

Bloomington Jefferson High School's 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 that we are following state law and district policies. Bloomington Public Schools allows school-sponsored clubs, co-curricular and extra-curricular activities, and limited open forum groups (non-curricular; religious, political, or philosophical in nature). Limited open forum groups are not school-sponsored, but are allowed a custodial advisor. Advisor responsibilities and guidelines include:

School-Sponsored Club (curricular and non-curricular)

Advisors:

- May be a Jefferson High School staff member or a non-staff adult, and are responsible for supervising all club meetings, events, functions when students are present (see *Club Advisor Responsibility Form*). Non-staff adult advisor candidates must undergo a background check with Bloomington Public Schools at their own expense.
- 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).

Limited-Open Forum Group

- Advisors must be employed by the district and attend all meetings during the contract day.
- District employees or agents are non-participatory and 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 #: _____