



MPT Club Advisor Guide: Supporting Student-Initiated Clubs

This guide is grounded in Chancellor's Regulation A-601, which governs non-athletic student organizations in NYC public schools. It ensures clubs are student-led, pedagogically supported, and aligned with school values and DOE policies.

Foundational Requirements

- Student-Initiated Clubs: Clubs must be initiated by and desired by students.
- Advisor Eligibility: Advisors must be pedagogues (licensed DOE staff) and approved by the principal.

Approval Process:

- Pulse Check- Students suggest clubs they want to see, staff say what clubs they feel prepared to support and guide actively based on knowledge, skill, interest and resources. Vendors are sought to fill gap in skills (ex Ballet dancing, Boxing).
- Proposed clubs must be reviewed by student government for recommendation to principal.
- A preliminary list is generated. Matching is done with advisors of clubs not matched with a teacher. Funds available to contract vendors assigned, contracts finalized.
- Final approval is granted by the principal based on finances and school priorities.
- Assignment of advisors is finalized, rooms are reserved/assigned, days and times are finalized.
- CoSA creates a master schedule of clubs and after school offerings like tutoring and intramural sports.
- Interest meetings- students interested in the club meet with the assigned advisor to create a flyer, a vision board of the activities, approved trips and events and a charter outline for submission to CoSA and administration.
- Club Fair is held and students lead the promotion of the club to recruit more students to attend. Ten students need to regularly attend to keep the club sustainable.
- Advisors and students set up tables with flyers and display their boards with meeting days and times, rooms, upcoming trips or events, mission and vision and contact information.
- Clubs can make the fair interactive with demonstrations, snacks, opportunities for playing or creating, dancing etc.

Club Charter Essentials

Each club must submit a charter that includes:

- Mission Statement: Clear purpose and goals.
- Vision: Long-term impact and aspirations.



- Governance Structure:
- Roles: President, Vice President, Secretary, Treasurer (or committee-based leadership).
- Responsibilities: Define duties for each role.
- Election Process: Transparent, democratic, and inclusive. Advisors with guide the practice of the democratic process by ballot or electronic means (google form)
- Impeachment/Discipline: Outline fair procedures for misconduct or neglect of duties.
- Attendance Policy: Minimum participation expectations and consequences for chronic absenteeism, such as loss of positions held.

Club Events & Family Engagement

Each club must host at least one event annually to promote school spirit and family involvement. Examples:

Club Name	Suggested Event
Gaming & Table Games	Family Game Night
Film Club	Movie Night with student-led Q&A
Intramurals	Help with organizing Teacher v Student games
Martial Arts clubs	Self Defense Workshops open to school

Organization

- Google Classroom: Advisors must create a Classroom for each approved club.
- Add CoSA (Coordinator of Student Activities) and administrators.
- Use it for announcements, meeting agendas and resources as well as a place for students to discuss and share ideas.
- Keep dated sign in sheets for attendance and submission along with per session sheets.

Leadership & Collaboration

- Student Leadership: Advisors should mentor students to lead meetings, plan events, and manage responsibilities.

Club Goals & Trips:

- Discuss and vote on goals, trips, and initiatives during meetings.
- Ensure all decisions reflect student voice and equity.



Healthy Rapport:

- Foster respectful dialogue, shared decision-making, and inclusive practices.
- Encourage multilingual communication and visual aids for accessibility.

Club Advisor Requirements

- Club advisors are responsible for maintaining accurate records and ensuring compliance with school guidelines.
- Each session must include a completed student sign-in sheet, which is to be attached to both the advisor's timecard and per-session timesheet.
- Clubs are required to maintain a minimum attendance of ten (10) students in order to remain active.
- Additionally, OP 175 forms must be on file for all club advisors.

These measures ensure accountability, proper documentation, and sustained student engagement. Advisors are not just facilitators—they're mentors who empower students to lead with purpose, creativity, and pride.

Sources:

Chancellor's Regulation A-601 – Activities, Clubs, and Organizations