



**McKinley School of the Arts
Club/Activities Handbook
& Field Trip Guide**

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Dear Club/Activities Advisors,

Welcome to the Tiger Family! As a member of the team of McKinley School of the Arts Activities you will assist students and faculty in promoting positive learning experiences outside the classroom. The connection made with students in this capacity is one that will become a highlight of your career. It is for your tireless effort that we thank you. McKinley is an amazing place to be because people like you care enough to invest in our students.

The following manual is designed to assist advisors with the most pertinent information required for proper Associated Student Body constitutional procedure as dictated by the Department of Education of the State of California, California Association for School Business Officials, California Association of Directors of Activities, the Pasadena Unified School District, and Marshall High School's adopted constitution.

The Associated Student Body of McKinley School is regulated and monitored by the State of California and therefore must ensure appropriate accounting and fiscal policies at all times. As a club/organization at MKS, we desire you to have the most effective club/organization possible. To this end, we require that you are familiar with this manual prior to engaging you club in and co/extra-curricular activities. Additionally, all forms and documents herein are located in the principal's office at MKS.

Thank you for your support and commitment to the MKS family!

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Activities Philosophy

McKinley School of the Arts regards the development of extra/co-curricular activities and classes as a positive and meaningful contribution in the lives of our students. The student body of MKS relies upon the positive contribution of its advisors. Club and class advisors, in promoting their co-curricular agendas, are engaged in worthwhile activities that positively enhances the life and overall character of McKinley School student body. To that end, the welfare of co-curricular activities and clubs is extremely important. Every effort is made through the development of activity calendars, online calendars, available facilities, and transportation, to ensure the welfare of clubs and organizations.

All programs, activities, and student clubs are available to all persons without regard to actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race, ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. (EC §§ 200, 220, and 260; 5 CCR §§ 4925-4926)

Objectives

1. To provide the opportunity to develop socially through engaging in activities which develop and strengthen character, leadership skills, and social skills.
2. Through activities outside the classroom enlarge the interests and knowledge that would not otherwise be achieved outside of the classroom environment.
3. To participate in multiple forms of co-curricular activities involving common interests of club members.
4. To develop teamwork strategies through the use of various forms of service to each other, the community, and the student body of McKinley School of the Arts.

Advisors Responsibilities

You should...

- Attend all regular club meetings.
- Ensure that proper minutes are taken by a member of the club. Confirm that all event plans and financial decisions are reflected in the minutes with approvals according to Parliamentary Procedures.
- Try to ensure total club participation by avoiding delegating tasks to the same group of students on a regular basis.
- Ensure that all policies and procedures for any given activity or co-curricular program are observed.
- Allow students to “run” their own meetings. Give guidance according to Parliamentary procedures to ensure smooth running meetings.
- Insist that students assume the responsibility of their organization.
- Encourage a sense of order and loyalty.
- Encourage the secretary and treasurer to become familiar with the detailed methods of booking.
- Ensure that all students are picked up by their family members before you leave an event. You are the “First In” and the “Last Out”.
- Ensure appropriate communication with MKS Admin and that all paperwork is done in a timely manner
- Provide MKS Admin with a Club Roster of the names of the students in your organization.

Helpful Hints...

- Set realistic goals for yourself and your club/organization.
- Begin your club or organization by helping students make their own decisions, identify goals, plan projects, and evaluate outcomes.
- Respect the confidence of your students who might seek your counsel on personal issues.
- Field Trips are a fun part of club activities. Make sure you have submitted all paperwork including FIELD TRIP FORM, TRANSPORTATION REQUEST, and PERMISSION SLIPS.
- **NEVER** sign any contracts. All contracts must be completed and approved by the principal. No other signature on a contract will suffice for expenditure of student body funds. You may be a part of the negotiations, but all contracts must be signed by the district. **NO EXCEPTIONS!**
- Assist students in publicizing their event to the community, parents, and student body.
- Listen to your students ideas and encourage all them throughout every stage of the planning. Even events that are not “successful” are wonderful opportunities for your students to learn.

Starting a Club & Organizing Your Club

Starting a New Club:

1. Students seeking to form a new club must first find an advisor.
2. Under the direction of their advisor students must write a constitution and submit a budget. (See SAMPLE CONSTITUTION and SAMPLE BUDGET)
3. Once the constitution and budget are submitted to the ASB, the club must await approval before planning any events or fundraisers. The ASB advisor will email a confirmation to the club advisor.
4. Once the club has been approved they can elect officers, begin fundraising and planning events according to the policies of the Pasadena Unified School District.

Organizing Your Club:

1. At the start of each school year all clubs must submit their annual budget, club roster and CLUB RENEWAL by September 30th. Any clubs who fail to turn those in will have their accounts frozen.
2. All clubs must elect an organizing body of leaders (President, Vice-President, Secretary, Treasurer, etc.).
3. Fundraisers are on a first come-first-serve basis from that point on. All must be accompanied by an ACTIVITY/FUNDRAISER REQUEST to the principal.
4. Make students accountable to all fundraising they do.
5. Any funds that you collect must be turned into the BOOKKEEPER office within 24hours from receipt.

Raising Funds and Spending Funds

McKinley School of the Arts requires that multiple principles and guidelines be followed whenever one is engaged in the raising and spending of student body funds. These guidelines are prescribed by the California Association for School Business Officials and are considered accounting best practices.

RAISING FUNDS:

- a) All clubs will prepare a simple budget for the year that determines need and then should stay within the projections of the budget.
- b) Various methods of raising money, acceptable within the school guidelines, are: food sales, candy sales, and various other forms of fundraisers utilizing and outside companies' products.

HOW TO...

1. Check with the principal to see if your desired fundraiser will conflict with a previously scheduled fundraiser.
2. Submit an **ACTIVITY/FUNDRAISERS REQUEST** to the principal for approval **PRIOR** to the event. Once the event has been approved by the principal and by ASB you will be notified.
3. When ordering materials for a fundraiser a **PURCHASE ORDER (PO)** must be received for anything **PRIOR** to the receipt of merchandise. PO must be approved by the principal.
4. To submit payment for materials purchased please fill out the **REQUISITION** along with the invoice.
5. If tables and other equipment are needed, the advisor is responsible to see that the proper **FACILITY REQUEST** is made to the principal and that all equipment is returned following the activity.
6. Money will be accepted from students for any student transactions (fundraisers, money owed, trips, etc.).
7. Cash boxes are required for all activities involved with collection of money. See the principal about cash boxes. Ensure all money is locked up at all times.
8. Please try to avoid purchasing items out of your personal funds. But in the event that this necessary you will be reimbursed. Please retain receipts and attach them to turn them into to the principal. Remember you have to submit a requisition form prior to you purchasing the items.
10. Publicity for fundraising activities must be approved by the principal in advance of making announcements or posting flyers.

SPENDING FUNDS:

a) Examples of acceptable expenditures are:

1. Advertising
2. Helping to defray the expense of delegates or representatives to activities which have been approved by the school.
3. Defraying expenses of guests speakers obtained by the club for reasons other than entertainment purposes.
4. For membership dues in state or national organizations wherever necessary.
5. For contributions to worthy school or charitable activities.

b) Examples of prohibited expenditures are:

1. Purchasing expensive items such as cameras, radios, or other expensive items because of the lack of membership stability of clubs.
2. Spending money for personal pleasures such as dinners, banquets, athletic contests, parties, etc. is not advisable.
3. Absolutely NO gifts should be given through the use of club funds. Clubs can purchase only awards.

ALL ACTIONS MUST BE REFLECTED IN THE MINUTES OF THE CLUB

Nutritional Guidelines for Fundraisers

Important information regarding fundraising items... All items must meet the California School Food Standard. Please use the nutrition calculator to determine if the “snack food” that are sold outside of the National School breakfast or Lunch Program to determine if the food items your club wishes to sell fits the criteria.

No food or candy can be sold during the school day.

The criteria for after-school food sales:

Snacks are generally regarded as supplementing a meal, such as chips, pretzels, crackers, nachos, French fries, onion rings, donuts, cookies, pastries, cinnamon rolls, candy, bread, bagels, baked potatoes (plain), egg rolls, trail mix, jerky/dried meat sticks, popcorn, pop tarts, energy/cereal bars, etc. Snacks that are always allowed include: non-fried fruits/vegetables, nuts, nut butters, seeds, eggs, and string cheese.*

Snack Food must meet the following standards:

- No more than 250 calories
- To find out if your snack food meets the standards, please go to californiaprojectlean.org and use the nutritional calculator (high school snack food).
- Once the calculator has been accessed it will tell you if the food item met the guidelines “This food fits” or “This food does not meet the calories requirement. Sorry, this food does not meet the standards”
- Please turn in the Nutrition Guide for the item you plan on using with the nutritional facts i.e. From the side of the package.

Entrees are the primary food in meal, such as: sandwiches, burritos, pasta, pizza, bagel with cream cheese, fries, etc.

Entrees must meet the following standards:

- No more than 400 calories
- No more than 4 grams of fat per 100 calories
- To find out if your entrée meets the standards, please go to californiaprojectlean.org and use the nutritional calculator (high school entrees).
- Once the calculator has been accessed it will tell you if the food item met the guidelines “This food fits” or “This food does not meet the calories requirement. Sorry, this food does not meet the standards”
- Please turn in the Nutrition Guide from the restaurant you plan on using with the nutritional facts i.e. The information below was attained by going on line to Taco Bell and copying the nutritional information. Once you have done that just turn it in along with the nutritional facts from the Californiaprojectlean.org information.

FIELD TRIPS

Field Trip Guidelines:

- **All Field Trips must be pre-approved by the principal**
- **The Advisor must completely fill out the Field Trip Request Form or the Field Trip will be denied**
- **Any necessary transportation paperwork is required with the Field Trip Request Form**
- **The principal must approve all chaperones (including parent volunteers)**
- **Students must be earning passing grades and be in good behavior standing to go on a field trip.**
- **Access to who attends the field trip must match the composition of the club/group and be done in a fair and equal way. Any disputes will be solved by the principal.**
- **Advisors must ensure a proper ratio for all events, field trips or on-campus events.**

A field trip or excursion is a trip in connection with courses of instruction or school related social, educational, cultural, athletic, or music activities to and from places in California, in other states, in the District of Columbia, or in a foreign country. Trips may be conducted for pupils enrolled in our secondary schools. The following guidelines are taken directly from the PUSD Administrative Code.

1.2.1 Authorization

(A) The administrator in charge at the school site shall be responsible for the initial authorization of all curricular field trips or excursions.

(B) A PARENT CONSENT AND MEDICAL AUTHORIZATION form must be completed by each pupil's parent or guardian and filed with the school along with a FIELD TRIP ROSTER prior to each field trip or excursion. (Appendix N & O)

(C) The person responsible for supervising the activity should complete the form, REQUEST FOR APPROVAL OF FIELD TRIP/OUT-OF AREA TRIP AND/OR OVERNIGHT TRIP, in duplicate. (Appendix P)

(D) Field trips beyond the 150 mile zone or which extend overnight must be approved in advance by the Assistant/Associate Superintendent for Instruction.

(E) The Principal or designee should review the activity, and, if approved, should sign the form and forward the original to the Assistant/Associate Superintendent of Instruction.

1.2.1.4.1 Overnight trips for student activities must be limited to those situations where the activity clearly requires an overnight stay by the student.

1.2.1.4.2 Out of the Country Section 35220 of the California Education Code must be reviewed by the administrator in charge at the local school whenever any trip outside the country is contemplated.

1.2.2 For overnight trips, the request shall be in writing to the Principal who will review the proposal using the established district criteria. If the Principal recommends approval, a complete itinerary, cost

breakdown, and educational objectives will be forwarded to the Assistant/Associate Superintendent for Instruction, no later than:

(A) Twenty (20) days prior to an overnight trip which is less than three (3) school days long and is not out-of-state.

(B) Fifty (50) days prior to an overnight trip which is longer than three (3) school days or out-of-state.

(C) Nine (9) months prior to trips out-of-country (except trips to Mexico).

1.2.3 For trips longer than three (3) school days or out-of-state, the Office of the Assistant/Associate Superintendent for Instruction will prepare a Board report including all appropriate information for presentation to the Board of Trustees for approval.

1.2.4 The Office of Assistant/Associate Superintendent for Instruction will review the request to assure compliance with all applicable laws, Board rules and regulations.

1.2.5 No action shall be taken to raise funds or publicize the trip in any way until approval is received from the Office of the Assistant/Associate Superintendent for Instruction.

1.2.6 The Office of the Assistant/Associate Superintendent of Instruction will notify the Principal of the school of decision. (If the District funds are to be used for the purchase of admissions, a copy of a special form with the appropriate approval signature should be attached to the requisition necessary for the admission purchase).

1.2.7 Supervision:

(A) At least one (1) certificated person (of Board approved coach in the case of athletics) must be given the responsibility of supervising all aspects of the trip.

(B) The instructor and school club volunteer supervisors will donate their services and time for the purpose of supervision of the participating students outside the regular school day.

(C) Each group of pupils shall be supervised by one or more certificated employees (or Board approved coaches in the case of athletics) of the District unless otherwise approved by the Principal.

(D) Parents and other adult participation on school journeys are highly recommended to assist in pupil supervision, but this may not be substituted for the supervision of a certificated employee of the District.

(E) The number of participating adults should be approved by the administrator in charge and determined by the teacher as it relates to class needs.

(F) In general, the capacity of the bus, the number of seats available after pupil needs are met, and restrictions at the trip's destination will determine the number of adults who may accompany the class.

(G) As a general guideline, the ratio of adults to pupils should be less than one adult to fifteen (15) students.

(H) For all overnight trips, all chaperones should be provided with the following guidelines.



FIELD TRIP REQUEST FORM

Information Required:	Complete The Information Here:
Club/Activity/Group's Name	
Date This Request was submitted:	
Field Trip Coordinator/Advisor	
Name of the Trip	
Date of the Field Trip	
Departure Time from MKS	
Return Time to MKS	
Total Number of Students	
List the Specific Names of Chaperones (must all be cleared by Ms. Aguilar prior to the trip)	
List the names of Faculty Attending	
Confirm this site is on the PUSD Board approved list of field trip locations.	If not, additional forms must be completed and sent to the Board of Education for approval 6-8 weeks in advance of the trip
Educational Standards and Curriculum aligned to this Field Trip	
Signature of Field Trip Coordinator/ Club Advisor	
Principal's Signature for Approval	
Date Field Trip Approved	