student organization with any outside organization must be clearly described in writing and a charter of the parent club must be made part of the record at the time of application for approval by the Student Activities Director. Membership in the local student organization will be limited to students enrolled in the school (Handbook pg. 27, 38).

*All student-initiated clubs may become affiliated with a larger organization, but the national group may not direct, conduct, control, or regularly attend activities of the student club.*

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**If the above General Limitations are not followed, the club will not be permitted to meet until the issue is resolved. If the issue goes unresolved, the club may be subject to consequences, up to and including revocation of full-time status.**

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### **Pilot Club Process**

A pilot club is a club that is in its first year of operation. Pilot clubs typically start with a student-initiated proposal, unless the administration identifies a need for a club. To propose a new club, students must complete the [Pilot Club Proposal Form](#) and schedule a meeting with Ms. Malec, Director of Student Activities. From there, "A committee consisting of the Superintendent or Principal (Chair); the Director of Student Activities and two staff members appointed by the President of the Association, may approve certain assignments on an hourly basis. This assignment will be considered a pilot and be paid at the hourly supervision rate up to a 2.5% stipend. A pilot cannot last for more than one year. The committee must review the pilot by the end of the year to determine if the activity should continue" (LFEA CBA 2019-2023, page 63). There are guidelines for pilot clubs that will be provided to the pilot club students and sponsor/supervisors at the time of application. Not all pilot proposals will be accepted, as there should be a demonstrable need in the current offerings, it should align to the District's mission and vision, and the idea cannot detract interest from other extracurricular offerings. Pilot paperwork must be submitted by October 1 of the year in which the pilot club seeks to operate. Ms. Malec will notify students and proposed sponsors in writing of the pilot approval or non-approval.

An approved club must hold its first meeting within two weeks of notice of approval. The club will run as a trial organization until May of the pilot year, at which time the Extracurricular Activities Committee (Stipend Committee) will assess the pilot club's performance and decide whether to approve the club as a full-time club.

If a pilot club does not appear to be meeting pilot evaluation benchmarks in January of the pilot year, the Student Activities Director will hold a meeting with the students who proposed the pilot and the pilot sponsor to provide feedback.

In May of the pilot year, pilot clubs that wish to remain an offering at LFHS must apply to be a full-time club. To apply, the sponsor must complete and return the [Pilot Club Transition Form](#) by May 1.

Pilot clubs requesting to become full-time clubs will be assessed on the above benchmarks (see Expectations for Pilot Clubs). If the club is approved to run as a full-time offering, the club will continue to run as a club and activity offering at LFHS. If for some reason the pilot is not approved to be a full-time club, student leaders can engage in the pilot reconsideration process. The reconsideration form is meant to be used if a pilot organization is initially denied full-time status and would like to open up a dialogue with the Stipend Committee to discuss their organization, clarify any areas of concern, and to then be reconsidered for full-time status. If any pilot club is interested in participating in this reconsideration process, the Pilot Club Reconsideration form [can be found here](#).

Any pilot club denied full-time status may not be resubmitted as a new pilot club until at least one full school year has passed since the denial.