

**Franklin County Schools  
Club/Organization Criteria**

**Franklin County Schools clubs and organizations are to provide a positive academic and social experience for the members, school, and community.**

**ALL CLUBS/ORGANIZATIONS:**

1. Must have a faculty advisor that is an employee of the school system;
2. Must have at least five (5) student members who are enrolled in the school that are listed as members to establish the club/organization;
3. Prior to club approval, the faculty advisor and principal must meet to discuss the purpose of the club/organization;
4. Aims, objectives, and the constitution must be submitted in writing and signed by the advisor and club members;
5. The application must be completed and reviewed by the principal and leadership team. If the club is approved at the school level, the application is forwarded to the director of schools for final approval and designation as either an academic or non-academic club/organization.

If the application is denied by the principal, the faculty advisor may appeal in writing to the director of schools within fifteen (15) school days;

6. The faculty advisor must have written communication from the student's parent or legal guardian approving the student's membership or participation in the club/organization;
7. Individuals not affiliated with the school, either as an employee or student, may not direct, control, conduct or regularly attend meetings or an activity. Regular attendance is defined as attending a meeting or activity more than two times per school year.

However, the faculty advisor may request a waiver from the school administration if a visitor needs to attend more than twice a year due to guest speaking engagements or providing training to students;

8. A list of visitors planning to attend the club meeting must be submitted and approved by school administration prior to the meeting. Approval will not be denied based on the viewpoint of the proposed visitor unless it is deemed necessary to protect the well-being of students and faculty;

9. Once a quarter, a school administrator will attend a meeting of each established club/ organization to ensure the meeting agenda is followed;

10. Meetings may only be held during non-instructional time (faculty advisors should work together for appropriate times for students wishing to participate in more than one club);
11. Meeting times may be only posted within the school in areas designated by the principal;
12. Maintain open membership to interested students (any restricted membership requires approval from the director of schools as stated in board policy);
13. Procedures for fundraisers or field trips require proper documentation and approval as established by the board policies and procedures;
14. Any proposal for a club deemed as needing special/professional assistance beyond the realm of a faculty advisor, will be determined by the principal and specifics of that individual or group of individuals will be reported to a counselor, social worker, etc. as needed; and
15. All clubs/organizations will be reviewed annually by the principal and the leadership team to ensure criteria is being met and the appropriate number of student members has been maintained.

#### **ACADEMIC CLUBS:**

1. Upon recognition as an academic club, the club shall become eligible to receive school funds and utilize district and school resources;
2. The faculty advisor is to be present at all meetings and ensure discussions follow the set agenda, students sign in for the meeting, and minutes of the meeting are maintained.  
  
The advisor will also ensure all applicable board policies, administrative procedures, and school rules are followed; and
3. Agendas, student sign-in sheets, and minutes of the meetings are to be maintained by the advisor; copies will be available for school administration and the director of schools for review.

#### **NON-ACADEMIC CLUBS:**

1. Upon recognition as a non-academic club, the club shall be provided meeting space and school resources shall be made available in a non-discriminatory manner and in accordance with the Equal Access Act;
2. Student participation must be completely voluntary. Student members can publicize the club and who to contact if interested in membership;
3. Non-academic clubs/organizations may work with the community, when applicable, to help with various community projects or aid in services within community organizations;
4. The faculty advisor is to be present at all meetings to monitor and ensure discussions follow the set agenda, students sign in for the meeting, and minutes of the meeting are maintained.

