

WESTSIDE HIGH SCHOOL CLUBS & ORGANIZATIONS

SPONSOR RESPONSIBILITIES AND INFORMATION

1. The **sponsor must be present** at all times whenever a club meets or has any activity.
2. It is the sponsor's responsibility to **maintain student safety and security** at all times (e.g. no collecting money for a fundraiser on a street corner!)
3. **Certification of CPR/AED/FA** (Cardio Pulmonary Resuscitation, Automated External Defibrillator and First Aid) is now a state requirement for all campus-based personnel who participate in UIL-sanctioned activities. This applies to clubs and organizations who participate in competitions; if there are several sponsors for one such group, all must be certified. While we encourage certification and highly recommend it for those who travel (conferences, field trips, etc.), it is not a requirement if you do not compete.
4. Sponsors are also responsible for the **integrity of all activities**, events and meetings. Please remember they should be held in an appropriate manner that reflects positively on our students and school.
5. **Athletic clubs** involved in competition are subject to the same guidelines as WHS sports. This includes completion of required athletic forms and sponsor certification referred to
6. Clubs must adhere to **eligibility and TEA requirements**. TEA No Pass/No Play (House Bill 72) governs any extracurricular event that
 - a. is a competition. This includes athletic events (whether they be UIL governed events or not), talent shows, academic contests, art contests, etc.
 - b. is associated and held in conjunction with another extracurricular activity. These include half time shows at sporting events, performances at intermission of plays, music played by the orchestra while another event is taking place, etc.
 - c. the general public is invited to. These include parades, ALL performances at pep rallies including club performances and speeches, after school performances, etc.
 - d. charge an admission. Any event, either during the school day or after school, whether it be held on the school campus or at another venue in which admission fees are collected, donations are mandatory or suggested as a prerequisite for admission, or tickets are sold, immediately makes the event extracurricular.
7. Sponsors are responsible for **notifying Barbara Nassab of any material changes** (such as meeting times or location) to ensure accurate club information is publicized on our calendar of club meetings (to be displayed in the small schools) and our website.
8. Clubs agree to participate in any **school wide promotional efforts**, including the Back-to-School Bash (Friday evening before the start of school) and the Prospective Parent Meeting & Program (November). Clubs also agree to participate in any **school wide recruitment efforts and activities**.

(Additional information on reverse side)

9. If your organization needs money to cover expenses related to the operation of the club, you may **hold a fundraiser**. All fundraisers require advance approval. Forms are available in the main office from Barbara Nassab; please allow 2 weeks for your request to be processed. Fundraisers cannot be publicized (nor facility reservations made if needed) until approved. Some clubs and organizations assess an "activity fee" to offset expenses, however consideration must be made for students who have a documented financial hardship.
10. If you are planning a **special event** and need facility space at WHS or wish the event to be posted on our calendar, please complete the *Facility Request Form*. The form is available on the school website on the facility page. Please be sure to read about eligibility, fundraising and publicity to see what is applicable given the nature of your event.

11. Whether you're trying to build interest in the club, publicize a meeting, or promoting a fundraiser or special event, you'll need to know the **options for publicity**.

- a. Announcements and TV Announcements Please send by email to newsatwhs@gmail.com by 9:00 am two days before you want the announcement made. Include dates to run and pertinent information.
- b. Flyers can be placed in the entrances to each house with sponsor approval (please initial). Do not post flyers in the halls. If you have a major event and want posters or banners in the halls, please get prior approval from the administration or Barbara Nassab
- c. eNews and Social Media Posts: To include an announcement or news article in the eNews, or post on the school's Facebook, Instagram, or Twitter accounts, please send an email to Barbara Nassab at newsatwhs@gmail.com and include photos when possible. eNews is published on Mondays and submissions must be received by Friday of the preceding week by 10am. Weekend updates welcome by 10am on Monday morning.

Westside High School reserves the right to disband any club or organization that does not comply with the rules set forth.

Club/Organization Name

- This club does not participate in Competition.
- This club participates in Competition and I have received (or am scheduled to receive) certification in CPR/AED/First Aid on _____. (Please provide documentation to the school secretary in the Main Office.)

Sponsor Name (Printed)

Sponsor Signature

Date

*Please submit this form to Barbara Nassab in the main office
All club and organization information must be up to date and maintained in the main office*