



High School Club Advisor Guidelines / Responsibilities

Advisor's Introduction

Welcome to advising! Traditionally, this task is one that allows students and staff to communicate and work collaboratively in an area of mutual interest. There are a few steps that must be taken to ensure we are following state law and district policies. Bloomington Public Schools allows school-sponsored clubs, co-curricular and extra-curricular activities, and non-curricular groups (limited open forum; may be religious, political, or philosophical in nature). Non-curricular groups are not school-sponsored, but are allowed a custodial advisor. Advisor responsibilities and guidelines include:

Advisors for School-Sponsored Club (co-curricular and extra-curricular)

- May be a Jefferson/Kennedy High School staff member, and are responsible for supervising all club meetings, events, functions when students are present.
- Establish the framework, goals and attitudes of the club and its members, and aligns the club to enhance the curricular program (co-curricular).
- Follows prescribed procedures for room usage, field trips, finances, and activities.
- Prepare and submit requests for fundraisers; manage club's finances; order materials (if applicable); work with the Student Office to maintain auxiliary fund.
- Attend all school, conference, and MSHSL meetings pertaining to the club (if applicable).
- Assume the role of coach for competitive clubs.
- Establish in cooperation with the Activities Director, the eligibility criteria for participants to receive a letter. Criteria must be filed with the Activities/Athletics Office. Advisor maintains accurate records, orders letters, and disperses the letters at the end of the year/season.
- Abide by all School Board policies regarding activities (510), field trips (610), and fundraising (721).

Advisors for Non-Curricular Club (Limited Open Forum)

- Advisors must be employed by the district and attend all meetings during the contract day.
- District employees or agents may not promote, lead, participate in, or otherwise sponsor meetings or activities held pursuant to this policy.
- The club is run solely by students.
- Non-school personnel (adults and students) are not allowed to direct, conduct, control, or attend meetings and activities held pursuant to this policy.
- Non-school personnel are not allowed to meet with non-curriculum related student groups during the limited open forum.

I have read the above statements, have discussed the purpose and goals for the club with the student(s), and agree to be the advisor for the club for the current school year.

Advisor: _____

Date: _____

Advisor's Cell Phone #: _____

School Year: _____

Advisor's Work Phone #: _____