

Group 3 - Academic (Leadership, Clubs, Activities) Expectations and Requirements

1	Recruitment of members	At the beginning of each school year you must show that you have completed a recruitment of new members for your club/extracurricular program. This can be done with posters, emails to students, announcements, ad in school newspaper, hold a new member interest meeting, etc.
2	Develop a schedule for meetings, practices, competitions, performances, etc	Depending on group and level of contract, expectations are different. See chart below. This schedule must be submitted to building principal along with roster of students by October 1* of each year. If needed, complete the appropriate Building usage form for meetings.
3	Roster of students involved	Submit to the building principal the roster of the students involved along with your meeting dates by October 1* of each year.
4	Supervision of students	Responsible for supervision of all members of the club/extracurricular program during after school meetings and events and the school code of conduct is followed at all times.
5	Student Activity Accounts/Fundraisers/Budget	If club/extracurricular program has a student activity account, following 618-AR-0 and 246-AR-3.
6	Materials Needed/Equipment needed/Transportation needed	Provide to building principal by October 1 (which is prior to the next year's budgeting schedule), items needed for club/extracurricular program including transportation requests. Items must be budgeted for in the budget process.
7	SESD Website Page, if applicable	Submit information to appropriate staff to update the club website page so it contains all information about the club, its purpose, meeting times, fundraisers, competitions/performances, etc.. KD/SEMS have club pages on their website page under For Students. Update by October 1 of each school year and periodically throughout the school year.
8	End of Year Report	At the end of the school year, prepare and submit a report to the building principal outlining the meeting dates, attendance for meetings, projects, fundraisers, etc that were done during the year. This is required in order for the pay order request to be approved.

** if the contract does not start in the fall, then the roster and dates should be given within 30 days of the start of program.*

Meeting Chart

Level I
Level II
Level III
Level IV
Level V

Minimum expectations for meetings, practices, competitions, performances, co-curricular hours spent outside workday, etc

at least 14
at least 12
at least 10
at least 8
at least 6