



ACTIVITIES HANDBOOK



TEMPE UNION HIGH SCHOOL DISTRICT
OFFICE OF ATHLETICS AND ACTIVITIES
500 W. Guadalupe Road, Tempe, Arizona 85283




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Philosophy of Student Organizations

Tempe Union High School District (TUHSD) offers extensive opportunities for all students to participate in the activities of their choice as an integral part of their total school program. Club and Class experiences are designed to help satisfy the recreational, social, emotional, and extended academic needs and interests of all students.

Opportunities are provided for young people with varied ethnic and social backgrounds to come together to share common interests and to increase understanding, cooperation, and acceptance of each other. The development of democratic values, positive leadership and responsible citizenship are major objectives.

Our sponsors are the main ingredient that make Activities successful. Thank you for accepting the responsibilities of a sponsor and good luck for the rest of the year.

Advisor Job Description

So now that you are an advisor...what does that mean?

Advisors:

- Are certified teachers and have been approved by the Assistant Principal of Activities.
- Give advice, direction, and counsel to club officers/member.
- Are present at all official functions and activities including (but not limited to): meetings, elections, concerts, competitions, group fundraising, etc.
- Supervise club members before, during, and after school when conducting club business.
- Sign all invoices, check requisitions and purchase orders.
- Attend the advisor's meetings as planned by the school administration.
- Establish academic standards for all members and check progress regularly.
- Work with club officers/members to plan meaningful activities tied to the school's mission, vision, and values.
- Become familiar with the rules and procedures outlined in this handbook, as well as with the constitution of your club, and the Student Body Constitution and district policies as they relate to clubs.
- Review with club members the following: behavior, appearance, and discipline.
- Act as a liaison to their Booster organization.

How New Clubs Are Formed

Requirements for organizing a club and procedures for club meetings can be found at [How to Start a Club](#).

Student Funds

If your club intends to collect or raise money, a student club account must be established at the school Bookstore prior to collection/fundraising. All monetary transactions must follow governing board approved/district procedures.

Information on Receipts, Expenditures, and Reconciliation of student club monies can be found at [Student Club Funds](#).

Ticket Procedures

Any event where admission is charged, the sponsor is responsible for arranging a minimum two people to handle tickets- one person to manage money from ticket sales and one person to collect ticket at point of entry.

A ticket taker can be a student, parent, or teacher volunteer. If a sponsor would like a paid ticket taker, the request can be made through the Assistant Principal of Activities.

A ticket seller is paid and must be an employee of the district.

Event Procedures-

Prior to the event and during ticket sales follow these steps:

1. Count the Change Cash in the box BEFORE you start selling. Be sure it matches what the Ticket Sales Report shows. If you don't start off with the right amount of money you will never balance in the end!
2. Be sure your BEGINNING TICKET NUMBERS are correct on the Ticket Sales Report.
3. Pull a ticket and give it to EVERY customer you CHARGE. Do NOT give a ticket to any guests entering for FREE (i.e.: AIA passes, TUHSD Passes, Athletic Passes, Staff + 1 with badge, children under 6)!
4. For Bills \$20 and Larger use a Counterfeit Detection Pen to validate that the bill is authentic. If the pen ink turns yellow the bill is authentic. If the pen ink turns dark brown the bill is counterfeit.
5. The guest should give their ticket to the Ticket Taker.

When finished selling, complete the Athletic Ticket Sales Report in your box per the following steps:

1. Take the last unsold ticket number LEFT ON THE ROLL and subtract it from the beginning number on the Ticket Sales Report. That gives you the number of tickets sold.
2. Multiply the number of tickets sold by the price the tickets were sold for and that gives you your TOTAL RECEIPTS.
3. Count ALL the cash and checks in your box and enter them on the Cash Returned column of the Ticket Sales Report. Put the TOTAL in the Total box.
4. Subtract the dollar amount of Change Cash you were given and that should equal your TOTAL RECEIPTS. Any over/short amounts should be noted on the report.
5. Put ALL cash, checks and Ticket Sales Report in bag and secure!
6. The Admin on duty will take the box from you once you are balanced.
7. Thank You for taking your time to help out our Campus and support our Students!!!

Fundraising

All fundraisers must have prior approval from Student Council and the Assistant Principal for Activities. The completed [Fundraising Request Form](#) must be kept on file in the Activities Office and must be available for Bookstore Manager and Student Council Treasurer prior to the start of any fundraising activity.

A list of approved fundraising activities and fundraising procedures can be found at [Approved Fundraising Activities](#).

Academic Eligibility

All school activities that are AIA-sanctioned (Chess, ESports, JROTC, Robotics, Speech and Debate, Spiritline, and Theater) must follow the same academic eligibility rules as AIA-sanctioned athletic teams. These eligibility rules apply to all AIA-sanctioned events.

All clubs/activities (that are not AIA-sanctioned or AIA-sanctioned clubs participating in non-AIA-sanctioned events) should have well-established and documented academic requirements that are monitored by the sponsor.

Trips and Assemblies- Students passing their classes with an A, B, or C do not require approval from those teachers to miss class for activities approved by the Activities Office. Students with a D or F in class should not miss class unless an arrangement is made by that teacher, the student, and the sponsor.

Sponsors should conduct frequent grade checks and follow up with teachers to help ensure student academic success and not just rely on waiting until before an event, performance, or trip.

For specific academic eligibility guide line refer to Governing Board Policy JJJ.

Booster Organizations

Some of the strongest school support comes from parents or organizations having strong interests in specific students or school activities. Support from booster organizations is encouraged wherever appropriate as a means of involving the public in the activities and goals of the District. School personnel shall seek to strengthen and support booster organizations by cooperating when possible to provide assistance, materials, facilities, or other aid to assist them in helping the schools.

Close communication with booster organizations ensures greater harmony with the policies and goals of the District. Each principal shall assume responsibility for the conduct of any organization approved by that principal for interaction with the students, staff, or programs of the school.

Advertising

Policy KHB

Police/Security

At all events at which students and/or the general public are in attendance, a TUHSD security guard/local police officer must be hired through the Activities Office at the expense of the Club/Organization. Security (and Police, as appropriate) will be scheduled by the Assistant Principal of Activities once the event has been placed on the official school calendar. It is the responsibility of the Assistant Principal of Activities to schedule an appropriate number of security and police to maintain a safe environment for all involved.

Police will be paid once an invoice is received. The administrative assistant for the Assistant Principal of Activities must have a Purchase Order before the event. Once the invoice is received the administrative assistant must “ok to pay” by signing the invoice and forwarding to Accounts Payable at the district office.

TUHSD security guards who work events must clock in and out through Time Clocks Plus (TCP).

Student Social Events

Policy JJB

Dances- Only class councils may sponsor dances.

Chaperones- The club sponsor must arrange for a minimum of ten (10) adults/staff members to chaperone the dance. The class sponsor shall submit to the Assistant Principal of Activities the names of the adults/staff members who have agreed to chaperone. Staff may work in shifts, or may chaperone the entire length of the dance, but there shall be a minimum of 10 at all times. All volunteers that are not TUHSD employees must be approved through HR prior to the event.

Recommended Dance Hours-

Freshman Only Dance	7:00 pm-10:00 pm
After Game Dance	9:00 pm-11:00 pm
Evening Dance	8:00 pm-11:00 pm
Prom	8:00 pm-12:00 am

(Times to be determined by Principal or administrative designee)

Bands/DJs-The band or DJ must be arranged in advanced and cleared through the district vendor process. Music needs to be appropriate for a school setting.

Decorations and Supplies- The club sponsor should plan well in advance and order supplies from an approved vendor using a Purchase Order.

Property Check Room-

1. Any club sponsoring a dance may furnish a property check room into which students may check their coats, purses, bags, etc.
2. An adult must be present in the property check room at all times.
3. The club is responsible for providing identification tags for property checked in. One tag should be given to the owner of the item and one attached to the property left in the room.
4. When the owner wishes to retrieve his/her property, the owner must present their tag to the person at the property room. If the tag is lost the owner must be able to identify something about the item.

Use of School Facilities

Policy KF, KF-RB, KF-E

When planning an activity, check the calendar and/or the Activities Office for availability of the date and to schedule your proposed event. This includes use of your classroom. Please follow these procedures to schedule an event on campus:

1. Check calendar and/or Activities Office for availability.
2. Complete a Facility Request in full.
3. Arrange for appropriate staff to work the event.
4. Follow approved guidelines to assure appropriate staff get paid on time.

Please note that all school sponsored events using facilities on campus (plays, concerts, banquets, athletic events, etc.) on the weekend or during the summer will be charged a fee for custodial services.

All activities held outside of the school's hours must be cleared through the Activities Office.

Facility request form can be found here: [School Facility Use](#)

Calendars

All events must be published on the school's Activities Calendar.

Volunteers

Policy IJOC and IJOC-R

The TUHSD Governing Board realizes the importance of volunteers in various areas within the educational setting of each school. All volunteers must be approved through the Human resources department.

[Volunteer at TUHSD](#)

The process to clear a volunteer can be time consuming. Be sure to have volunteers start the process early enough to be approved before the first event. Volunteers are not allowed to begin interacting with students until the Activities Office and the Sponsor have received a work permit from HR.

Student Travel

Policy JJH and JJH-R

The Governing Board recognizes that significant educational and/or recreational benefits can accrue to students through participation in selected activities that require school-sponsored travel.

In-State travel, which is always preferred, is defined as travel within the State of Arizona and can be approved by the Principal or appropriate administrator. In-State overnight travel requires approval by the TUHSD Director of Athletic and Activities.

When in-state travel will not satisfactorily meet program objectives, out-of-state travel may be requested. It is defined as other travel within the United States. **Such travel must be approved by the principal and the Superintendent or a person designated by the Superintendent, and the Governing Board prior to formalizing plans.**

Travel forms can be found at the links below.

[In-State Travel](#)

[Out-of-State Travel](#)